



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFQQ #19-1100

Small Business Impact Analysis Convenience Contracts

AMENDMENT NO. ONE (1)

OFM RESPONSES TO BIDDER QUESTIONS

12.19.2019

OFM Answers to Bidders' Questions

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

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

Bidder Question & Answer

Question 1: We assume that a selected contractor may opt-out from participating in a given second-tier review (a specific scope of work or project) because of a conflict of interest or other relevant considerations. Although considered judiciously and expected in specific cases, can the State confirm that this will not have an adverse impact on the contractor?

ANSWER: The state understands the nature of the contract offering is variable and indeterminate. The state therefore expects that contractors' ability to respond to each SOW would be a product of many factors, and that not every contractor would be able to respond to every SOW availability. A decision not to respond to a particular SOW will not have an adverse impact on a contractor.

Question 2: Section 3.1, subsection e, requests three business references for the organization and also for the lead staff member. Furthermore, Section 3.2, Qualification Section (subsection c) indicates "Include a list of contracts the staff who will provide the services has had during the last five years that relate to the Bidder's ability to perform the services needed under this RFQQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and e-mail addresses." Can you clarify whether proposals must include a full reference for all contracts that each team member worked on, or would a description of the relevant contracts be sufficient?

ANSWER: A description of the relevant contracts is sufficient, provided it includes at least the organization for which the work was performed and the dates of the engagement.

Question 3: Section 3.3, Cost Proposal/Quotation requests a rate card. The contract has an initial term of 17 months, potentially followed by up to three two-year terms. We assume that we should provide rates for every 12 months to account for annual cost escalation. Can you please confirm?

ANSWER: The rate card should be for the initial term of the contract.
