

**Addendum 1**

**RFP: IS2022**

**Title: Industrial Symbiosis**

**QUESTION AND ANSWERS**

Q: There are several examples of types of industrial symbiosis listed in the RFP – are there areas that COMMERCE is particularly interested in?

A: Please refer to the statute in Exhibit E of the RFP. This is a new program and COMMERCE is open to new ideas and is excited to tap into the potential of industrial symbiosis. The list of seven areas in Section 1.2 Objective and Scope are areas of interest, not preference. COMMERCE emphasizes that this is a broad list and does not wish to limit the creativity of Proposers and miss out on possible opportunities by limiting Proposals to only examples from this list. The COMMERCE legislative report linked in Section 1.1 Purpose and Background provides further examples of industrial symbiosis work.

Q: In regards to the 1.4 Funding award ranges of \$150,000 to \$250,000 per applicant – how do we express that we will need more funding for program completion than the possible award amount from this RFP?

A: In order to prevent your Proposal from being considered non-responsive and not evaluated, **do not propose over cost ceiling of \$250,000. The Scope of Work that you propose in response to this RFP should align with the amount in your Cost Proposal**, however, this project can be a component to an overall programmatic goal. Make sure the Cost Proposal for this RFP is very clear. Background information can be helpful in expressing your vision, so be clear that extra funding is needed outside the range of funding from this RFP and what components would require outside influence. Please note: The most consistent evaluation feedback for all competitive procurements at COMMERCE is a want for more clarity, background information, and explanations in Proposals, so make sure if you are giving additional information it can be understood in text by someone outside of your professional industry. If you cannot express this effectively in text, consider not including it.

Q: Can universities apply for funding?

A: Please refer to 1.3 Minimum Qualifications in the RFP. As long as your organization meets this criteria, you are eligible to propose. This criteria is broad to prevent accidentally excluding different kinds of organizations, companies, local government entities, tribes, institutions, et cetera, which may have an interest in industrial symbiosis. The COMMERCE legislative report linked in Section 1.1 expands on possible areas of interest that includes research and development, as well as project work.

Q: Can grant proceeds be used for project development stage costs?

A: There is no language in the RFP to prevent award funding being used for stage costs. To reiterate - the Scope of Work you propose in this RFP should align with the amount in your Cost Proposal, however, this project can be a component to an overall programmatic goal. Make sure the Cost Proposal for this RFP is very clear. Please provide a thorough explanation to express these expenses in your proposed budget.

Q: With the current supply chain issues and inflation effecting business, what if our estimated costs for equipment or labor changes from what we project in our Proposal?

A: If awarded a contract, budget fluctuations and adjustments will be addressed by your contract manager and can be solved through contract amendments. Note: **COMMERCE contracts do not allow expenses for the purchasing of equipment.** Equipment are depreciable assets that we do not have the resources to track past the contract award period and can be moved out of Washington state or sold. COMMERCE uses deliverable-based contracts and while administrative overhead could include office work supplies within reason, we cannot remit payment for anything in realm of equipment. Cost Proposals may include costs for staffing and labor.

Q: The contract period is projected to end June 30, 2023 - is this the fiscal availability of the Industrial Symbiosis Program funding?

A: The State's fiscal year ends on June 30. All costs must be incurred by the closing of the fiscal year to be invoiced for reimbursement. Costs incurred by that date may be reimbursed while the fiscal year ledger remains open – if awarded, you may inquire with a contract manager for more specific information regarding this process.

Q: What kind of funding can be considered match?

A: Refer to section 1.3 Minimum Qualifications in the RFP. **Match funds cannot be state sourced or incurred prior to the award date.** Match funding includes, federal grants, in-kind, self-funding, and more.

Q: Do we have to know for certain that Federal Funding used as match will be awarded before proposing?

A: Specify only the direct or indirect match funding you intend to receive. Match funding can come from a mix of sources, including in-kind and self-funding, and you can supplement as needed to express intent that a possible award from COMMERCE would be matched.

Q: Would COMMERCE consider a partial award contract if there is not enough funding for the full amount in the Proposal?

A: Since this RFP specifically states that multiple contracts may be awarded, then this situation can occur. COMMERCE can spread funding during negotiations, though COMMERCE may not add funding to what has been proposed. In the event of this situation, COMMERCE could reach out to a Proposer and negotiate based on the Proposal submitted to the RFP to determine what is feasible for the amount COMMERCE could fund.

Q: Can an organization propose more than one project to this RFP?

If a project is proposed within the range of funding and meets the Scope of Work, there is nothing preventing a Proposer from submitting multiple Proposals. These projects would need to be independent and separate scopes of work. For example, one project's completion cannot be dependent on receiving funding for another project proposed by the same Proposer. COMMERCE evaluators will score the Proposals based on the criteria in 4.2 Evaluation Breakdown and awards will be distributed.

Q: Should we expect any communication or feedback following the submission of a Letter of Intent?

A: The only communication regarding the Letter of Intent a Proposer will receive is an email from the RFP Coordinator that confirms receipt. Proposals received by those who did not timely submit a Letter of Intent will be disqualified.

Q: What should be in the Letter of Intent and what is the desired format.

A: **Submission of a Letter of Intent is required by May 27<sup>th</sup> in order for COMMERCE to consider a Proposal complete and responsive.** The Letter of Intent must be submitted electronically through our submissions portal located: [https://bit.ly/is2022\\_letterofintent](https://bit.ly/is2022_letterofintent). Fill in Smartsheet prompts for applicant information: applicant name, phone, email and company; drop the Letter of Intent file in the attachment box; and check the box to confirm your attachment.

The Letters of Intent itself should be on organization letterhead and include the RFP number, a statement of intent to submit a Proposal to this RFP, and identify the organization's contact person. No additional information is needed, so there is no length requirement. This file can be

Word.doc or pdf format. Submitting a Letter of Intent is non-binding and the submitter may choose not to propose without penalty.

Q: Does COMMERCE intend to have follow up funding available for industrial symbiosis or is this RFP funding due to a specific fiscal note?

A: This is year one of the Industrial Symbiosis program. COMMERCE intends to have an ongoing program dependent on funding. The next RFP might be more focused as COMMERCE gains information from this first round of proposals. It is within the realm of possibility that successful projects awarded in this initial cohort could lead to higher ongoing program funding from the Legislature.

Q: May a phased approach be used in proposing a larger project be used?

A: A phased project that meets the requirements of this RFP is acceptable. **Please note that competitive procurements are standard for funding passed through COMMERCE in accordance with State law, so being awarded funding as result of this RFP is not a guarantee to more funding.** This is year one of the program, and COMMERCE intends to have an ongoing program dependent on funding. Another round of funding will have another competitive procurement to determine awards.