

Request for Proposal Questions
USGBC of Alabama
8 February 2010

- 1. On page 1 of the RFP in the Course Description it states that the Chapter selects a space, but in the Location section on the same page it states that the Contractor is responsible to find and coordinate the space. Please clarify.**

It is ultimately the Contractor's responsibility to find and coordinate the locations for the exam prep classes. The Chapter, along with the regional Branches, will help, when able, in locating free and/or lower cost venues for the exam prep classes.

- 2. Please clarify the terms of the non-compete agreement.**

The intent is that the Contractor will not compete with the Chapter in these types of programs. The Contractor shall not hold a similar program around the same time period as a Chapter program that in the end would draw attendance away from the Chapter's program.

- 3. We do not believe that a \$400 allowance is enough to cover travel expenses for one person to travel to multiple study sessions. Is this negotiable?**

Yes, we will be open to discuss travel expenses for each program. Documentation will be required for reimbursement. Please discuss any issues that you believe you will have in your response.

- 4. The RFP states that the Contractor cannot be represented on the digital or printed material. To what extent will the Contractor be represented? Will the Contractor be acknowledged as presenter on the Chapter website, email advertisements, etc...? Will the Contractor be allowed to represent his company at any point during the presentation?**

In the introductions of the course, the contractor will be allowed to introduce themselves and tell where they work. When the Chapter advertises the course, it can add a link to the facilitator's resume. On the resume, it will list the company they work for, as well as their credentials.

- 5. The RFP is committing a considerable amount of logistical and administrative responsibility to the Contractor. Is the 60%/40% profit split negotiable?**

Yes. Please discuss any other options in your proposal.