

Question and Answer Digest
Request for Qualification #19-01
8/9/19

Q: Please provide the local performance measures and performance numbers.

A: Each of the partners delivering services within the system must meet their federal, state or other required performance measures. Any performance measures for the Operator Team would be negotiated during the contracting process and would be specific to the roles and responsibilities of the Operator Team as described in the RFQ. For more information about system goals and requirements, see the 2019 [WDC Guidebook](#).

Q: Please confirm that tables, charts, graphs, and other illustrations are permitted to be smaller than the 12-point font, Times New Roman requirement, if legible.

A: Yes, tables, charts, graphs and other illustrations may use smaller than 12-point font as long as they are legible.

Q: In order to assure receipt of submission, please advise of any file size limitations.

A: There are no file size limitations on your submission. Please only submit the materials required by the RFQ.

Q: Please confirm headers and footers are allowed within the margins.

A: For your five-page response to the RFQ, headers or footers such as your company name or page number may be included within the margins. Please do not use headers or footers within the margins for proposal content.

Q: Do the questions/prompts have to be included in our response? If yes, in order to abide by the RFP's required page limitations can the questions/prompts be truncated and a smaller font size as to not consume the narrative page count?

A: Questions/prompts should be included in your response and may be truncated in order to abide by the page limits. Font size should not be changed.

Q: Please confirm required organizational chart attachment does not count against the page limit.

A: The organizational chart does not count against the page limit.

Q: Regarding the three business references, may one of our own board members be a reference?

A: Yes, if your organization has provided services under contract to the board member.

Q: May a WDC board member be a reference?

A: Yes, if your organization has provided services under contract to the board member and if the board member follows the [WDC's conflict of interest policy](#) to assure that no conflict of interest results from their support of your response to the RFQ.

Q: Would a table of contents count toward the 5-page limit?

A: Yes.

Q: Section C #3, a timeline of activities is required. May the Timeline of Activities be submitted as an attachment or is it included in the 5-page limit?

A: The timeline should be included within the five-page limit for your RFQ response.

Q: Section B, #6, does a business reference require only names and contact information or does it also require a letter of support/reference from each business reference?

A: Section B #6 only asks for the name and contact information for your business references.

Q: Within the Budget Summary Form, there is an error. Within table B, Operating Costs, the blue box for totals is missing a row. It only sums D13 through D21, missing D22. May we add rose and correct the formula? The worksheet is protected.

A: A corrected Budget Summary Form has been uploaded to the RFQ webpage to replace the original form that had the error in it.

Q: Ratings Section B part 5 says: "Does the Operator Coordinator proposed job description demonstrate an understanding of the Operator role and responsibilities within WorkSource system in Seattle-King County?" However, the RFQ response Section B part 2 does not include any title of "Operator Coordinator." Please clarify.

A: Rating Section B part 5 should have stated: "Do the proposed job descriptions for the Operator roles demonstrate an understanding of the Operator role and responsibilities within WorkSource system in Seattle-King County?"