**Request for Proposal (RFP) for Prepaid Tuition Comprehensive Account Servicing**

**Reference # GS-2024-054**

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| --- | --- |
| **Schedule** | **Date** |
| Proposal issued | 11/14/2023 |
| Pre submission conference | 11/27/2023, 10:00 AM |
| Question due date | 12/04/2023 |
| Proposal due date | 01/03/2024, 2:00 PM |

**Each offeror must submit the proposal as at least 2 separate emails sent to** [**ISAC.RFP@illinois.gov**](mailto:ISAC.RFP@illinois.gov)

Email\* containing all non-pricing document attachments including the

**RFP Attachment 1 – Specification/Qualifications/Statement of Work/Proposal** including the following:

Offeror’s Proposed Solution to Meet the State’s Requirements

Including your response to items listed in Part D of the RFP document

Milestones and Deliverables

Offeror/Staff Specifications

Transportation and Delivery Terms

Where Services Are to Be Performed

**RFP attachment 3 – OFFER**

Offer – including Part C of the RFP document

Exceptions to Solicitation Contract Terms and Conditions – Part G

Supplemental Provisions – Part H

Subcontractor Disclosures – Part I

Attachment 3a - ISAC Data Confidentiality and Security Agreement – signed and dated

Attachment 3b - Mandatory Items Certification – completed, signed and dated

**RFP Attachment 4 - Disclosures**

Either **VENDOR DISCLOSURE** (formerly named FORMS A)

Or **IPG ACTIVE REGISTERED VENDOR DISCLOSURE** (formerly named FORMS B)

**RFP Attachment 5 – REDACTED OFFER –** *if needed*

**RFP Attachment 6 – Commitment to Diversity**

Completed “Commitment to Diversity Vendor Answer Form”

\**If files are large consider sending proposal related documents as more than 1 email.*

Separate Email must contain the pricing documents – *pricing documents cannot be sent in same email as proposal.*

**RFP Attachment 2** – **PRICING**

Provide Pricing document in a separate email sent to[**ISAC.RFP@illinois.gov**](mailto:ISAC.RFP@illinois.gov)**.**

Indicate the ***Company Name, Pricing*** in the subject line.