



**Solicitation Information
February 19, 2016**

RFP# 7550320

Consultant to Develop a Comprehensive Enrollment and Marketing Plan for Henry Barnard School

Submission Deadline: March 21, 2016 at 2:00 PM (ET)

Below are vendor questions with State responses. No further questions will be answered.

1. MBE requirement. While we have significant experience in the type of work you are looking for, including with educational institutions in RI, we are not an MBE. We do not require additional consulting resources beyond one top notch sub-contractor we have worked with on similar education projects. Does not having an MBE as part of our RFP team disqualify us?

Not having an MBE as part of your RFP team does not disqualify you. MBE participation will be addressed at time of award.

2. Can you please provide a description of the Henry Barnard School (HBS) "Retention and Bridge Scholarship Fund". This was mentioned on page 6 of the RFP, but we couldn't find anything about it on the HBS website.

This fund currently does not exist, but is in the development stage. The goal of the consultant would be to further assist with the strategies of the development of the fund.

3. In order to forecast hours required for preparing the 5 year forecasts, it would be helpful to see HBS's current operating budget. If full financial disclosure is not available, we would at least like to see the format of the budget so that we can better understand how detailed and robust the HBS current budgeting process is. That way we would know whether we would need to "start from scratch" to prepare a five year forecast, or could work with their existing financial reporting/forecasting structure. This would impact the time/cost.

The Budget Director currently already has a 5-year forecast. The consultant will work directly with the Budget Director to assist with the 5-year forecast. This is not anticipated to be a huge impact time/cost as the consultant will not need to build anything from scratch.

**Gail Walsh
Chief Buyer**