1) **Section 3.10 Submitting Responses:** This section states that it’s acceptable to email our submission by the due date. However, Section 1 states that the Bidders Submittal Page must be signed in ink, and Section 1.6 refers to six (6) complete original copies. Please clarify as to whether email is acceptable for the proposal response and the bidders’ submittal page.

   **Answer:** Email is preferred and we will waive the requirement for 6 complete originals. A revised submittal sheet is attached.

2) **Section 3.17 Insurance Coverage:** Are we interpreting this correctly, that as part of the RFP response Contractor needs to provide a Form of Certificate of Insurance showing that we will be able to provide the required levels of insurance if an agreement is reached, and that after an agreement is reached Contractor will need to provide proof of insurance within 15 days?

   **Answer:** No insurance form is required with your RFP response. The successful vendor will be required to provide insurance as part of the resulting contract.

3) **Section 4.1 Scope of Work:** The schedule presented at the end of Section 4.1 shows an extremely fast turn-around between submission date and interviews. Section 6.4 states after evaluation of the proposals, finalist(s) may be asked to make oral presentations and/or conduct a phone interview. When will the decision be made as to whether the interview will be via phone or in-person, and the date and time for each finalist? We request to know this information to coordinate our resources to ensure availability for the discussion.

   **Answer:** Due to the fast turn-around requirement any interviews will be made by telephone or Skype. Dates and times have not been determined as of yet.

4) **Section 5.7 Revenue & Cost- Sharing Model:** The Online Program Management business model varies for each partnership, as items such as program selection, tuition amount, expected enrollments, availability to scale, and services rendered are required to finalize a specific model for each partnership. Please clarify as to whether Contractor’s RFP response needs to include a model that will become part of the contract, or a generic model providing parameters that will guide the negotiation.

   **Answer:** A generic revenue and cost-sharing model providing parameters that will guide the negotiation will be sufficient for the RFP response.

5) **Appendix A, B, and C:** Does Contractor’s RFP response need to include redlines or additions that we would want to negotiate into the standard agreements, or were these agreements simply provided for us to review?

   **Answer:** Appendix are for reference only. The resulting contract will be negotiated with the successful vendor.
6) Section 3.4 Preparation of Responses:
   • Please clarify whether CWU requires hard copies of the RFP response as detailed in section 3.4 or if email is preferred per section 3.10. Section 3.10 seems to suggest email is the preferred method.
   • If email is preferred, what should we indicate on the Bidders Submittal Page, section 1.6 which asks for six complete originals?

   Answer: Email is preferred and we will waive the requirement for 6 complete originals. A revised submittal sheet is attached.

7) Section 5.2 Company Personnel:
   • Does CWU want a full resume for each individual or is a bio, which lists work experience, education, and other institutions served sufficient?

   Answer: A bio would be acceptable.

8) Pursuant to Section 5.7 of this RFP: (Presuming this question is requesting something beyond a high-level X% revenue share or $X flat fee for services) can you confirm a list of all of the programs that will be included in the partnership agreement?

   Answer: A generic revenue and cost-sharing model providing parameters that will guide the negotiation will be sufficient for the RFP response. List of programs to be included in the partnership agreement will be determined in negotiation with the successful vendor.