

**Q&A#1 – RFP – W6369-17-X014/A – Office Ergonomic Assessment Services**

<b>Number</b>	<b>Questions/answers/modifications</b>
Question 1	<p>We have a question regarding the request for proposal indicated in the subject line of this email.</p> <p>Please clarify whether we should present our firm's experience or the experience of our resources for the following criteria:</p> <ul style="list-style-type: none"><li>a. MT1</li><li>b. MT2</li><li>c. RT1</li><li>d. RT2</li></ul>
Answer 1	<p>Answer:</p> <ul style="list-style-type: none"><li>a. MT1: Bidder experience (your firm)</li><li>b. MT2: Bidder experience (your firm)</li><li>c. RT1: Bidder experience (your firm)</li><li>d. RT2: Bidder experience (your firm)</li></ul>
Question 2	<p>For the bid, you ask that we clearly demonstrate that we have three years of experience in providing office ergonomic assessment services to outside clients + 30 assessments per month.</p> <p>With respect to the client name, should I indicate only the name of the department or agency that made the request? For confidentiality purposes, can I provide the client names directly?</p>
Answer 2	<p>Yes, the name of the outside client is the name of the large organization for which services were provided (i.e. department or agency).</p>
Question 3	<p>We are hoping you can answer the following questions:</p> <ul style="list-style-type: none"><li>1. How many No-Shows did you experience over the past year with respect to ergonomic assessments for your existing contract?</li><li>2. Are the ergonomic assessment appointments single or blocked bookings? If blocked bookings, how many are in a block typically?</li><li>3. For item MT3 on page 14 of the RFP, can we include Occupational Therapists as a resource?</li></ul>
Answer 3	<ul style="list-style-type: none"><li>1. There are approximately six (6) No-Shows per year.</li><li>2. It is anticipated that the first three (3) months of the contract will be blocked bookings of approx. 150 requests to complete in three (3) months or less due to the current backlog. For the remainder of the contract period, it is anticipated that requests will be blocked in groups of approx. 15 requests per week or 30 requests for a two week period.</li><li>3. MT3 remains written as is. An Occupational Therapist does not meet MT3 but may receive points for RT3.</li></ul>