1. On the Resident Veteran’s Preference Certification Form, do we need to complete this form if we only hold a Resident Business Certificate?  We do not hold a Resident Veteran’s Certificate.  If not, do we just write not applicable on it, or just not include it at all?  This form only needs to be filled out if the Offeror qualifies for and wishes to receive the preference.
2. I have a question regarding Section C. General Requirements, Subsection 6. Offeror’s Rights to Withdraw Proposal.  It states that the Offeror must submit a written withdrawal.  Does this letter need to be mailed hardcopy, or can it be a signed letter that is emailed to you? The signed letter may be emailed to the Procurement Manager.
3. Page 22 of the RFP says that “Offerors must provisionally complete and submit the Agency Certification form attached at Appendix I.”  I did not find a form attached as Appendix I, but assume that the form is the same one that was attached to the has been attached to prior RMD RFPs. Is that correct? The full text of the relevant portion of page 22 says: Offerors must provisionally complete and submit the Agency Certification form attached at Appendix I.  Completion of the Agency Certification form requires Offeror to analyze its business association and determine whether any individual who has a substantial ownership interest (defined as greater than 20%) is required to disclose status as a current or former state employee or legislator or the family member of a current state employee or legislator.   Any individual required to disclose status as current or former state employee or legislator or the family member of a current state employee or legislator must be prepared to submit an affidavit at the time the Contract is executed. A sample affidavit is included in Appendix I and a final form will be submitted for execution at the time of Contract Award.  Timely completion and return of the Affidavit will be critical in order to allow for required Memos from the Attorney General and PERA. Appendix I is located on page 68.
4. According to the instructions for Proposal Format, page 17, “The electronic version of the Proposal shall be in MS Word format.”  Does that mean that Appendices that have forms that require a signature must use an electronic signature or can the electronic version of the Response to the RFP contain scanned or PDF pages? The electronic version of the Response may contain scanned or PDF pages.