

We have the following questions:

1) Is DocuSign allowed for this submission?

**Yes, DocuSign is allowed for this submission**

2) Section 2.1 states Proposals Due: May 28, 2021, but Section 3.1 states Digital Submissions must be received by May 27, 2021.

Also, is there a specific deadline *time* for submission of proposals?

And to verify the submission email address: Is it [jlbutter@k12.wv.us](mailto:jlbutter@k12.wv.us) or [jbutcher@wvsc.org](mailto:jbutcher@wvsc.org)

**The deadline for this bid is May 27, 2021 at 4pm.**

**Please submit to: [jlbutter@wvsc.org](mailto:jlbutter@wvsc.org)**

3) Section 6.0 requests proposals be organized and tabbed in the manner specified below.

Where within this order are we to include Section 4: Project Specifications, specifically, the mandatory requirements of section 4.2.

Project Goals and Mandatory Requirements and 4.3 Qualifications and Experience?

**Please place these in numerical order**

4) Section 6.6.2 asks about installation processes. We are a web-based and vendor-hosted solution, with no installation required. Should we state that as a response to this indicator?

**“Installation” in this instance would be the class, its components and its participants entered into the system and ready to being classes.**