



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

**RFP NO. 15-2000**

*ERDC Project Manager, FY2015 Statewide Longitudinal Data System (SLDS) Grant*

**AMENDMENT NO. ONE (1)**

**OFM RESPONSE TO BIDDER QUESTIONS**

**11.30.2015**

**OFM Answers to Bidders' Questions**

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. However, some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

*Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.*

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## **Bidders' Questions & Answers**

**Question 1:** *Does the OFM have an incumbent contractor(s) either currently working, or who recently worked, on this project?*

**ANSWER:** The project started October 1, 2015, and this will be the first project manager. There is no incumbent.

**Question 2:** *Is the incumbent eligible to respond to this solicitation?*

**ANSWER:** There is no incumbent.

**Question 3:** *If there is an incumbent, can you provide the name?*

**ANSWER:** There is no incumbent.

**Question 4:** *Section 1, subsection 1.2, Bullet 2 states that the proposed project manager must have "at least four (4) years managing projects for OFM". This precludes us from submitting a proposal, and limits the options available to OFM. Is there any possibility that this requirement could be revised?*

**ANSWER:** No.

**Question 5:** *1.3 FUNDING: Any contract awarded as a result of this procurement is contingent upon the availability of funding. This project shall not exceed Three Hundred Thirty Thousand dollars (\$330,000.00). Any bid received in excess of this amount will not be considered.*  
*Is this amount for whole duration of contract i.e. January 1, 2016, and to end on September 30, 2019*

**ANSWER:** Yes.

**Question 6:** *Is there currently an incumbent in the position.*

**ANSWER:** No incumbent

**Question 7:** *If so are they permitted to respond to this RFQQ*

**ANSWER:** No incumbent

**Question 8:** *The RFQQ calls for a PM with a minimum of 4 years managing OFM projects. We have a project Manager who has worked approx 3 years for OFM would they be considered?*

**ANSWER:** Minimum of 4 years is the requirement.

**Question 9:** *Is this a fulltime position-8 hours /day 40 hours per week?*

**ANSWER:** No.

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**Question 10: *The budget indicates that this may be less than full time. If so what do you envision the work schedule to be? 20 hours per week?***

**ANSWER:** That depends somewhat on the quote for the hourly rate.  
Anticipated 12 to 25 hours of work per week, somewhat variable.

**Question 11: *Will proposals be rejected if they do not meet 'ALL' the minimums listed below.***

Minimum qualifications include:

- The Bidder must be licensed to do business in the state of Washington or provide a commitment that it will become licensed in Washington within fifteen (15) calendar days of being selected as the Apparently Successful Contractor.
- The Project Manager who will be working on this project, should the Firm be the successful bidder, must have at least ten (10) years of project management experience including at least four (4) years managing projects for OFM. This work should include developing complex work plans, project schedules, budgets, and spend plans.
- The Project Manager who will be working on this project, should the Firm be the successful bidder, must have at least four (4) years of experience developing and managing contracts for information systems development.
- The Project Manager who will be working on this project, should the Firm be the successful bidder, must have at least four (4) years of experience managing and administering federal grants including writing and submitting mandatory reports.
- The Project Manager who will be working on this project, should the Firm be the successful bidder, must have completed a training course in human subject protections approved by the Washington State Institutional Board

**ANSWER:** Yes

**Question 12: *Can you be more specific about the "training course in human subject protections" requirement.***

**ANSWER:** Researchers or others may complete a human subject protections training course through their home institution or firm if the institution or firm belongs to an institutional review board.

Alternatively, Washington State Institutional Review Board staff recommend the web-based human subject protections training provided by the Collaborative Institutional Training Initiative (CITI).

**Question 13: *Is there something about 4 years of experience managing OFM projects that uniquely qualifies the project manager for this particular body of work? Please explain the rationale behind this requirement and indicate if it might be relaxed.***

**ANSWER:** Requirement is minimum of four years in the RFQQ.

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**Question 14: Is the funding of \$330,000 for the first year only or is this spread across the entire performance period? Please explain how the fees are to be allocated across the total contract duration?**

**ANSWER:** The \$330,000 is for the entire performance period and performance is expected over the entire period.

**Question 15: You require some WIRB training. Can the ASV acquire this training after being awarded the work?**

**ANSWER:** Training prior to award is required in the RFQQ.

**Question 16: What is the requirement for 'human subjects research training' approved by the Washington State?**

**ANSWER:** Researchers or others may complete a human subject protections training course through their home institution or firm if the institution or firm belongs to an institutional review board.

Alternatively, Washington State Institutional Review Board staff recommend the web-based human subject protections training provided by the Collaborative Institutional Training Initiative (CITI).

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