

**STATE OF WASHINGTON**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**PO Box 45811, Olympia WA 98504-5811**

DATE: May 13, 2024

TO: RFP # 2434-851 Bidders

FROM: Caleb Clark, Solicitation Coordinator

DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Change to the RFP Document, Attachment A – Sample Contract, Attachment D: Bidder Response Form, and Bidder’s Q & A

DSHS amends the RFP # 2434-851 procurement document to include:

* Updates to RFP 2434-851 Section A.4. and Section A.5.
* Updates to Attachment A - Sample Contract
* Update to Attachment D – Bidder Response Form
* Bidder’s Questions and Answers

**Update to RFP #2434-851**

**RFP 2434-851**, Section A.4. Project Scope, subsection d., is amended to read:

As needed, use, develop and/or create data tools to track community resolutions, solutions, and lessons learned, and that can be used to aggregate data to inform policy, program or budget decisions at the local or state level.

**RFP 2434-851**, Section A.5. Bidder Minimum Qualifications, subsection b., is amended to read:

Previous experience engaging and working with historically marginalized communities in the State of Washington.

**Update to Attachment A – Sample Contract**

**Attachment A - Sample Contract** Special Terms and Conditions, Section 7. Consideration, is amended to read:

**Consideration**. Total consideration payable to Contractor for satisfactory performance of the work under this Contract is up to a maximum of $2,000,000, including any and all expenses, and shall be based on the following:

## Subcontracts executed with two (2) Anchor Organizations approved by DSHS, Quarterly Report #1 and training curriculum complete no later than September 30, 2024: $500,000.

## No later than October 30, 2024, delivery of four (4) preliminary written plans to institute and facilitate each of the Community Assemblies pursuant to the Contract: $500,000.

## Quarterly Report #2 due December 31, 2024: $250,000.

## Quarterly Report #3 due March 31, 2025: $250,000.

## Annual Report due June 30, 2025: $500,000.

**Update to Attachment D: Bidder Response Form**

Attachment D: Bidder Response Form, uploaded to the Washington Electronic Business Solutions website and the Department of Social and Health Services Procurements and Contracting website on May 1, 2024, is replaced with a revised Attachment D: Bidder Response Form, posted separately from this Amendment document. **Bidders must provide their answers to the questions using the revised Bidder Response Form (Attachment D: Bidder Response Form Revised May 13, 2024**) when submitting their written response.

**Bidder’s Questions and Answers**

**RFP #2434-851**

**Question #1:** Is a budget template going to be provided or should we create one? And secondly on the scope of work it says “f. Provide financial services that include managing and distributing grants and compensating or providing stipends to Community Assembly attendees”. Is the money allotted for this contract also meant to be for distributing grants? We would approach more guidance around those issues please.

**A:** A budget template is not required for the written response and DSHS does not intend to provide one. No additional funds will be allotted to the contract for grant distribution or Community Assembly attendee stipends.

**Question #2:** Can a Bidder request a Bidders Identifying Code now?

**A:** Yes

**Question #3:** Regarding the Sample Bid Submission letter**:** the RFP states we should use our own letterhead, but other than that we should not change anything about the letter – is that correct?

**A:** Yes, Bidders must use the format provided in Attachment B – Sample Bid Submission Letter when submitting their letter using their own letterhead.

**Question #4:** Can you say more about how you plan to do payments and reimbursements?

**A:** DSHS anticipates the payment schedule to be based upon the deliverables set forth in the Sample Contract (Special Terms and Conditions, Section 7. Consideration). If a Bidder thinks additional budget considerations should be accounted for in the payment schedule, the Bidder may request changes to the contract terms and conditions in Attachment D – Bidder Response Form, Section 1.d.

**Question #5:** Does DSHS expect the organizations involved in creating the Community Assembly model submit a bid for this RFP?

**A:** Yes, see Section A.2. in the RFP document.

**Question #6:** Are you looking for one (1) firm for all four (4) Communty Assemblies.

**A:** Yes. The successful bidder will be solely responsible for instituting and facilitating four (4) community assemblies. However, Bidders will be required to subcontract with two (2) Anchor Organizations as defined in the Sample Contract.

**Question #7:** Can you give context on the impact of I-2117 if it passes?

**A:** The successful Bidder will have one month to remit invoices and cease efforts on the assemblies pursuant to the terms and conditions of the DSHS contract.

**Question #8:** Will there be a separate funding source for grants and stipends?

**A:** No

**Question #9:** Will the contractor be paid for the work done previously?

**A:** The work done previously to develop the Community Assemblies model has already been accounted for by a separate grant agreement, including the terms for payment.

**Question #10:** I am interested in being a subcontractor. Any recommendations on how to partner?

**A:** Bidders are free to network with other Bidders to discuss subcontracting opportunities related to this RFP and may contact other Bidders in attendance of the Pre-Bid Conference, provided due consideration is given to another Bidders preferred business practices.

