



## Operations Analyst SOW Q&A

Question		Answer
1.	Can we submit multiple resumes for this position?	Yes, you are able to submit multiple resumes; <b>however, each resume must be signed by the individual that you are submitting or it will be rejected.</b>
2.	Why must the candidate sign their submission?	This is to ensure that the candidate fully understands that your company is submitting a response using their name and information and that you have a relationship with the candidate.
3.	Can the vendor sign for the candidate they are submitting?	NO – if the vendor signs on behalf of the candidate, your submission will be rejected. If it is discovered that such a breach occurred after a contract is signed, we may terminate your MSA contract.
4.	Where should the person who may authorize to bind the company sign? Is the signature on the cover page acceptable (along with the candidate and the company contact?)	You can attach a cover sheet that contains both the company contact signature and information as well as the candidate's signature or information. You can also have your candidate sign the resume. We just need to know that they are aware that they have been submitted for a position.
5.	Is there a conflict of interest form or statement format that we should be utilizing?	No, a simple statement regarding any conflict of interest by the vendor and by the individuals that you intend on submitting will be fine
6.	Is this position subject to on-call rotation or non-standard business hours coverage?	YES, occasionally this person may support application deployment outside regular business hours
7.	We assume you want the NTE to apply from February 8 through June 30. If other date ranges apply, please indicate.	There is a possibility of extending the contract as indicated in the SOW section IV Contract Work Location and Hours. No date ranges are set.
8.	Will the operations analyst provide support on state holidays?	No
9.	For the above subjected SOW, there is no service category i.e. Operations Analyst in MSA contract. Please confirm, with which category we can map this for costing	This position falls under the 'Technical Analysis' category. If you did not bid under this category, you will not be able to submit a candidate for this position
10.	The Business Need and the desired skills cross multiple skill sets (e.g. most telephony consultants won't have MS SQL Server Database experience as well as IIS and Apache Tomcat web servers experience). Can you prioritize which business need/desired skills you are most crucial for the success of this position	Section II "Business Need" lists the tasks in a priority order with the one listed at the top having much higher priority



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11.	In Section VI you indicate that you want “ <i>Photo copy of candidate’s valid ID and proof of ability to work in the USA</i> ”, then in Section XI, point f you note that “ <i>Proposals, once opened, become accessible to the public, do not place any information in your proposal that you do not want revealed to the public</i> ”. Consultants do not want their personal information/ID’s out at public knowledge. Can you change this requirement to be only if a contract is granted or something similar?	Yes – this will be required if a contract is given
12.	In lieu of having the consultant sign the proposal or resume, would the attached Permission to Submit document that we require of all our candidates suffice?	Yes, you can submit a cover sheet with the consultants signature
13.	Is there an incumbent vendor and/or a current consultant performing the duties or any of the three positions? If yes, will they be submitted for consideration?	No there is none
14.	Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?	No, it must be in person
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