

**REQUEST FOR PROPOSAL (RFP)  
FOR ERGONOMIC EVALUATION SERVICES  
DATED DECEMBER 2, 2015**

**QUESTION AND ANSWER DOCUMENT**

**ADDITIONAL QUESTIONS RECEIVED FROM PROPOSERS'**

- Q1: Please provide an estimate of the annual volume of ergonomic evaluations to be completed under RFP, Appendix A, Scope of Work, Item A., Regular Evaluations?**
- A1: The volume of regular evaluations may vary however an initial estimate is 150 per year or approximately 3 per week.
- Q2: Appendix A Scope of Services, Purchasing and Installation describes "facilitation" and "coordination" of delivery and installation of equipment. Is the MTC looking for the successful contractor to secure authorization for ergonomic recommendations and then do the actual ordering of recommended equipment, delivery and installation in addition to the ergonomic evaluation and follow-up?**
- A2: Yes. See RFP, Appendix A, Scope of Work, Item 3, Purchasing and Installation, Consultant shall facilitate procurement of ergonomic equipment from MTC-approved vendor(s), cost of ergonomic equipment will be charged to MTC at cost. MTC will provide Consultant with access to MTC-approved vendor for ordering the ergonomic supplies and coordinating delivery and installation.