

## **ADDENDUM 3**

### **QUESTIONS & ANSWERS**

#### **RFP Trust 006, "Pennsylvania Tourism Signing Trust Business Manager Service"**

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- Q1. Difficult to subcontract, is it ok to just state that you will not have a subcontractor?
- A1. Yes, but you should indicate you will not be using a subcontractor. Document this information on company letterhead, submit this documentation in a sealed envelope and label it Small Diverse Business Submittal.
- Q2. What should I submit to SDB if there is no one to subcontract to?
- A2. See A1.
- Q3: What appendixes are to be included with the proposal?
- A3: Appendix B, Proposal Cover Sheet should be included with the Technical Proposal; Appendix C, Cost Worksheet should be included with the Cost Proposal; Appendix E, Domestic Workforce Utilization Certificate and Appendix F, Small Diverse Business Letter Of Intent, if applicable.
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