**The Question & Answer period remains open until January 21, 2019**

**Email questions to: comRFQWF#2021@commerce.wa.gov**

1. In regards to WEBS: are current contractors required to register, what are the commodity codes, and how do we get added to the notification lists?

**Registration is not a requirement to apply to the RFQ. It is recommended that potential applicants register on WEBS so they can receive automatic updates about the RFQ. There are two ways to receive RFQ updates:**

* + **WEBS:**

**To receive “automatic” updates applicants must register with WEBS under the following commodity codes:**

**952-15 Case Management / Human Services**

**952-39 Employment Generating Activities / Human Services**

***For WEBS assistance, please contact WEBS customer service at***

[webscustomerservice@des.wa.gov](mailto:webscustomerservice@des.wa.gov)

* + **Department of Commerce Procurement website:  
    All RFQ updates will also be posted on the Commerce website at**

**https://www.commerce.wa.gov/serving-communities/current-opportunities/**

1. Can an agency be a part of more than one proposal for the same service area? For example, can an agency be a listed as a consortium sub-contractor in two different proposals for the same service area?

**Applicants may be listed as a subcontractor in more than one application.**

1. On page 3 of the RFQ, it states that applicants "should be prepared to provide services at or near the proximity to the local DSHS Community Services Office (CSO). Are there proximity requirements or limitations to our service area, based on our location, or are we just expected to be within a close proximity to one DSHS Community Service Office (CSO).

**Because what constitutes “close proximity” is different across the state, the expectation is that services are provided at locations that do not cause undue burden on program participants.**

1. Who do we send the exhibit A and application for RFQ to?

**All documents must be sent to the RFQ Coordinator as described in the RFQ document.**

1. On page 4 of the RFQ, it states that "Commerce WorkFirst Programs" are referral-based and referrals are generated from DSHS. Is our agency able to accept referrals from eligible TANF individuals directly, or do all individuals have to apply through DSHS first?

**All individuals must go through DSHS to be referred for services. DSHS WorkFirst case managers determine who is referred for Commerce WorkFirst Programs. The TANF recipient would have to contact their DSHS case manager and express their interest in the program. The DSHS case manager would then determine if Commerce WorkFirst Programs is the appropriate pathway.**

1. On page 6 of the RFQ, under "1. Minimum Qualifications" it states that providers offering direct services "Must have (3) years’ experience managing and providing employment and training programs and case management services." Our agency has been operating programs and providing case management services for over 20 years, but we have a new business that will be offering employment and training programs this year. Are we still eligible to provide direct services?

**It is required that applicants have a minimum of 3 years of experience managing and providing employment and training programs.**

1. If our agency is participating in the Community Jobs program, are we able to offer either of the (3) options to our participants, based on their individual need?

**Based on the participants' individual needs and the federal participation requirements of TANF recipients, either of the three options may be offered.**

1. For the Career Jump option, if a participant transitions from another program option, are they offered 433 hours of subsidized wages from that point forward, or are the hours they worked in prior programs considered spent and/or subtracted from that?

**If a participant transitions from a Community Jobs or Community Works program into the Career Jump, they will receive 433 hours of subsidized wages from the start of the Career Jump. However, if the participant is "terminated" from a Career Jump site and then placed at a new Career Jump site, the hours spent in the initial Career Jump will be subtracted from the 433-hour limit.**

1. Is each program eligible Pay Point claimed one time for each participant?

**This varies depending on the specific scenario. Please refer to the sample Scope of Work and Program Guidelines.**

1. What are the part-time and full-time unsubsidized employment pay points for? Are they related to subsidized payroll costs?

**The part-time and full-time unsubsidized employment pay points are paid to the contractor when a participant exits the program with unsubsidized employment that meets the unsubsidized employment pay point criteria as outlined in the sample Scope of Work and Program Guidelines. These pay points are not related to the subsidized payroll costs.**

1. Why did Commerce decide to combine services for LEP and non-LEP clients into single contracts by area?

**This decision was guided by the following reasons:**

* + **To ensure state-wide equal access to Commerce WorkFirst Programs for all participants. Previously LEP service areas were limited to five (5) counties. This will also ensure that contractors can be responsive to the shifting needs of their communities.**
  + **To streamline contracting processes and management for both contractors and**

**Commerce.**

1. Will current Commerce LEP contracts end 6/30/18 and not be renewed? Will all LEP clients served in Commerce programs after 6/30/18 receive services through agencies awarded a contract through the current RFQ?

**All Commerce WorkFirst contracts will end on June 30, 2019. Those that are identified as an Apparent Successful Applicant as a result of this RFQ will be awarded a contract for FY20 and FY21. For participants who were receiving services in FY19 and their program is continuing in FY20, they will be transitioned to the entity that is awarded the contract for that service area.**

1. Will Commerce award contracts to more than one agency/qualified provider/consortium per service area, or will service areas continue to be served by 1 agency/provider/consortium? (Example: One service area = One qualified agency/qualified provider/consortium OR One service area = Multiple agencies/qualified providers/consortiums to choose from.)

**Commerce will only award one contract per service area. The contract may be awarded to a single contractor or a consortium.**

1. Will Commerce publish the list of agencies who have submitted an LOI? And if so, will this list specify which service areas each agency is interested in seeking qualification to serve?

**We will not publish a list of agencies who have submitted a Notice of Intent.**

1. If your agency is seeking to contract within several service areas do we submit an RFQ for each service area or do we submit only one RFQ for all the service areas we wish to serve? Example: If we want to apply for service area 2 and service area 14 we need to submit two RFQ’s – one for each OR do we submit one RFQ and just list all service areas of interest – one for all.

**Applicants will submit one (1) RFQ application designating which service areas they wish to apply for.**

1. We are planning to have a sub-contractor in our proposal, but they have yet to make a final decision.  If we indicate in our Letter of Intent that we will sub-contract services, does our RFQ proposal need to include a sub-contractor?  If the intended sub-contractor decides not to be part of a consortium, can we still submit the RFP proposal without a sub-contractor (even though we stated that we would have a sub-contractor in the Letter of Intent)?

**Applicants may still submit the RFQ application for consideration as a direct services provider. However, the applicant must select both options "Provide Direct Services" & "Subcontract Services" in the event the intended sub-contractor declines.**

1. I’m requesting clarification on the minimum qualifications for this contract.  On Page 6 of the Competitive Solicitation under Minimum Qualifications, 1. (a.) states that all applicants “must be licensed in Washington State and must be registered and maintain status as a non-profit, for profit, or tribal corporation with the Secretary of State’s Office.” That implies state agencies cannot apply, yet on the Notice of Intent Form and the RFQ Application, there is a check box for “State Agency” under Type of Organization. Will Department of Commerce contract with another State agency for delivery of WorkFirst Programs or are State agencies excluded from this solicitation?

**Government entities, which includes state agencies, may apply. Please see Amendment A for associated changes to the minimum qualifications and the RFQ document.**

1. Our agency currently serves pregnant women and women with young children. Our job training and workforce development program is currently structured to be offered to women who are already enrolled in our existing wraparound programs. As a WorkFirst Direct Services provider, are we allowed to serve a target demographic and/or limit workplace learning opportunities to our existing service population?

**Contractors are required to serve any eligible TANF recipient that is referred by DSHS. Contractors may not target or exclude specific populations among those that are eligible TANF recipients.**