

## RFQ – Professional Media Planning and Buying Services Q&A (#1)

1. What is the preferred submission format? Emailed to Anthony Downey or a mailed printed copy? **Responding Contractors can submit the proposals via email and the secured documents via encryption through the NCEL's Security.**
2. Can you please elaborate on what needs to be provided for Exhibit A, Exhibit B and Exhibit C outlined on the last page of the RFQ document? **Please disregard the final page of the RFQ as this was an oversight on the NCEL's part; no additional information is required on the final page of the RFQ.**
3. Is it necessary to provide the personal information requested on Attachment C during the proposal phase? Or can this information be provided if awarded the business? **The NCEL conducts the background check as soon as possible; therefore, if we have the forms in hand, we can get these processed right away as this is needed before the contract is signed. Our target date for a decision is Monday, April 29, 2019. Please submit the information with the proposal.**
4. If the interim agency is to transfer 3Q buys to the new agency, will NCEL be able to provide any necessary credit applications should vendors request them? **The NCEL would anticipate being able to do this, but we also anticipate the new agency, to whom the buy would be transferred, will already have "credit approval" with the media vendors.**
5. Can you please let me know who the incumbent is for this? **MullenLowe Media Hub is the NCEL's current AOR. MullenLowe has already notified the NCEL that they will not submit a proposal in response to this RFQ.**