**Question #11:** Is it expected that Community Assemblies will be conducted as in-person events.

**A:** Yes, see the updates to the solicitation requirements in the previous section of this Amendment.

**Question #12:** Does the state have any ability to provide in-kind advertising support to promote Community Assemblies?

**A:** DSHS may use its own media channels to showcase the work, but no paid media or advertising will be used.

**Question #13:** Are you seeking to set up structures in between Community Assemblies to get collaborative work done?

**A:** Yes.

**Question #14:** Will the Bidder be responsible for distributing funds then be reimbursed?

**A:** Yes.

**Question #15:** Are Bidders required to identify all partners or subcontractors prior to submitting a written response?

**A:** No.

**Question #16:** Are you able to share who the required subcontractors are or what roles they will fill?

**A:** DSHS *has not* identified a specific company or firm that the successful Bidder will be obligated to subcontract with. Rather, DSHS will require the Bidder to select two subcontractors that are defined as an Anchor Organization, and enter into a subcontract with those organizations pursuant to the terms in the Sample Contract. The definition for Anchor Organization is found in the Sample Contract.

**Question #17:** Is the public performance review document the best description of the Community Assembly model?

**A:**  The best and most up-to-date description of the Community Assembly model can be found by clicking on the following link: [Collaborative Governance](https://peopleseconomylab.org/collaborative-governance/).

**Question #18:** Are the payments to the required subcontractors/anchor institutions to be covered out of the $2 million budget or are they being paid through a separate contract with the state?

**A:** See the answer to question #8.

**Question #19:** Has DSHS already determined what portion of the funding for this contract should go to the Anchor Organizations?

**A:** No.

**Question #20:** Is there a preferred length of time Community Assemblies should meet? Can a Community Assembly convene for multiple days?

**A:** See the RFP updates made in the previous section.New conditions related to Community Assemblies have been added to the sample contract.

**Question #21:** Can the $2 million assigned to this contract be split between more than one contract?

**A:** No.

**Question #22:**  How do we get access to the Community Assemblies model that was produced by the previous work?

**A:** The link to the Community Assemblies model produced by the previous work is now available to all Bidders in the previous section of this Amendment.

**Question #23:** Will the successful Bidder be required to negotiate with the Anchor Organizations to determine their services and rate of pay?

**A:** Yes.

**Question #24:** Will the successful Bidder be required to negotiate with the Anchor Organizations prior to submitting a written response to this RFP.

**A:** No.

**Question #25:** Will the successful bidder be responsible for language access during Community Assemblies? If so, which languages?

**A:**  Yes. The languages will be determined based upon the needs of Community Assembly attendees.

**Question #26:** If a Bidder is only interested in providing facilitation services, should the Bidder reach out to the Anchor Organizations instead of the RFP proposers here?

**A:** At this time, DSHS is unable to provide a definitive response to this question. This answer depends on the business capacity of both the successful Bidder and the Anchor Organizations subcontracted by the successful Bidder. Both of whom will not be determined until after this RFP concludes.

**Question #27:** Is there a plan for the implementation of the work decided upon in a Community Assembly? How will that momentum be activated and sustained.

**A:**  DSHS expects the Bidders to provide a plan to implement the Community Assemblies and to activate and sustain momentum.

**Question #28:** Have there been any commitments made by the state related to how recommendations would be received and responded to?

**A:** This work is aligned with Strategy 2 in the 10-Year Plan to Dismantle Poverty. Other state agencies have determined there is a need to learn from the implementation of this contract if successful. It is possible other agencies will partner with DSHS if the Community Assemblies ask for this, resulting in potentially scaling the effort if the work is successful.

**Question #28: I**s there leeway to adjust the scope of an Assembly related to the topic "how to address a just transition toward sustainable, climate-resilient agriculture in Washington."? For example, if the Assembly narrowed the scope to just one part of how a community might do that, would it fulfill the requirement?

**A:**  No.

* Those in attendance during the May 9, 2024 Pre-Bid Conference included:

Caleb Clark (DSHS/FFAA/CCLS)

Lindsay Morgan Tracy (DSHS/ESA/OAS)

Gwen Teok (DSHS/OOS)

Dawn Johnson (DCJ Global Management Solutions, LLC)

Morgan Lasher

Dujie Tahat (DTC)

Julia Reed (Kinetic West)

Matt Byrne (Unify America)

Tekisha Everette (TDE Consulting Group)

Erica Walker (Statewide Poverty Action Network)

Kathryn Bost (Halcyon Northwest)

Sameth Mett (Equity in Education Coalition)

Marcy Bowers (Statewide Poverty Action Network)

Deric Gruen (Front and Centered)

Faduma Fido (Peoples Economy Lab)

Sam Imperati (ICMresolutions)

Mer Joyce (Do Big Good, LLC)

Monika Whitfield (EWFR)

Arielle T. Sullivan (Conscious Transformation Agents)

Davin Diaz (Front and Centered)

Emily Davila

Theresa Kouo (Kinetic West)

Sierra Suafoa-McClain (Front and Centered)

Kelsey McGee (The Vida Agency)

**All other terms and conditions in this Solicitation remain the same.**