

# 2014 Tompkins County Summer Youth Employment Program

## Questions and Answers

Q. Do we need to submit page 23 of the RFP (Contractor's Representation – Livable Wage Policy) or can we include the answer to the questions in the staffing section of the proposal?

A. Yes. Submission of page 23 is required. The county is then assured that the potential contractor's understand that the Living Wage Representation is for the duration of the contract.

Q. Do we need a bid/proposal sign off sheet, proof of insurance, reference form, vendor responsibility form or the W-9 taxpayer I-D and certification?

A. It has just been brought to our attention by our purchasing department that there are additional forms that are required. The required forms are

- [Bid and RFP Sign-off Form](#)
- [Sample Acord Insurance Certificate](#)
- [Vendor Responsibility Form](#)
- [W-9 Form](#)

The links can also be accessed at <http://tompkinscountyny.gov/purchase/bidforms>

Q. On page 12 section IV Budget Form it says up to 6 pages. The budget forms I received are 7 pages and this section requests a narrative explaining how things were budgeted and assumptions made. Does the up to 6 pages only apply to the budget narrative?

A. Yes. The six pages only apply to the narrative.

Q. With the 4 new required documents, does the total page limit remain 30 pages? With required documents requested in the grant (and a seven page narrative in total), the grant proposal will be over 30 pages.

A. We have extended the total page limit to 40 pages.