

**STATE OF WASHINGTON**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

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

DATE: October 4, 2024

TO: RFP # 2434-856 Bidders

FROM: Caleb Clark, Solicitation Coordinator

DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Change to the RFP Documents and Bidder’s Q & A

DSHS amends the RFP # 2434-856 procurement document to include:

* Update to RFP Attachment B Sample Bidder Submission Letter
* Update to RFP Attachment E Budget Proposal Worksheet
* Bidder’s Questions and Answers

**Update to Bidder Qualifications**

**RFP# 2434-856**

* Attachment B, Sample Bid Submission Letter, is hereby replaced with Attachment B (Amended), Sample Bid Submission Letter, provided as a separate document with this amendment. The document has been amended to remove Attachment F, Contractor Inclusion Plan, as a requirement with respect to this solicitation. Bidders should use the amended Attachment B to format their submission letter as part of their written response.
* Attachment E, Budget Proposal Worksheet is hereby replaced with Attachment E (Amended), Budget Proposal Worksheet. Bidders should use the amended Attachment E to provide their written budget proposal.

**Bidder’s Questions and Answers**

**RFP# 2434-856**

**Question #1:** The first paragraph of Attachment B, Sample Bid Submission Letter, lists Attachment F (Contractor Inclusion Plan), as a requirement for this solicitation. Is this Correct?

**A:** No, Attachment F, Contractor Inclusion Plan is not required as a part of the Bidders written response. Attachment B, Sample Bid Submission Letter has been replaced with Attachment B (Amended), Sample Bid Submission Letter, removing that requirement with respect to this solicitation.

**Question #2:**  Can you provide more information about the Tribal consultation? Did you do that specifically for this assessment and what did that entail?

**A:** The Washington SNAP-Ed program underwent formal consultation with tribal representatives in 2023 and 2024. In 2023, the SNAP-Ed program presented to the Indian Policy Advisory Committee (IPAC) on their proposed tribal engagement strategy for their 3-year SNAP-Ed state plan, which included conducting a Tribal Needs Assessment. In August 2024, Washington SNAP-Ed presented on the Tribal Needs Assessment to IPAC, including the purpose, scope, and language. Washington SNAP-Ed also hosted a listening session for tribal leaders in August 2024 and sent Tribal Leaders Letters for those who wished to learn more about the Tribal Needs Assessment or had additional feedback. Feedback from tribal representatives was incorporated into the Needs Assessment procurement language.

**Question #3:** What is the expected contract type?

**A:** The awarded contract will be a professional services contract.

**Question #4:** Will the written proposal require a wet signature or will a conformed signature be appropriate.

**A:** DSHS will accept digital signatures in lieu of a wet signature.

**Question #5:** What is the definition of native led organization with respect to bidder minimum requirements?

**A:** DSHS defines a native led organization as one in which senior leadership and/or a majority of leadership positions are staffed by people who are tribally affiliated or identify as native. Bidders have an opportunity to describe how their organization meets this minimum qualification in Attachment D, Section 5. In order to meet the minimum qualification, the bidder must demonstrate that their organization is native led and has a focus on serving native communities.

**Question #6:** Can a Native-led organization issue a subcontract to a partner at less than 50% of the work?

**A:** Yes, but a successful bidder must receive DSHS approval prior to entering into any new subcontract.

**Question #7:** Would teams primed by tribally led firm with non-native-led partners be eligible?

**A:** The bidder must meet the minimum qualifications of being a tribally run or native led organization focused on serving tribes. Having non-native-led partners does not exclude a bidder from applying, but participation by non-native-led partners would be evaluated based on the workload and interaction with tribes or tribal data.

**Question #8:** Would a native-led professional services firm (that provides general professional services) be eligible as a prime?

**A:** Any native-led organization is eligible, so long as they provide services to tribes or native communities.

**Question #9:** Is there any requirement that a native led organization be a nonprofit or tribal entity, or may it also be a private business that is owned and operated by a tribal member and is focused on serving tribal communities?

**A:** There is no requirement that the native led organization be a nonprofit or tribal entity. Native-led private businesses are eligible to apply.

**Question #10:** Are you able to share the previous assessment or let us know who did that assessment?

**A:** The previous assessment on food sovereignty priorities for the SNAP-Ed program was completed by Seven Generation Strategies, LLC. More information can be found in the [Washington SNAP-Ed FFY 21-23 State Plan](https://s3-us-west-2.amazonaws.com/wasnap-ed.org/wp-content/uploads/2022/11/FY23-WA-SNAP-Ed-Plan.pdf) (starting on page 277). The full assessment will be shared with the successful bidder.

