

RFP NO. 22-36704-007

Q&A

- 1. Question:** Page 3 of the RFP states that a total of \$7.5 million is available for FY 2022, and \$2.5 million is available for FY 2023; however, page 4 of the RFP states that \$7,275,000 is available for FY 2022 and \$2,425,000 is available for FY 2023. What is the correct amount of funding available?

Answer: The amount allocated to Commerce by the proviso quoted on page 3 is \$7.5 Million for year 1 and \$2.5 Million for year 2, however Commerce will take an admin fee of 3% which is reflected in the amount shown on page 4. The amounts available are \$7,275,000 for year 1 and \$2,425,000,000 for year 2.

- 2. Question:** Pages 1 and 6 of the RFP state that the project period will begin on November 1, 2021, but page 4 of the RFP states that the project period will begin on October 15, 2021. What is the correct start date for the project period?

Answer: The contract is anticipated to start on November 1, 2021. We have corrected the incorrect date on page 5 of the RFP and posted the amended RFP to WEBS.

- 3. Question:** Are there any restrictions as to what community organizations can apply?

Answer: There are no restrictions as long as the organization meets the minimum qualifications outlined on page 5.

- 4. Question:** Are for-profit community organizations that serve historically disadvantaged communities eligible to apply?

Answer: Yes, for-profit organizations are eligible to apply as long as they meet the minimum criteria.

- 5. Question:** Are there minimum or maximum award amounts?

Answer: There are no minimum or maximum awards. The review committee will make award determinations during the review process.

- 6. Question:** If proposing to serve more than one area of the State of Washington or more than one disadvantaged population group, can we submit one proposal, or do we need to submit separate proposals?

Answer: One proposal is sufficient even if your organization plans to serve more than one population group or geographic area.

7. **Question:** Under Letter of Submittal Requirements (E. Location of facility from which the Consultant would operate), can we list more than 1 location if we will be providing services from more than 1 location?

Answer: Yes, you can list more than one location.

8. **Question:** Page 3 of the RFP states that a total of \$7.5 million is available for FY 2022, and \$2.5 million is available for FY 2023; however, page 4 of the RFP states that \$7,275,000 is available for FY 2022 and \$2,425,000 is available for FY 2023. What is the correct amount of funding available?

Answer: The amount allocated to Commerce by the proviso quoted on page 3 is \$7.5 Million for year 1 and \$2.5 Million for year 2, however Commerce will take an admin fee of 3% which is reflected in the amount shown on page 4. The amounts available are \$7,275,000 for year 1 and \$2,425,000,000 for year 2.

9. **Question:** Pages 1 and 6 of the RFP state that the project period will begin on November 1, 2021, but page 4 of the RFP states that the project period will begin on October 15, 2021. What is the correct start date for the project period?

Answer: The contract is anticipated to start on November 1, 2021. We have corrected the incorrect date on page 5 of the RFP and posted the amended RFP to WEBS.

10. **Question:** Are there any restrictions as to what community organizations can apply?

Answer: There are no restrictions as long as the organization meets the minimum qualifications outlined on page 5

11. **Question:** Are for-profit community organizations that serve historically disadvantaged communities eligible to apply?

Answer: Yes, for-profit organizations are eligible to apply as long as they meet the minimum criteria.

12. **Question:** Are there minimum or maximum award amounts?

Answer: There are no minimum or maximum awards. The review committee will make award determinations during the review process.

13. Question: If proposing to serve more than one area of the State of Washington or more than one disadvantaged population group, can we submit one proposal, or do we need to submit separate proposals?

Answer: One proposal is sufficient even if your organization plans to serve more than one population group or geographic area.

14. Question: Under Letter of Submittal Requirements (E. Location of facility from which the Consultant would operate), can we list more than 1 location if we will be providing services from more than 1 location?

Answer: Yes, you can list more than one location

15. Question: Are tribal organizations eligible to apply?

Answer: Yes

16. Question: Does “assisting people” to access the government benefits mean giving them information (hard copy and/or online) or does it mean also sitting with them and helping them actually get online, navigate the portals, and submit the necessary information?

Answer: Assistance can mean any of the activities cited above. When ranking proposals we will be looking at whether the level of assistance proposed is appropriate given the individuals to be served and what level of service they likely need to successfully apply for benefits.

17. Question: Do we need to track the number of people who received information about benefits available (“outreach”) separately from number of people who made applications?

Answer: At this time, Commerce does plan to require contractors to report the number of people who received one-on-one assistance applying for benefits.

18. Question: Do we need to track the results of the application(s) of each person assisted (i.e. successful enrollment into a specific benefit)?

Answer: At this time, Commerce does not plan to require contractors to track attainment of benefits.

19. Question: Should we show an 18 month project budget, broken down by year one and year two, or is one total cost amount for the duration acceptable

Answer: The project budget should be broken down into two fiscal years.

20. Question: Will Commerce be awarding the full funding to a single contractor, or are multiple contractors anticipated?

Answer: Commerce intends to make multiple awards.

21. Question: Does a county health department qualify as a “community organization”?

Answer: “Community Organization” refers to a private for-or-non-profit organization.

22. Does Commerce have required forms for the proposal and budget?

Answer: No. You may use your own templates.

23. Question: How does Commerce define “outreach”?

Answer: “Outreach” for purposes of this RFP means reaching out to individuals who otherwise do not have contact or connection to your organization or to benefits.