

**RFP 2019-02**  
**Amendment 1**  
**County Veteran Service Officer Program**  
**Modifications and Questions**  
**Dated: August 13, 2019**

- 1) **When signing up in WEBS the vendor section requires you to put in a commodity code. What code should be used?**

WEBS registration will not be required until contracts are negotiated. WEBS Vendor registration website: <https://pr-webs-vendor.des.wa.gov/>

When the site asks for your Commodity Code, please enter 961-16.

- 2) **Section 1.3 Funding identifies that eligible counties and then those that serve the highest number of veterans is the priority? Where is the information obtained?**

Provided demonstration on-line from the WDVA website to access the demographics that would be needed for each county. Visit: <https://www.dva.wa.gov/benefits/county-map> and click on "How to find Demographic Information for your County". Contact Steve Gill at [steveng@dva.wa.gov](mailto:steveng@dva.wa.gov) and carbon copy the RFP Coordinator at [davidth@dva.wa.gov](mailto:davidth@dva.wa.gov) if additional assistance is needed.

- 3) **Section 2.25.2.1 Additional Insured**

This section is deleted in its entirety and replaced with the following:

The state of Washington, Washington State Department of Veterans Affairs, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies.

In addition, as part of the contract resulting from this RFP, COUNTY, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies.

All insurance provided in compliance with the resulting contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the state and County.

- 4) **Section 4.2.1 Financial Statement – Does this mean the whole County or Just the department?**

This section is deleted and replaced with the following:

The County must provide the last three (3) years fiscal statements or annual reports of the department that these services would report under with a name, address and telephone number of a contact person within the department.

**5) Section 4.2.2 does not seem applicable to counties? Can this be changed?**

Section 4.2.2 is deleted in its entirety. For reference, information requested in Section 4 should not take more than two pages.

**6) Section 4.3.4 Previous State Contracts**

This section is deleted in its entirety and replaced with the following:

If the County Department that these services would report under has previously contracted with the State of Washington during the past 24 months, the County Department shall provide a list of up to ten (10) contracts with the name of the State agency, the contract number, and a brief description of the work performed under each contract.

**7) Section 4.3.5 Former Employee Status**

This section is deleted in its entirety and replaced with the following:

If any employee of the County Department that these services would report under was an employee of the State of Washington during the past 24 months, or is now an employee of the State of Washington, the County must identify the individual by name, State agency previously or currently employed by, job title or position held, and separation date. If not applicable, so state.

**8) Section 4.3.6 Sub-Contracting**

This section is (O) optional.

**9) Section 5.1 Provision of Business References**

This section is deleted in its entirety and replaced with the following:

The County Department that these services would report under must supply names, addresses and telephone numbers of a minimum of three (3) customers from governmental agencies for which the County Department has completed grant work for within the last three (3) years. Include a brief description of the type of service provided. All customer references should be of comparable size and complexity to the WDVA services. If none, so state. The County must grant permission to the WDVA to independently contact the references at the WDVA's convenience. Do not include current WDVA staff as references. Exhibit B on page 40 provides a worksheet that must be completed for each of the references.

**10) If counties combine and submit a joint proposal would all the counties or just the lead county have to provide the required information?**

Should a proposal be submitted by multiple counties with a lead county, the information required would only be that of the lead county. However, in the proposal the counties that are being represented must be delineated and must meet the size requirements put forth in Second Substitute House Bill 1448

**11) Does Section 8 mandatory responses require a response from the County or are they just for evaluation.**

All sections must be respond to, whether it is affirming that it will be done or that this section is not applicable.

**12) Does the proposal require the employee to work a full 40 hour work week?**

The determination of what a full time employee is would be left up to the County. Second Substitute House Bill 1448 requires that the position be a full time county employee.

**13) Can we have the due date be extend for the proposals?**

Yes the Proposal due will be extend.

**14) Can the process and notifications be accomplished through emails rather than WEBS?**

Yes the process and all notifications will be handled through email.

**15) Section 2.3 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

Table 2 is deleted in its entirety and replaced with the following:

Specific schedule for RFP Evaluation:

<b>Activity/Event</b>	<b>Date/Time</b>
Issue RFP document (Available for download from <a href="http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx">http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx</a> )	July 25, 2019
<b>Letter of Intent (M)</b>	<b>4:00 PM PST, August 8, 2019</b>
Pre-Proposal Conference Call and Webinar <b>(M)</b> [see Section 3.8 for instructions, etc.]	0900 AM PST, August 9, 2019
<b>Vendor RFP Questions due</b>	<b>4:00 PM PST, August 16, 2019</b>
Amendment issued for answers to questions, if applicable (Counties should begin checking the website for any amendments)	August 20, 2019
<b>Deadline to Submit Vendor Complaints</b>	<b>4:00 PM PDT, August 21, 2019</b>
<b>Proposals due (M)</b>	<b>4:00 PM PDT, September 9, 2019</b>
Evaluate proposals	September 11-16, 2019
Announce "Apparent Successful County" (ASC) and send notification via email to unsuccessful Vendors	September 17, 2019
Requests for debrief conference(s) must be received from unsuccessful Counties within five (5) business days of the ASC announcement.	September 20, 2019
Debriefing conferences conducted as Scheduled with unsuccessful Counties.	TBD

Timeline to Negotiate contract (Anticipated.) Award Results Posted on WEBS.	September 18 – December 31, 2019
Begin contract work no later than (Proposed)	January 1, 2020

**Table 1: Schedule for RFP Evaluation**

**16) Section 3.5 is deleted in its entirety and replaced with the following:**

To be responsive Counties must have Proposal received by the RFP Coordinator no later than September 9, 2019, 4:00 PM Pacific Daylight Time, Olympia, WA, USA.

To be considered responsive to the RFP due date, County is to submit Proposal electronically as an attachment to an email to the RFP Coordinator, at the email address listed in Section 2.1, RFP Coordinator on page 9.

Attachments to email shall be in Microsoft Word 2003 or newer format, Excel 2003 or newer format or PDF (except where noted that it must be a specific format). Zipped files are not acceptable for submission of responses.

The cover submittal letter and the Certifications and Assurances form must have a scanned original (in blue ink) signature of the individual within the organization authorized to bind the County to the offer. The WDVA does not assume responsibility for problems with County’s email. If the WDVA’s email is not working, appropriate allowances will be made. The RFP Coordinator shall send an email notice acknowledging receipt of each County’s Proposal. The date and time of the electronic submittal is controlling.

Responses may not be transmitted using facsimile transmission. Electronic and hard copies received late may not be accepted and may be automatically disqualified from further consideration. All responses and any accompanying documentation will not be returned as they become the property of the WDVA.

Proposals must be legible and completed in ink or with electronic printer or other similar office equipment, and properly signed by an authorized representative of the County. Proposals must be submitted in the format described in the solicitation. All changes and/or erasures shall be initialed in ink. Unsigned Proposals will be rejected unless satisfactory evidence was submitted clearly establishing the County’s desire and intent to be bound by the Proposal, such as a signed cover letter. Incomplete or illegible Proposals may be rejected.

**17) What is the difference between contracts and business references?** Previous State Contracts held with state agencies is a list provided in Section 4.3.4, whereas references, Section 5.1, are references we could contact that could provide information on your county managing grants or contracts with the state. The references might be some of the individuals that you worked with under your contracts that you list in Section 4.3.4.