

## Program Manager RFP Vendor Questions Answers

Question		Response	
1	Can you verify that the engagement will be for a full time position, 40 hours/week		40 hour work week is anticipated
2	Can you provide us with the expected term of the contract?		7-9 months
3	The County is requesting one resource for this initiative yet there is a 17% DBE goal. Does the resource need to be subcontracted through a DBE in order to meet this goal?		If a vendor can not meet the DBE goal of 17%, the vendor must articulate this in their response. Those who can not meet the goal will work with the Milwaukee County DBE office and prepare the "Good Faith Effort" commitment. The Milwaukee County DBE office will work with the selected Vendor to determine if there are indirect DBE services that can be tied to this contract.
4	The position is referenced as a "Contract for Hire" position. Can you elaborate on how and when you might choose to convert the Project Manager as an employee? At what salary range would you be offering employment? Will you only consider candidates that are open to being converted to permanent employee status, or will you also consider candidates that only want to work on a contract basis?		Potential for continuation after initial effort would likely remain as a contracted consultant working on additional department projects rather than an actual hire by the county. The county has no current plan to hire the proposed resource, but did not necessarily want to rule that
5	Can you clarify the use of Appendix A in terms of the references requested are for the vendor or for the individual candidate, or both?		Candidate References
6	As this RFP is for a single position, please confirm that the DBE form is not required. (It is referenced on page 8 of the RFP, but no such form was provided.)		This RFP is for a single position. Please see the answer to question No. 4, above.
7	We have both Canadian and US born Consultants, would the consultant need to be a Green Card (GC) holder or a US Citizen? Can the proposed consultant have a TN visa?		As long as consultant can legally work in the US, they will be considered to work on this engagement.
8	What is the anticipated start date?		Mid to late September
9	The proposal outline listed on page 3 of the RFP goes from section 3 to section 7. Should there be sections 4, 5, and 6?		There is nothing missing, but is rather a numbering error.
10	Where will the work be performed?		It is anticipated that all work will be done on-site.
11	Can the vendor submit multiple candidates in their proposal?		Vendor may submit more than one candidate for consideration. Provide all the requested information for each candidate individually.
12	Section 3.5 states references must be provided for each proposed resource which indicates to see Appendix A. Appendix A states vendor references. Are we supposed to include vendor references as well as candidate's references in Appendix A?		Please provide candidate references.
13	Can we meet the 17% Certified DBE requirement by providing an assistant to the Project Manager and staff?		We anticipate hiring only one candidate for this position. Please see response to Question #3.