



## 5. PROPOSAL SUBMISSION INFORMATION

### 5.1. RESPONSE TO PROPOSAL

#### 5.1.1. Submission of Proposals:

5.1.1.1 When submitting a proposal, Offerors should submit one (1) original proposal, and two (2) copies of the proposal (for a total of three copies), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).

a. Offerors shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing  
613 E. Ash Street, Room 110  
Columbia, MO 65201

b. The proposals must be delivered no later than **1:30 p.m. on September 14, 2018**. Proposals will not be accepted after this date and time.

5.1.1.2. **Terms and Conditions:** The Offeror agrees that by submitting an offer, Boone County's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the Offeror submits, the terms and conditions of the County govern.

#### 5.1.2. Organization of Proposal:

5.1.2.1. To facilitate the evaluation process, Offerors are encouraged to organize their proposal as described in section 5.1.4.

a. **Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.**

b. **The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal response.**

c. **The Proposal should, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.**

5.1.2.3. Offerors are cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. Offerors' failure to submit such

information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

**5.2. OFFEROR'S COMMUNICATION MUST BE THROUGH PURCHASING DEPARTMENT:**

- 5.2.1. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) **must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record** regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.