

## RFQ 17-01 – Question & Answer Digest

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TO: Interested Parties  
FROM: Workforce Development Council of Seattle-King County  
POSTED: April 21, 2017  
REFERENCE: RFQ #17-01  
SUBJECT: One-Stop Operator for WorkSource System in Seattle-King County

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### FRIDAY, APRIL 21 – WEEKLY UPDATE

Question 3: Please clarify the date that RFQ responses are due.

**WDC Answer: RFQ responses must be received by Thursday, May 4, 2017, 4:00 pm (PST) for consideration. Letter of Intent indicating an organization's interest in providing a response by the May 4 deadline are due today, April 21, 2017, by 4:00 pm (PST).**

Question 4: Is it allowable to include the "minimum of three business references" listed in question 6 under Experience and Qualifications as an attachment?

**WDC Answer: Yes; see also response to Question 1.**

Question 5: Are charts other than the organizational chart allowed? And if yes, is it safe to assume they would not count in the narrative count?

**WDC Answer: Yes, other charts may be included as attachments, if needed; see also response to Question 1.**

Question 6: Just so we are understanding correctly, the narrative is limited to 5 pages double spaced, which would be the equivalent of 2 ½ pages single spaced. Is this correct?

**WDC Answer: Yes.**

Question 7: If the RFQ is selected for further consideration, the RFQ timeline on page 6 lists the budgets are due May 16<sup>th</sup> and it shows a May 15<sup>th</sup> due date in the Cost and Budget section. We appreciate your clarification.

**WDC Answer: Qualified organizations will be notified by May 15, 2017, if selected for interview. At that time, the organization will be asked to submit Attachment A – Budget Summary Form, by May 16, 2017, at 12:00 pm (PST).**

Question 8: We find that 5 pages *double-spaced* is very limiting. May we include a one page description of proposed Key Activities as an attachment rather than include it in the narrative?

**WDC Answer: Yes.**

Question 9: Question – If selected to make it to the next step where a budget is to be submitted, under 2.c in the Cost and Budget section where it notes “Infrastructure costs (e.g. space, furniture, utilities) are expected to be covered outside the Operator contract.” Does this mean the costs are expected to be provided in-kind by the winning bidder or will it be covered outside of the contract with other funds designated by the WDC?

**WDC Answer: Infrastructure costs are expected to be borne by the winning bidder; no funds will be allocated from the WDC for the operator’s infrastructure costs.**

## FRIDAY, APRIL 14 – WEEKLY UPDATE

Question 1: Are the Organizational Chart and proposed Job Description included in or exempt from the page limit?

**WDC Answer: Organization charts and job descriptions are exempt from the page limit noted in the RFQ.**

Question 2: In preparing our response to the RFQ, we noticed that there is a significant body of work that has historically been handled by the Operator, which is not mentioned in the RFQ. This work includes marketing (website, social media), system communications, data dashboards, and policy training/technical assistance. As these impact the requested job description, key deliverables and budget for the year, could you clarify if these deliverables are expectations of the Operator role moving forward?

**WDC Answer: The primary Operator functions are described at pages 2 – 3 of the RFQ, in the section “The One-Stop Operator Role.” The Operator functions listed as A – J will be delivered by the Operator in the WIOA Program Year 2017.**

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