**Question #11:** If I'm understanding, a subcontracting organization must be Native-led if they're going to be doing substantive work. What if the specific employees from that non-Native organization are Native themselves? Hoping for clarification there. Thank you!

**A:** There is no requirement that subcontractors meet the minimum qualifications, however DSHS’s priority is that all organizations that receive funding through this solicitation are native led. Having native employees does not automatically qualify an organization as being native led. Subcontractors will be assessed as a part of the bidders proposal.

**Question #12:** Is there an expectation by Tribes or the state for IRB review per assessment methods and do you have a process for that?

**A:** Needs Assessment activities do not typically require IRB approval, however it depends on the research proposal submitted by the bidder. DSHS can assist the contractor with IRB approval, if necessary.

**Question #13:** Will you be answering any follow up questions weekly, or not until that final answer response date?

**A:** DSHS will provide an official response to all written questions submitted by Bidders and questions asked by the Bidders during the pre-bid conference on October 4, 2024 via an amendment to the RFP.

**Question #14:** Is there an expectation for the number of tribes that will participate in this study?

**A:** The bidder is responsible for proposing the number of tribes that they intend to reach through the needs assessment, as well as the rationalization for their proposal (such as how many tribes they anticipate will participate).

**Question #15:** If an online survey is conducted is there an expectation of how many participants complete the survey?

**A:** The bidder is responsible for developing a research proposal that includes data collection methods and intended reach, as well as the rationalization for their proposal (such as how many people they anticipate will participate).

**Question #16:** Is it acceptable to offer survey participants an online gift card?

**A:** Yes. Gift Cards for survey participation can be included in the participant compensation category in Attachment E.

**Question #17: 4.** Page 5 Period of Contract Performance states the contract shall be November 25, 2024 to May 30, 2026 with a $500,000 NTE. At the bottom of the Attachment E there is a box for Total Project Budget by Federal Fiscal Year. Is the contract to create 2 budgets- one for each fiscal year and NTE amount? November 25, 2024-September 30, 2025 and October 1, 2025-May 30, 2026?

**A:** There are up to $500,000 available for this procurement: $300,000 from contract execution through September 30, 2025, and $200,000 from October 1, 2025 through May 30, 2026. In Attachment E, the bidder should include their total budget for the project (November 2024 through May 2026) and at the bottom (“Total Project Budget by Fiscal Year”) list their project budget by fiscal year to ensure the budget aligns with the availability of funds.

**Question #18:** 6. Attachment E in the Total Project Budget (Auto-calculates)- there is no formula in this section for Phases 1-4. Will this be added by DSHS or should the Contractor add this in?

**A:** Attachment E, Budget Proposal Worksheet, has been replaced by Attachment E (amended) with formulas to auto calculate the total project budget, however bidders are responsible for ensuring all calculations in the budget workbook are accurate.

**Question #19:** Regarding incentives, across each data collection activity, will all participants be expected to receive a gift card OR for example, for the listening sessions, may we do a raffle/draw prize?

**A:** SNAP-Ed is able to reimburse participants in focus groups, listening sessions, surveys, and other data collection activities proportional to the personal costs associated with participating (e.g. childcare, meals, travel). We are not allowed to use our funds for gift card raffles as these are considered “incentives” and not “reimbursements for personal costs”. All reimbursement proposals will need to be approved by our federal funder. Bidders are asked to budget for participant reimbursements in Attachment E.

**Question #20:** Regarding meeting or event Spaces – Is the contractor to budget in for event space and AV equipment or will that be arranged and coordinated by DSHS?

**A:** The contractor should budget for all expenses.

* Those in attendance during the September 19, 2024 Pre-Bid Conference included:

Caleb Clark (DSHS/FFAA/CCLS)

Chris Mornick (DSHS/ESA/CSD)

Tara McGinty (DSHS/ESA/CSD)

Leah Simeon (Sister Sky Inc.)

Patricia Cady (Kauffman Inc.)

Karrie Joseph

Kim Phillips (Mathmatica)

Sallie Yoshida (SPRA)

Bonnie Gee Yosick

Whitney Jones

Keja Whiteman (Nokomi Strategies)

Jenni Wall

Nicole Tillotson

Diana Gates (Mathmatica)

Stephen Reichard

Trish DugDug (UWYO)

Jennine Jordan

Dan Aune

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