



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

ADDENDUM No. 2
DECEMBER 2, 2022
FOR
WASHINGTON STATE
OFFICE OF FINANCIAL MANAGEMENT
WORKFORCE DEVELOPMENT EVALUATION
RFQQ 22-1000

This Addendum No. 2 is to revise the schedule in section 2.2 and assign points to section 3.2 of this RFQQ 22-1000.

- Section 2.2 is amended as follows:

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Qualifications and Quotations	November 8, 2022	
Bidders may submit written questions until 3:30 pm Pacific Time	November 18, 2022	
OFM will issue responses to Bidder Questions on WEBS	November 23, 2022	
Complaints due	November 28, 2022	December 27, 2022
Bidder must submit Proposal by 3:30 Pacific Time	December 7, 2022	January 3, 2023
OFM evaluation of Proposals	December 28, 2022	January 24, 2023
Oral Presentations, if required	December 30, 2022	January 26, 2023
OFM announces Apparent Successful Bidder (ASB) and notifies all responsive bidders via WEBS	January 4, 2023	January 30, 2023
Unsuccessful Bidders may request Debriefing until 3:30 Pacific Time	January 9, 2023	February 2, 2023
OFM holds Debriefing Conferences, if requested, at the earliest possible date, but no later than	January 11, 2023	February 6, 2023
Estimated Effective date of Contract	January 19, 2023	February 14, 2023



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2. Section 3.2 is amended as follows:

3.2 Qualifications/Experience (Section 2 of Proposal)

General Requirements: This section of the Proposal must contain information that will demonstrate to the evaluation committee the Bidder's understanding of the types of services proposed, the Bidder's ability to accomplish them, and the ability to meet tight timeframes. This section must also demonstrate the capabilities of the Bidder's staff to perform the services.

Numbering of Responses. Please number each response so that it corresponds to the question number. The response must begin with a restatement of the question followed by the Bidder's response to the question. A reference to another section will not suffice, each answer must stand alone.

Attachments: Attachments must be labeled and the question number to which it responds must be indicated.

Points Awarded for Responses. The number in parentheses after each question or requirement represents the maximum number of points that may be awarded for the Bidder's response to that question or requirement.

a. Firm Qualifications and Experience (25 points)

- 1) Describe the firm's recent experience (within the last 5 years) with evaluations. **(5 points)**
- 2) Describe the firm's recent experience (within the last 5 years) with national service programming such as AmeriCorps. **(5 points)**
- 3) Describe the firm's recent experience (within the last 5 years) with applying an equity lens to your evaluation work. **(5 points)**
- 4) Describe the firm's recent experience or training in (within the last 5 years) with workforce development. **(5 points)**
- 5) Describe the firm's experience writing clear and comprehensive reports with well justified, data-driven recommendations. **(5 points)**

b. Staffing Qualifications and Experience (15 points)

- 1) Provide a description of typical project team structure and internal controls to be used during the course of the project, including any subcontractors. **(5 points)**
- 2) Provide the name and a resume of the person who will be the lead contact for this evaluation. **(5 points)**
- 3) Provide names and resumes for other staff, which includes information on the individuals' particular skills related to evaluations; education, experience, significant accomplishments and any other pertinent information. **(5 points)**

c. Work Plan (50 points)

Submit a Work Plan describing how you would accomplish the Scope of Work.



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3. Section 4.3a. is amended as follows:

4.3 SCORING

a. The following are the maximum points that will be assigned to the Proposals for bid evaluation purposes:

Scored Item	Maximum Points
Firm Qualifications/Experience	25
Staff Qualifications/Experience	15
Work Plan	50
Quotation/Budget	10
Executive Order 18-03	5
Subtotal	105
Oral Presentation (optional)	50
Total Maximum Points	155