

RFP / TITLE
CONTACT
EMAIL
PHONE NUMBER
SUBMITTAL DUE DATE
Q&A DUR DATE

QUESTIONS & RESPONSES #03
072078 ON-CALL GRANT SUPPORT SERVICES
Anna VerValin, Procurement Analyst
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March 6, 2024 @ 2:00 PM (PST)
February 21, 2024 @ 2:00 PM (PST)

#	Question	Answer	Question #	Responsible for Answer	Date Received
1	Is this a new solicitation for the Port of Tacoma, or are there incumbents for this contract? Has the Port of Tacoma contracted out grant writing services in the past?	This is a new on call grant support services solicitation. Yes, we have used consultants in the past.	Q-001981	Contracts, Michelle Walker	2/6/2024
2	Will consultants be precluded from providing follow-on professional consulting services that are paid by the awarded grant, and separate from this contract?	Yes.	Q-001987	Contracts, Michelle Walker	2/13/2024
3	May you please provide Attachment C - Cost Breakdown-Offer Template. I do not see it available as a separate attachment. Thank you!	Posted per request, 2/16/24	Q-001993	Contracts, Michelle Walker	45338
4	Attachment - rfp_072078_q_and_a_02.pdf on your portal will not open. Members of my team and I are receiving an error message. May you please send me this document or review your side of the portal?	The Q&A 02 form was reposted 10/21/24 to website, it should work now. Thank you.	Q-001995	Contracts, Michelle Walker	2/20/2024
5	1) Approximately how many grant applications/letters of interest would the Port want support on? 2) Does the Port have an engaged community relations team to support in the grant application process? 3) Will all meetings be virtual?	1) About 3-5 grant applications, varying from regional to federal – per year. Consultants would support template letters of support for each application. 2) The Port has a community relations team but that team is not usually involved in grant applications. 3) Yes, all meetings could be held virtually.	Q-001996	Deirdre Wilson, Planning	2/20/2024
6	In the contract, we would like to propose the following section “Standard of Care” to read as follows - is this acceptable? Standard of Care Consultant shall perform the Services to conform to the degree of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar circumstances and in the same locality. Consultant shall, without additional compensation, correct or revise any failure to meet the standard of care in such the Services.	Approved. See Addendum 01.	Q-001997	Chris Pierce-Wright, Attorney	2/20/2024

7	In the contract, we would like to propose the following section "Disclosure" to read as follows - is this acceptable? Disclosure All information developed by the Consultant and all information made available to the Consultant by the Port & NWSA, and all analyses or opinions reached by the Consultant shall be confidential and shall not be disclosed by the Consultant without the written consent of the Port & NWSA unless such disclosure is required by law, rule, regulation, court order or government investigation.	Approved as revised. See Addendum 01.	Q-001998	Chris Pierce-Wright, Attorney	2/20/2024
8	1.Would the Port of Tacoma/NWSA consider modifying Section 13 of the Personal Services Contract Template Terms and Conditions (pdf page 18)? To state instead, "Time is of the essence in the performance of the Services, subject, however, to exercise of the Standard of Care."	Not Approved. See Addendum 01.	Q-002000	Chris Pierce-Wright, Attorney	2/21/2024
9	The scope of services for this solicitation is quite broad. Do you anticipate awarding a single contract to a single firm? Or will the Port consider multiple contracts to handle difference components of the work?	Yes, we expect to award multiple contracts and understand that some firms will be better suited for certain grant applications.	Q-002002	Deirdre Wilson, Planning	2/21/2024
10	Will there be any formal announcements or notifications issued for various industries?	No. As needed PM will reach out for proposal to current On Call's	Q-002001	Contracts, Michelle Walker	2/21/2024
11	Could you outline the procedures to be followed if the allocated funds for the year have been exhausted, but additional work still needs to be completed?	Funds cannot be increased for on call contracts per RCW	Q-002001	Contracts, Michelle Walker	2/21/2024
12	Will we be granted access to documentation related to previous grant awards?	Yes	Q-002001	Contracts, Michelle Walker	2/21/2024
13	Are presentations to a board or commission a requirement of this proposal?	No.	Q-002001	Contracts, Michelle Walker	2/21/2024
14	Is the support envisaged for the grant's steering committee meetings in-person or virtual?	Virtual	Q-002001	Contracts, Michelle Walker	2/21/2024
15	Can you provide the current count of active grants that need to be managed?	Per page two, consultants will provide on-call grant writing/funding application and post-award grant support services only	Q-002001	Contracts, Michelle Walker	2/21/2024
16	Could you provide further clarification on what is implied by 'as needed' in the proposal?	As new grant opportunity arise	Q-002001	Contracts, Michelle Walker	2/21/2024
17	Does the total budget of \$350,000 encompass travel-related expenses?	No, virtual only	Q-002001	Contracts, Michelle Walker	2/21/2024

18	Is there a possibility that the total budget of \$350,000 could be surpassed under any circumstances?	No.	Q-002001	Contracts, Michelle Walker	2/21/2024
19	If any addenda are issued, how does the Port/NWSA want respondents to acknowledge receipt?	N/A on Personal Services	Q-002006	Contracts, Michelle Walker	2/21/2024
20	To the "Submittal Process" section on page 12 of the RFP, specifically "Please submit proposal, including all separate attachments and compensation in separate Adobe Acrobat PDF format," please clarify what you mean by this? A) For example, do you want three separate PDF files uploaded? 1) a PDF of our 10-page response plus cover letter, 2) a PDF with just our resumes, and 3) a PDF with a cover letter and a completed Attachment 2 – Cost Breakdown Offer? b) If this is not correct, please distinguish the separate files you want uploaded.	a) price document and proposal doc with attachments as separate PDFs b) N/A	Q-002006	Contracts, Michelle Walker	2/21/2024
21	Please provide a file naming convention preference for each PDF that we upload to our bid.	No characters	Q-002006	Contracts, Michelle Walker	2/21/2024
22	To #2 above, the "Initial Evaluation Phase" #4, the only direction about a separate file (other than the 10-page response plus cover letter relates to the "compensation."	See answer to 20a	Q-002006	Contracts, Michelle Walker	2/21/2024
23	Does this direction mean that the resumes should be part of the PDF containing the 10-page response plus cover letter?	Yes	Q-002006	Contracts, Michelle Walker	2/21/2024
24	Does the 9MB file limit pertain to each PDF uploaded or is that the maximum size of all PDFs uploaded?	Yes	Q-002006	Contracts, Michelle Walker	2/21/2024
25	The full instructions on how to utilize the submission portal on the Port's website indicate that proposers should submit a redacted and unredacted proposal while the RFP does not have this explicit direction. Is a redacted version of a proposer's response without company information also required even if not deemed necessary by proposer, i.e., the proposer doesn't contain trade secrets, confidential or proprietary information.	Unredacted only	Q-002006	Contracts, Michelle Walker	2/21/2024
26	RE: Attachment C – what type of data does the Port seek for the "Experience" column?	Years of experience	Q-002006	Contracts, Michelle Walker	2/21/2024
27	RE: Attachment C – Did the Port mean to exclude signature and date lines?	Yes	Q-002006	Contracts, Michelle Walker	2/21/2024
28	For the purposes of fully burdened rates, how many site visits should proposers budget for?	None	Q-002006	Contracts, Michelle Walker	2/21/2024
29	Can you explain how the budget will work? Is the \$350,000 limit for the entire contract or per vendor?	\$350,000 for max contract amount, individual commitments will be issued by task order up until \$350k is consumed	Email	Contracts, Michelle Walker	02/21/24