BISD
Preparing Our Next Generation

Office of Business and Finance

August 3, 2023

Addendum No. 1 – Questions & Answers
RFP 24.06 Staffing and School Redesign

Q: **How are invoices required to be submitted? Item 7 of Exhibit D states that they must be mailed but the vendor form states that they can be mailed or emailed.**

A: Invoices can be mailed or e-mailed.

Q: **Exhibit A proposal form states that a proposal must be manually signed in ink to be valid. Does this apply only to Exhibit A, proposal form or must all signatures in the proposal be manually signed? For example, are the felony conviction notification, certificate of residency form, and vendor certification forms required to be hand inked or is an electronic signature sufficient?**

A: Electronic signature is acceptable for all forms.

Q: **Exhibit B, Attachment 2 requires signatures from the respondent and the company official authorizing submission- our Co-President is both the respondent and the company official authorizing submission. Can respondent be left blank in this case?**

A: Yes

Q: **What are the insurance specifications? Item G, 3 states that we must provide proof of insurability at the coverage levels specified in the RFP but I did not see those specified.**

Additionally, is there a template of the letter requested from our insurance provider? Our insurance provider does not have a standard letter they provide for proof of insurability and were unable to provide this. Will a current COI with Beaumont ISD listed as the certificate holder and the additional insured suffice in place of a letter?

A: Yes. A current COI will satisfy the insurance requirements for this solicitation. After a Vendor is awarded, the District will request an updated COI with the following specifications:

Contractor shall maintain and provide Certificates of insurance evidencing insurance coverage in the amount specified by the District. The District shall be named as an additional insured on such insurance policies. Contractor shall cause the insurance policies to: provide that any losses will be payable notwithstanding any act or negligence of the District or any other person; provide that the insurer will have no right of subrogation against the District; and be reasonably satisfactory to the District in all other respects. Certificates of Insurance on the current ACORD form shall be issued to the District showing all required insurance coverage prior to the start of work.

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