



**Questions and Answers No. 1**  
**MHBE Office Space Lease Rental Agreement RFP**  
**August 7, 2017**

Ladies/Gentlemen: This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. Nothing in MHBE's response to these questions is to be construed as agreement to or acceptance by the MHBE of any statement or interpretation on the part of the Offeror.

**1. Question:** Does the office space have to be contiguous or can it be broken up throughout the building?

**RESPONSE:** Contiguous space is preferred but it is not required.

**2. Question:** With Phase I commencement, is there any flexibility to push the date closer to December 2017? Also, would MHBE be open to foregoing having the 45 day early access to their suite(s) during Phase I?

**RESPONSE:** There may be some flexibility with the commencement date. Early access will be needed and will likely be based on the Offerors overall proposal as to how soon early access will be required.

**3. Question:** Does the MHBE have to have parking available to them on location at the building where they lease their office space?

**RESPONSE:** Parking onsite or connected is preferable.

**4. Question:** Would MHBE accept a building without a lobby directory?

**RESPONSE:** The MHBE would accept a building without a lobby directory so long as clear direction to the MHBE suite was provided in the building lobby.

**5. Question:** What percentage of MHBE clientele do you approximate visit the MHBE offices on a regular basis?

**RESPONSE:** MHBE clientele generally, does not visit MHBE offices. However, MHBE partners visit MHBE Offices regularly.

**6. Question:** Is there any flexibility with the location?



**RESPONSE:** Not at this time

Date Issued: August 7, 2017  
Michelle Compton  
Procurement Officer