

**21<sup>st</sup> Century Community Learning Center Policy on Communication**  
**with Public regarding the Request for Proposal**

When the Request for Proposal (RFP) process is closed, the standard response from the Montana Office of Public Instruction (OPI) staff regarding the RFP, whether in writing or verbal, will be as follows:

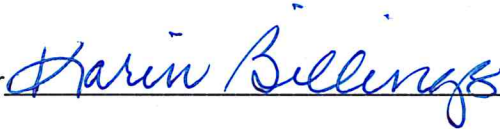
**The “21st CCLC Grant Application Guidance” is posted on the OPI’s website, under Leadership/Academic Success. Any questions regarding the guidance or the application will be accepted by the OPI *after* the grant application and competition opens and has been officially announced. All questions must be submitted through the 21<sup>st</sup> CCLC “Application Questions” email address which will be provided on the website. All answers will be listed under Frequently Asked Questions (FAQs). OPI staff will not be allowed to have direct communication with the public regarding the RFP.**

At such times when the RFP process is open to bidding, the Montana Office of Public Instruction (OPI) will create and publish a public e-mail address for any questions to be submitted. The response to such questions will be posted on the OPI website within 2 business days.

The Montana Office of Public Instruction staff are not permitted to be in communication with the public regarding the RFP during the open bidding process. All inquiries from the public must be directed through the public e-mail process cited above.

Effective Date: 12/31/2017

Signed By: Karin Billings, Division Administrator

  
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