



ON-CALL MARKETING AND PUBLIC RELATIONS

RFP #23-10

CLARIFICATIONS/APPROVED EQUALS

MATA responses follow in bold:

- Can you please clarify the address to send the hard copies to because there were two separate addresses listed in the RFP and neither of those are listed on MATA's website, so I'd just like to confirm what the correct address is to send final packages to by Monday, February 20.

The correct mailing address or hand delivered is: Attn: Frances Boyland, 1370 Levee Rd., Memphis, TN 38108

- Do you have a ballpark budget in mind for this contract that we should consider as we begin to prepare our response?

No, there is no budget associated with this procurement. Your company's unit costs will be submitted on the Cost Proposal Forms included in the proposal for each year, with the two-year option for a contract renewal. It is recommended that these costs include hourly rates and any adjustments for annual increase in pricing. Please be sure that those prices are separate from the proposal in a sealed envelope. Any prices discussed in the proposal will be an automatic disqualification and the bid will be considered as non-responsive.

- Page 6 section 1.4 of the RFP mentions "the enclosed label attached" that we should include with the RFP package at time of submission I but didn't see anything like that in the RFP packet – am I missing something? Is there a form we should include on the package when we ship it? Please clarify what this means.

You may access the Proposal Bid Label on MATA's website. Click the About Us tab, then the Doing Business tab and you will find the Proposal/Bid Label there. The Proposal/Bid Label must be affixed to the front the envelope.

Here is the direct link to copy and paste in your browser:

<https://www.matatransit.com/assets/2/6/Red-and-White-Bid-Label.jpg>