RFP 19-04-1A Questions and Answers:

1) Are vendors supposed to use both Exhibit D and the Amendment SOW Summary D.1 when formulating their response? Or, does the new SOW Summary D.1 negate the original Exhibit D?

   Answer: The new SOW D-1 does negate the original Exhibit D. Please refer only to D-1 for information in regard to proposals.

2) Does the amended RFP 19-04-1A.docx file replace the original RFP 19-04 document?

   Answer: The amended RFP 19-04-1A file replaces the original RFP 19-04 document. Please refer only to RFP 19-04-1A for information in regard to proposals.

3) Does the state anticipate this contract will include updating the existing curriculum?

   Answer: In regard to curriculum, the RFP explains what the Office of the Secretary of State is seeking from Consultants in section 3.2 A. The RFP states "Contractor will develop, organize, and implement a curriculum for educational seminars, workshops and/or conferences to improve the operations of nonprofits and charities across the state of Washington."

4) Does the state anticipate awarding a contract to only one vendor or to multiple vendors as a result of this procurement?

   Answer: The Secretary of State's intent is to award one contract to one successful vendor. The successful vendor has the option to subcontract out section(s) of the contract. The Project management section of the RFP (please see section 3.2) discusses subcontractors and requires the successful vendor to provide notification of who will be assigned to the contract and what their responsibilities and qualifications will be. If a subcontractor is used, the relationship and funding agreement is between the successful vendor and the subcontractor(s).

5) Within this section of the SOW, it states: Training Criteria – Contractor will provide:
   • A certain number of trainings should be completed by June 30, 2020.
   • A certain numbers trainings should be completed between July 1, 2020 and June 30, 2021.
   • Provide in-person trainings, throughout the State, including rural and immigrant areas.
   Can the state provide the exact number of trainings it would like provided by

each deliverable date, the number of in-person trainings anticipated and the approximate locations of the rural and immigrant areas it is referencing here?

Answer: The exact number trainings by each deliverable date will be negotiated between the Apparent Successful Bidder (ASB) and the Office of the Secretary of State (OSOS).

6) The first sentence of this section reads, "The maximum fee for this contract must be $600,000 for the biennium, July 2019 through June 2021." Can the state clarify, should this say $900,000 instead of $600,000?

Answer: The maximum fee for this contract is $900,000.

7) Once a vendor and the state enter into negotiations on this contract, will the state be using Exhibit D as the basis for details related to the scope of work, or does the state plan to only incorporate a vendor's submitted proposal as the basis for the scope of work in the contract?

Answer: The OSOS will be using Exhibit D-1 as the basis for details related to the scope of work. The OSOS may also incorporate a vendor's submitted proposal as the basis for the scope of work in the contract.

8) Can the state clarify if it is acceptable for a vendor to submit separate files for each section of the proposal (i.e. one file for Letter of submittal and Exhibit A, one file for Technical proposal, one file for Management proposal and one file for cost proposal) or if it would prefer all sections be consolidated into a single file that is emailed.

*Answer: Section 3 of the RFP addresses the contents of proposals. The RFP requires that four (4) sections be submitted in the same order, and with the same headings as presented in the RFP. Each section may be contained in a separate file, **HOWEVER,** the entire proposal must be submitted in s single e-mail. As section 2.3 of the RFP states "The e-mailed Proposal must be complete and stand on its own merits. Failure to respond to any portions may result in rejection of the proposal as non-responsive."*