

## Solicitation Amendment

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**RFQQ 1906** – Washington Salmon Coalition Organizational Support

**Amendment Number:** 01

**Date Issued:** November 8, 2019

### Purpose of the Amendment

The purpose of the amendment is to provide answers to questions raised by potential Bidders.

### A. Questions and Answers

#	Document Name	Question(s)	RCO Response
1.	RFQQ 1906	Have you had a contractor before for this work? Is there an incumbent?	We previously had a contract in the 15-17 biennium doing similar but not the same work. There is not an incumbent.
2.	RFQQ 1906	Have the dates for the meetings been set?	The dates for 2020 have been set. They are January 29-30, July 21, October 13-14. Dates for 2021 have yet to be determined.
3.	RFQQ 1906	Primarily we would like to clarify part of the Scope of Work. Task 1 talks about up to 6 in-person meetings, but the list included in Task 1 only seems to point to 3 in-person meetings:	The task is to coordinate <u>up</u> to 6 meetings from 12/2019 through 6/30/2021. There are typically three meetings a year and the successful bidder would help plan and facilitate the following meetings: Jan 2020, July 2020, October 2020, Jan 2021, summer 2021 and perhaps one other meeting.

4.	<b>RFQQ 1906</b>	Are the in-person meetings all in the Puget Sound area?	No. The meetings are held in different locations around the state based on which lead entity is willing to host.
5.	<b>RFQQ 1906</b>	Are the Annual meetings and Retreat all day events?	yes
6.	<b>RFQQ 1906</b>	What type of Training are you looking for, something specific or based on needs that come up during the year?	The executive committee will determine the type of training that could be needed throughout the contract timeframe and will work with the contractor on delivery/content
7.	<b>RFQQ 1906</b>	Does the contractor need to have 6 years of salmon recovery experience or can it be a sub-contractor	The consultant must have 6 years of salmon recovery experience.
8.	<b>RFQQ 1906</b>	Can you clarify the number of meetings	See the answer to question #3
9.	<b>RFQQ 1906</b>	With regard to the in-person meetings where are these located?	2020 meetings could be in Island County (January), Snoqualmie (summer) Lower Columbia Area or the Methow (fall)
10.	<b>RFQQ 1906</b>	In Task 3, it mentions professional development. What does this mean?	These would be fairly short trainings at the in-person meetings. Could range from communications style to presentation training. Last meeting had a two hour training about negotiations.
11.	<b>RFQQ 1906</b>	Have you had a contractor before for this work? Is there an incumbent?	See answer to question #1
12.	<b>RFQQ 1906</b>	Section 3.2.1. states the contractor is required to submit "the Washington Uniform Business Identification (UBI) However, the	You may apply without a UBI number as long as you commit to registering for one as if you are selected as the Apparently Successful Contractor. When you are

		<p>information for obtaining a UBI in the state of Washington that I am able to find says that my business must first submit an LLC Certificate of Formation in order to obtain a UBI number. My business is based in Alaska and therefore does not qualify for this document. Does that mean we do not qualify to submit a bid for this contract?</p>	<p>responding to section 3.2.1, instead of listing your UBI #, state your intent to register for a UBI if selected. I will be sure the evaluators are aware of this clause as well.</p>
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