Data Architect - Fund Design, Development and Implementation
Request for Qualifications (RFQ)

Questions and Answers
Posted January 6, 2012

1. Cover letter – The RFQ specifies that a copy of the cover letter should be uploaded with the online application. But there is not an option to upload this document. Should the cover letter be uploaded under the “Other Supporting Documents” option?

   Answer: Cover letter can be uploaded via “Other Supporting Documents” uploading option.

2. Statement of Qualifications – Should the statement be uploaded with the online application and/or a hard copy mailed? There is not an option to upload the statement on online application. RFQ specifies the statement to be not more than 4 pages. Should this be single or double spaced? Margin size?

   Answer: For the Statement of Qualifications, use the “Other Supporting Documents” uploading option. We do not have any specific requirements on document format, (i.e. single or double spaced, margin, etc.)

3. “Contract number” is listed on a couple of documents, i.e., Contractor Signature Authorization Form and Agency Involved in Litigation and/or Compliance Difficulties - I assume this will be filled in once the contract is awarded?

   Answer: Yes.

4. Signature authorization form - I am a sole proprietor - Does Part 1 apply to me? If so, how do I complete?

   Answer: Please complete Part 1 only.
5. There is a reference to work samples that I see only in the RFQ pdf in the RFQ Timeline section for the documentation that will be sent to the office. Is this a requirement? I have strict confidentiality agreements with my clients so I will have to create some examples if they are needed. Also, please specify types of work samples that are needed.

Answer: Work samples are not required to respond to this RFQ.

6. Is the correct project name - “Data Architect - Fund Design, Development and Implementation”? 

Answer: Yes. However, you may use the title “Data Architect Consultant” in your materials when you respond to the RFQ.