

WRITTEN QUESTIONS AND ANSWERS

SP-16-0244 Graphic Artist Services

ANSWERS ARE IN BLUE

1. Question: Whether companies from outside USA can apply for this (such as India or Canada)?

Answer: Anyone can “apply” or submit bids. See also section 2.3.A of the RFQ solicitation document.

2. Question: Whether we need to come over there for meetings?

Answer: Yes. See also section 2.10 availability referenced in the performance standards table.

3. Question: Can we perform tasks (related to RFP) outside USA?

Answer: No. See also section 2.3.A of the RFQ solicitation document.

4. Question: Can we submit proposals via email?

Answer: No. See page one (1) of the RFQ solicitation document regarding the delivery of response documents.

5. Question: Do the subcontractors have to be located in Arkansas? For example, Can I use subcontractors located in Memphis for printing needs?

Answer: No. Subcontractors do not have to be located in Arkansas.

6. Question: If I am a Minority but do not have a certification number at this time, do I need to address this on the vendor's Response Signature Page?

Answer: Yes. Please indicate the minority designation. You may leave the certification number blank.

7. Question: Will the square suffice for receiving payments?

Answer: No. See also section 4.1 of the RFQ solicitation document.

8. Question: Will the vendor need to oversee installments of all signage, text panels and/or exhibits or will that be arranged by The Office of State Procurement?

Answer: The agency will oversee all activities described. See also section 2.4 of the RFQ solicitation document.

9. Question: Have the dates been scheduled for the annual programs?

Answer: No, dates have not been determined.

10. Question: Will I need to design or provide a backdrop at the events for photos?

Answer: Yes.