

**LDEQ ANSWERS TO PROPOSERS QUESTIONS**  
**RFP No. 3000018092**  
**“Site Investigations for the Remediation Division”**

LDEQ’s answers to the following questions are intended to provide information to potential proposers’ questions to RFP No. 3000018092. Questions and answers that may potentially result in the disclosure of information from proposals of competing bidders will not be published.

**Question 1:** Regarding Appendix A Proposal Cover Sheet/Certification Statement. Is there any way to make the form editable? I am having issues with the tables. In the Required Licenses table, I’d like to widen the License number column to fit the number in the cells better. Also, I cannot add lines to the Subcontractors table.

**LDEQ’s answer:** RFP Part III, Section 3.2.1, Cover Sheet/Certification Statement states, “Each Proposer must complete and electronically sign or submit a scanned signature on Appendix A, Proposal Cover Sheet/Certification Statement.” RFP Part IV, Section 4.1, Acceptance of Proposal Content state, “Any proposal that does not provide the following mandatory items shall be rejected by the Department and shall not be evaluated by the Selection Committee: (1) An electronically signed or a scanned signature Proposal Cover Sheet/Certification Statement (Part III, Section 3.2.1)”.

The Word version of the Appendix A, Proposal Cover Sheet/Certification Statement is locked to restrict editing of the RFP number, RFP title, list of certification items, and other mandatory information on this document. This form contains gray text form field boxes where information may be entered. Select the gray box to type or paste into the cell. The table rows, such as Required Licenses table, will expand to fit the text needed in the text form fill boxes. If additional lines are needed for the Subcontractors table, you may type “see attached” in one of the lines and attach an additional table to your Proposal Cover Sheet/Certification Statement.

**Question 2:** Also having issues with Appendix B Experience Table. It says to enlarge or duplicate as necessary. I cannot edit the table, add lines, enlarge, copy/paste, etc. The table appears to be locked for editing.

**LDEQ’s answer:** RFP Part III, Section 3.2.5, Company Qualifications and Experience, third paragraph states, “The Proposer's experience information should be submitted in the tabular format provided in Appendix B, Experience Table. The table may be enlarged or duplicated as necessary to provide all required information.”

The Word version of the Appendix B, Experience Table is provided as a convenience to proposers, but it is locked so that the RFP number, RFP title, and table header cannot be changed. Each cell of the table contains a gray text form field box. Select the gray box to type or paste into the cell. The table rows will expand to fit the text needed in the text form fill boxes. Proposers may duplicate this table as necessary either by providing multiple copies of this form or creating their own table that provides the same information requested.