**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFP #201809194 Pre-Qualified Vendor List for Market Conduct Examination Services |
| **SUBMITTED QUESTIONS DUE DATE:** | November 16, 2018 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | November 26, 2018 |
| **PROPOSAL DUE DATE:** | December 7, 2018, no later than 4:00 p.m. local time |
| **RFP ISSUED BY:** | Professional & Financial Regulation / Bureau of Insurance |
| **PROPOSALS DUE TO:** | proposals@maine.gov  |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** |

**Provided below are submitted written questions received and the Department’s answers**

|  |  |  |
| --- | --- | --- |
| **Question #** | **Question** | **Answer** |
| **1** | The Proposal Submission Requirements on Page 12 state “All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments.” However, on pages 10-12 (Delivery instructions) it requests 5 separate files as described in section 2.c. Are you requesting that we should have consecutive page numbers within and between each of the 5 Files, so that the page number at the end of the File #2 starts with the page number following the last page number in File #1, and so, on or is it sufficient to simply have consecutive page numbers in each File, so that each of the Files start with the page number 1? | It is sufficient for each of the 5 files to start with page 1, excluding coverage page and any table of contents pages. |
| **2** | Part IV, Section B. 3. Financial Viability, of RFP # 201802016, indicates that:  The Bidder must provide audited or reviewed financial statements for the past three years.” If a firm is a privately held corporation that does not obtain audits or reviews of the firm’s annual financial statements, will other information in lieu of audited or reviewed financial statements satisfy the financial viability criteria? | See RFP Amendment #1. This requirement was expanded to include compiled or internally prepared financial statements as acceptable documentation. |