

Questions and Answers for IFB No. 3-2013 Temporary Staffing:

**NOTE: Bids must be received no later than November 4, 2013 at 1:00 PM CST. The Bid Opening is November 4, 2013 at 1:15 PM CST. Any Addenda must be executed and returned with the Bid.**

**Question 1:** 11.2.6 states: "Each page of the bid form and all attachments shall be identified with the name of the bidder. But then, in 11.2.7 it states: Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid." Where would we put the company name without modifying the bid document?

**Answer:** Attachment D, the Bid Form, is a two page document with a specific space provided to list your company information. Adding your company name to pages of the bid form or other attachments is permissible and not considered a modification or addition to the bid document that would be considered cause for rejection.

**Question 2:** Since we cannot modify the bid documents can we add additional pages or Amendments if the amount of line space is not sufficient?

**Answer:** Attachment D, the Bid Form, is the only document that will be evaluated for pricing submitted. The space provided for your price per hour, including markup, should be sufficient. You may submit additional pages for responses to questions on Attachment C, however, the questions must be retyped and answered on the same page and include your company name on each additional page. Any information submitted that is beyond what was requested will not be considered. You may submit as many copies of Attachment E as you deem necessary.

**Question 3:** Our current policy- crime is at \$100,000. Do we need to add more insurance to meet requirement of \$1 mil?

**Answer:** Please see pages 7-8 for of the IFB to review all insurance requirements. As stated, each bidder is required to maintain \$1,000,000, each occurrence of Comprehensive General Liability Insurance or Professional General Liability Insurance. Bidders are required to maintain \$100,000 of Employee Dishonesty Insurance or Fidelity Bond Insurance. The State of Mississippi must be listed as an insured. Any coverage questions regarding your policy should be directed to your insurance broker or agent to determine whether you comply with the requirements of this IFB.