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Responses to RFP Questions  
RFP-VR-2020-3

1. Is the selected firm required to have an office in New Hampshire? No.
2. Is there a preference for New Hampshire-based firms vs. out of state? The Governor and Council (contract approving entity in NH) always prefers NH firms, however, for this specific firm there is no preference.
3. Will in-person meetings be required? What is the frequency? Not necessarily, due to COVID-19, most meetings could occur via zoom or calls.
4. Is there an incumbent firm / vendor who will potentially be responding to this RFP as well? Not that I am aware of for this RFP.
5. Can you clarify the budget available for this scope? We have no firm budget. We want an appropriate response to this RFP. We have approximately 3000 customers that we serve with disabilities at any given point and would like to bring in more to assist with their vocational goals.
6. Could you let us know if you are open to a Canadian agency that works with clients in the US? There is no prohibition for us to work with vendors from Canada.
7. Could you let us know what the budget is for this project? No defined budget is proposed, just an appropriate budget for the scope of work.
8. With regards to submission, the RFP states that you are open to electronic submissions, however, there is also a note that there is a print submission requirement. Can you clarify if the electronic submission approach is available

considering the current COVID situation and delivery concerns from the courier services? Electronic proposals will be accepted.

9. When will the answers be available? 7/8/2020
10. Where shall we go to view the answers? The same place the RFP was located.
11. Will the State please post Appendix A, Standard Terms and Conditions of the State of New Hampshire, which is referenced on page 12 of the RFP as an attachment, but is not included in the online posting? What this is referencing, is that appendix A, which is attached to the contract itself, can be reviewed once a vendor has been chosen and we are working on a contract.
12. Do you envision the development of a web site as part of the Scope of Work under this procurement? The Department of Education has a website and VR has a page under that. We would add graphics and marketing language provided by the vendor onto our website.
13. Do you envision the development of a logo for the VR agency as part of the Scope of Work under this procurement? Yes.
14. Do you expect the successful bidder to implement the campaign, or just develop it, in which case the agency would implement it? VR would be open to both options in a proposal.
15. In the second bullet on page 3 of the RFR it states, "...and providing opportunities to interact with the programs/services." Could you expand upon what you may mean by this? VR would be interested in a survey being done to see what would engage customers more, straight from the customers themselves.
16. Once the successful bidder has been selected and contract negotiations finalized, what is the anticipated or desired start date of the contract? This would be negotiated with the agency to meet both the vendors' and VR schedules.
17. Is federal funding being used for this procurement? If yes, will the agency be transferring any federal responsibilities to the successful bidder? Federal funding is being utilized for this but no responsibilities will be given to the successful bidder.
18. Are bidders allowed to include items in an appendix of the proposal? For example, could we include marketing samples of similar work we have developed for other State VR Agencies? Yes, this would be very helpful.
19. Is attaching the required 4 multiple copies of our original proposal together with our original to one email acceptable to the State? This would be mailed

original/copies. One electronic copy, attached to an email would be acceptable for the initial response to the RFP by 7/30/2020.

20. Does choosing to submit via email void the requirement to also submit “on digital media such as a flash drive?” No, it does not.

21. What is the anticipated budget or funding range for the NH VR Marketing project? We have no firm budget for the project

22. Can you tell me if there is a grant period or when the term ends? We have not firm end date for this work at this time. That would be negotiated with the VR team.