



QUESTIONS & RESPONSES #01

RFP / TITLE 069403 | Federal Lobbying Services

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PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
On page 7 of the RFP (Part 4 – Communications), proposers are instructed to provide “2 relevant sample documents showcasing your ability to both effectively communicate to external parties on the Port’s behalf, and effectively communicate to Port representatives.” Are you requesting two (2) examples for both types of communications (i.e., 4 documents total) or one per type of communication?	One for each type - for a total of two documents.	
Can a cover page for the entire proposal be included? Would it count toward the total page count?	Proposals are limited to 15 numbered pages <u>excluding</u> the cover letter, compensation information and all appendices as further described in the RFP.	
Compensation information (pg. 7 of RFP), should that be sent in a separate email, or in the same email as the proposal but as a separate attachment?	Compensation information and the Proposal should be submitted together in the same email, as two separate PDF attachments.	
Price proposal, can additional information be included to attachment A to articulate in more detail the proposed fee structure?”	Yes, additional information may be included to Attachment A to provide more detail.	
Price proposal, can a monthly retainer fee be proposed?	Yes, a monthly (or other increment) retainer fee may be proposed.	