

**City of Oakland, Public Works Agency RFP
for Time Clock Based Time and Attendance System**

**Questions and Answers #2
Issued Thursday, November 10, 2005**

1. I can't seem to find "Schedule F" anywhere in the RFP and it is a required form.
The RFP does not require that Schedule F be submitted with the submittals as noted on page 2 of the Table of Contents and on page 12-14 Submittal Requirements. Although it is mentioned on page 10 item E of the RFP and on page 9 of 19 in the Agreement. The Consultants are only required to submit what is outlined in the RFP under Submittal Requirements.

2. I'm assuming that Schedule "M" only has to be submitted by independent contractors and not corporations. It is listed as a required form on page 14.
Schedule is a required form and must be completed and signed by the Consultant. If they are a Corporation, yes it is true, they do not have to complete the questions outlined in the Schedule, however, they must sign where appropriate acknowledging they have read the form.

3. The RFP calling for Schedule "Q" to be submitted as a required form, but there's nothing to sign or fill out. Are you saying that proof of insurance to these limits must be submitted as part of the RFP?
Proof of insurance is only required once a responsive/responsible consultant has been selected. It is not required to submit insurance at the time of submittal. This form is submitted for informational purposes at this point.

4. A quick question about the copies requirement. Is that 8 Original Signed Copies or is 1 Original signed copy with 7 photocopies acceptable?
One original and 7 photocopies is acceptable.