

**FY 19-21 Request for Applications Questions and Answers for  
Administrative Goods and Services for Pest Control, Office Supplies,  
Printing, and Cleaning**

1. Question: Can you email me the Request for Applications?

**Answer:** The Request for Applications is posted on the homepage of [www.caswellchildren.org](http://www.caswellchildren.org). There are pdf versions posted as well as Word Document versions that can be edited electronically.

2. Question: The Request for Applications says to include pricing for two years. However, the bid specifications has only one column for pricing. Where do we include the second year pricing?

**Answer:** First year and second year pricing should be provided. These prices may be the same or different. You can include all of this information in the single column on the bid specifications, noting what price is for which year, or you can access the Word Document of the bid specifications on our website (which can be edited) and add a second column for second year pricing.

3. Question: What did your organization spend on office supplies the past two years?

**Answer:** We cannot project our exact cost of office supplies for upcoming years; however, our approximate expense for office supplies last year (12 months) was \$2,237 and the year prior was \$1,622. Spending can also vary depending on special projects we may have going on.