



## Responses to Written Questions

Request for Proposals: HR Compliance Consulting Services  
RFP No. 1 OPER-2026- HR Compliance Consulting Services

- 1. For the audit work to be done, is MassCEC acceptable with fully remote work, with occasional or as-needed site meetings with the Working Group?**

Yes, we would be comfortable with fully remote work. Even for presenting to the Board, we would be able to video conference you into the meeting if that is needed.

- 2. Does MassCEC expect responders to complete Exhibit 1 - Scope of Services: Project Plan, Deliverables, and Schedule sheet, or can responders create their own Project plan using Exhibit 1 form as a template?**

You can use the Example Table as a template. If we move forward with your proposal, we will take the details from the project plan you submit in your proposal to add it to Exhibit 1 in the Services Agreement.

- 3. Do Attachment 1 and Exhibit 1 count in the preferred five (5) to seven (7) page proposal limit?**

No, the Attachments listed in the RFP would not be included in the suggested page limit for the proposal.