1. Can response be printed double-sided?
   Yes, the responses may be printed on two sides of a page

2. Does the College also want an electronic response submitted?
   No electronic response is required

3. **Pg 1 – 3rd paragraph from bottom** ... “All proposals must be submitted on enclosed forms or exact photo copies and signed.” There is only one form – the Proposal Submittal Form on page 2. Can we assume that this is the only form to include and that we should just follow the “Structure” outlined on pages 13 and 14?
   The only required form is the Proposal Submittal Form

4. **Pg 3 – Sealed Proposals** ... Does “do not include more than one proposal per envelope” refer to the 4 copies and one original – should each of them be in a separate envelope? Or can all 5 be included in one sealed box (5 binders will not fit into one envelope)?
   All five copies may be enclosed in one box. Each binder does not need to be in it’s own envelope.

5. **Pg 5 – State Licensing Requirement** ... Does an out-of-state corporation have to be registered as a foreign corporation in Florida at the time of submission of the response to the RFP? The corporation would become registered as a foreign corporation as a condition of award. [See State Licensing Requirement clause].
   Out of State corporations do not need to be registered as a foreign corporation at the time of submission of their proposal. The corporation receiving the award, and approved by the Board of Trustees, will be required to complete forms to be included in the College’s supplier database.

6. **Pg 5 – Retention of Records** ... If the corporation is out-of-state and the corporation has no in-state offices or facilities, will we still be required to obtain facilities in Florida in order to store records? [See Retention of Records clause]
   Out of State corporations do not need to store records in the State of Florida provided a request by SCF is maintained.

7. **Pg 5 – Retention of Records** ... Refers to “Contractor.” Contractor is not defined on page 3 under “Definitions.” Please clarify – who is the Contractor?
   The term “contractor” will be synonymous with the firm, or supplier, awarded the contract to perform the service requested in the RFP

8. **Pg 9 – Scope of Services** ... “Provide a detailed commentary for each service requested along with the acknowledgement and acceptance of the proposed service. In addition, provide an explanation for any exception to the requested service.” Are we supposed to provide requested commentary for each of the 12 items listed in this section, or just make sure they are covered when completing the Structure Section? If to be addressed individually, the “Structure” outline on pages 13 and 14 does not indicate where these responses would be included.
   Commentary for these services will be included in the three ring binder under each section specified in the “Structure”. The structure outline provides the committee a fair, level, guide when evaluating competing proposals. Use the sections specified in the structure to provide answers to the questions as well as any other important information about your service.