

## Questions and Answers - RFP#24-02 Policy Auditing Services

1. We are in the process of preparing a proposal in response to RFP 24-02. We are a Louisiana limited liability company. The Bidder Qualifications form references other types of entities and individuals but does not reference limited liability companies. Under what portion of the upper part of the form should we appropriately describe the type of entity that we are?

**A limited liability company ("LLC") should use the CORPORATION option on the Bid Qualification form and if desired, may make additional notations on the form or in an attachment to identify their limited liability company status.**

2. Are the School Board's personnel files digital or physical? **(Both)**
3. Are the School Board's payroll records digital or physical? **(Both)**
4. Approximately how many personnel are employed by the School Board? **(1,300 to 1,400 employees)**
5. Can you please clarify which address I should mail my firm's proposal to? Page 3 lists 2006 Tower Drive but page 4 lists a PO Box.

**You can use the:**

**Mr. James Kelley, Purchasing Manager  
Monroe City Schools Board  
P. O. Box 4180 Monroe, LA 71211-4180**

**However, either one will get to me.**