

**STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
COMPETITIVE SOLICITATION
#23-1700 REQUEST FOR QUALIFICATIONS AND QUOTATION (RFQQ
AMENDMENT #1**

DATE: November 2, 2023

TO: RFQQ #23-1700 Personnel Resources Board (PRB) Mediation Services

FROM: Kerra Lynch and Kristy Brodersen, Solicitation Coordinators Office OF Financial Management, Legal & Legislative Affairs

SUBJECT: Amendment No. 01 –Revise and **update** RFQQ Solicitation Schedule, And answer Question and Answers.

1. OFM amends RFQQ # 23-1700 procurement document to replace and supersede, Section C. EXPLANATION OF SOLICITATION PROCESS, number 1. Solicitation Schedule:

1. Solicitation Schedule

The Solicitation Schedule set forth below outlines the tentative schedule for important events relating to this Solicitation. Except as modified in an Amendment issued by the Coordinator, the dates and times listed through the date of Response Submission are mandatory deadlines. The remaining dates are estimates and may change without the posting of an Amendment. Failure to meet the Response deadline will result in Bidder disqualification.

Item	Action	Date
1.	OFM posts Competitive Solicitation.	10/13/2023
2.	Prospective Bidders should register as a Vendor on WEBS using one of the commodity codes on the cover page of this Solicitation as soon as possible to receive notifications.	
4.	Pre-Bid Conference at 9:00 – 10:00 a.m. Pacific Time	10/19/2023
5.	Bidder may submit written questions or requests for change in Contract Requirements until 3:30 p.m. Pacific Time.	10/26/2023
6.	OFM will post responses to written questions.	11/2/2023
7.	Bidders may submit written Complaints by 3:30 p.m. Pacific Time (five business days before Response is Due).	11/8/2023
8.	Bidder must submit Response by 3:30 p.m. Pacific Time	11/16/2023

Item	Action	Date
9.	OFM evaluation of written Responses	<u>11/17/2023 – 12/1/2023</u>
11.	Announcement of Apparent Successful Bidder(s) on WEBS and beginning of contract negotiations	<u>12/7/2023</u>
12.	OFM notifies unsuccessful Bidder(s)	12/7/2023
13.	Bidders may request a debriefing conference until 3:30 p.m. Pacific Time	<u>12/12/2023</u>
14.	OFM holds debriefing conferences, if requested	<u>12/13/2023 – 12/14/2023</u>
15.	Deadline for submission of Protests by unsuccessful Bidders who participated in a debriefing conference	Five business days after date of debriefing
16.	OFM considers Protests, if any, and issues determination	12/22/2023
17.	Contract Execution/Start Date	01/01/2024

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- OFM amends RFQQ # 23-1700 to respond to the questions submitted during the question and answer period.

QUESTIONS AND ANSWERS ABOUT THIS RFQ

- Question:** Question: Can you give an estimate of how many cases were referred to mediation in calendar years 2020, 2021, 2022, and 2023 (to date)?

Answer: OFM estimates the cases mediated below. These numbers are estimates and a Contract with OFM does not represent or guarantee any minimum purchase.

2023-9 cases to 11/1/2023
 2022-2 cases
 2021-10 cases
 2020-10 cases

- Question:** Can you give an estimate of how many cases went to hear in calendar years 2020, 2021, 2022, and 2023 (to date)?

Answer: OFM does not retain this data and we are unable to provide this specific detail. Once a case is closed, OFM does not have queries to gather this information as some cases could be withdrawn. However, we can provide information on how many appeals

were filed. These numbers are estimates and a Contract with OFM does not represent or guarantee any minimum purchase.

2023- 41 appeals to 11/1/2023, some cases were dismissed or withdrawn.
2022- 70 appeals
2021- 114 appeals
2020- 89 appeals

3. **Question:** In terms of representation, is the contractor expected to provide references or representation to the parties at the beginning of the process?

Answer: Each bidder is responsible for providing the information that is requested within the Bidder Response attachment. Depending on the option the program uses for selecting a contractor, additional information may be requested at that time.

4. **Question:** I had a clarifying question about the funding section. If I understand it correctly, OFM has historical billings at around \$80,000 and is expecting a 5 year term to be around \$400,000 total. Can you confirm the structure of the extensions? Is it another 5-year period or a combination of periods adding up to five years?

“6. Funding Historically, prior contracts for PRB mediation services per year were invoices at approximately \$80,000 for services provided. Therefore, OFM contemplates an initial term to be approximately \$400,000.00. The total value if all extensions are utilized would be approximately \$800,00.00. Total potential or estimated contract sales for this Competitive Solicitation are not known. Although OFM does not represent or guarantee any minimum purchase from the Contract.”

Answer: OFM intends to do multiple awards from this procurement. The numbers represented in extensions are estimates at this time. Many recent factors went into the low yearly number and these numbers are estimates and a Contract with OFM does not represent or guarantee any minimum purchase.

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