

RFP No. 24-0904002-014

Date: 02/22/2024

Subject: Questions and Answers for RFP No. 24-0904002-014

In accordance with the subject Request for Proposal (RFP), the following are answers to questions which have been submitted prior to 02/16/2024. These questions are for informational purposes only; they do not alter the requirements specified within the RFP. Any changes to the RFP will be accomplished by the Office of Procurement Management through the use of an addendum.

- 1. Question:** Regarding 3.3, would our responsibility be coordinating the event and providing materials, or would we need to be the primary presenters?

Answer: You would coordinate and host the event, promote the event, develop the topics for the event, and find speakers for the topics.

- 2. Question:** What sort of "activities" would be expected to promote vaccinations and enhance education? Would this be through marketing materials?

Answer: It could be marketing materials, it also could be other things such as hosting question and answer sessions, providing local educational opportunities, conducting webinars, etc.

- 3. Question:** Similar to 3.3, would the expectation for 3.5 be to assist and create material for the state-wide conference? Or what is the desired expectation?

Answer: You would be responsible for all things related to a conference. This would include booking a venue, arranging for speakers, developing an agenda, develop a registration process, promote the event, moderate the event.

- 4. Question:** For 3.6, are you looking for additional promotions for your continued education, or for the offeror to facilitate the education units?

Answer: This would be to arrange for persons who attended an event to receive continuing education units. This would be done by the vendor who is selected for this RFP.