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April 16, 2008

Request For Proposals (RFP) to For a Pet Health Insurance Provider Sponsorship

Questions and Answers
(No. 1)

Questions from potential proposers are answered here and posted online so that all potential proposers receive the same information. Please direct any additional or follow-up questions to the RFP administrator listed on the cover of this RFP; answers to additional questions will also be posted online in subsequent Q&A's.

1. How many people attend our Department's large special events?

Answer: The Department does not have a way to track attendance at large events such as pet fairs or pet adoption festivals, but we can approximate the number of visitors to recent large events. For example, two events were held in 2007: a pet adoption festival on March 18, 2007 at Johnny Carson Park in Burbank, and one on June 3, 2007 in Westchester Park. Approximately 500 people attended each event, both of which ran from about 8 a.m. to about 6 p.m. Typically, about one or two of these large events are held each year.

2. The RFP requires proposers to demonstrate a record of financial stability and profit by submitting copies of annual reports or similar documents (Section VII.B.). If my company chooses to submit documentation that takes up many pages, do I need to include this financial documentation in all five copies to be submitted, or can this documentation be submitted only in the original? Also, should the Administrative Requirements and Forms (Section VII.F.) be included in all five copies, or only in the original?

Answer: Section VI.C of this RFP requires proposers to submit one original, one reproducible copy, and three photocopies. For this RFP, if your financial documentation requested in Section VII.B takes up many pages, for example, if the documentation is perhaps more than twenty or thirty pages, you may choose to include this only in your original. Similarly, you may choose to include the Administrative Requirements and Forms (requested in Section VII.F) only in your original submittal.