



1. RFP requests a formal audit completed within the last year. What submission is required if a formal audit has not been completed in the last year?

Submit your most recent audit if you are incorporated; if you are an LLC no audit is required.

2. Insurance requirement for employee dishonesty insurance. Please provide more information about this specific insurance requirement.

Typically, this is insurance covering an individual or a company-wide policy. We will negotiate this at the time of award.

3. The RFP states a .25 FTE. Is this the maximum FTE that can be proposed for this contract?

Experience has shown that a quarter of a person's time is all that is necessary. You may propose additional time with justification and would be considered during the review process.

4. Are there any specific reporting requirements and formats the OSO must submit to the Administration and Board on Center activities other than on a quarterly basis?

The Operator may want to track data on how many individuals have visited the Center monthly but it is not specifically required.

5. What hardware, software, or equipment is provided by the center?

Office space is provided. No equipment, hardware, or software is provided by the Center