

### Questions and Responses

1. Is it acceptable to present a proposal for a subcontractor to prepare the employee handbook part?
  - a. **Yes**
2. Understanding that 3.1 initial phase does not incorporate employee search and recruitment services, would the respondent be able to offer that service to Open Cape Corporation outside this RFP?
  - a. **OpenCape Corporation currently intends to conduct the search for employees on its own. However, it may need some assistance in the process from the respondents.**
3. What physical office location(s) are planned? Please specify if all planned locations are in Massachusetts and the expected number of offices if more than one. Please provide office location(s) if known.
  - a. **A temporary office will be occupied for approximately one year at 3225 Main Street, Barnstable, MA 02630.**
  - b. **Permanent office will be located at 3195 Main Street, Barnstable County Complex, Barnstable, MA 02630**
4. Are you able to share now (or at some point in the future) the overall strategic plan for the organization?
  - a. **We do not have a formal strategic plan. Our website provides our direction for the next 3 years under "Project". And a longer term vision is in our minds, but not on paper.**
5. Describe how you envision working with an external provider. Specifically:
  - i. is there an HR budget already established or is this a service that should be included as part of the proposal?
    1. **It should be included as part of the proposal**
  - ii. is there an expectation that onsite services may be required or can most of the work be accomplished via a remote working arrangement?
    1. **Most can be accomplished via a remote working arrangement.**
6. How many HR services vendors are you requesting proposals from? Are all Massachusetts-based?
  - a. **The RFP was sent to four MA companies. However, it is posted on our website and may draw some unsolicited responses.**
7. What is your vision for the HR function?
  - a. **OpenCape intends to remain a small company of less than six employees in the long term. It does not seek to create an internal HR function, but rather to rely on a contracted partner to help ensure the company complies with all laws and regulations moving forward.**