

**ADDENDUM 1**  
**January 31, 2024**  
**for**  
**Washington State**  
**Office of Financial Management**  
**Personnel Investigations**  
**RFQ 23-1600**

This Addendum No. 1 is to answer to bidder questions submitted during the question-and-answer period for RFQ 23-1600

**RFQ 23-1600, Section 2.4      QUESTIONS AND ANSWERS ABOUT THIS RFQ**

Question 1)      Is OFM willing to consider accepting contractors on Dept. of Enterprise Services Master Contract 07821 Workplace Investigations, without going through the RFQ process?

Answer: No. All bidders will need to follow the process in RFQ 23-1600.

Question 2)      Typically we submit RFQQ and attachments as one single PDF. I am assuming that is ok?

Answer: Yes, you may submit your response in one single PDF.

Question 3)      Why not using the DES Master Contract 07821 for Workplace investigations?

Answer: OFM seeks to augment the resources available through the DES contract. Currently there are only four vendors left on the contract and in our role, we are often called upon to seek more than one contractor at a time and/or seek out highly specialized investigators. Because of this, we are seeking to build out a more extensive list of vendors we can reach out to meet distinct business needs.

Question 5)      Attachment A for hourly rate. We typically just place our hourly rate. The Budget/ID Costs lists other items to list.

"Your fully-detailed budget should include a breakout of staffing costs by project personnel, including – to the extent possible – estimated total number of hours, various hourly rates, and administrative/overhead expenses. Bidders can use a format of their own choice."

Answer: Item (1) is not scored. You are encouraged to include your fully-detailed budget but it is not required.

Question 6)      Is my reading that attorneys do not need PI licenses accurate.

Answer: Yes, that is correct.

Question 7)      If we need some time to get insurance issues sorted, will there be an opportunity during bidding for that?

Answer: Yes. Please refer to Section 2.20, Subsection b and c.

- a. The Contractor shall, at Contractor's own expense, obtain and keep in force insurance coverage, which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to Agency within fifteen (15) days of the contract effective date.
- b. Should a Bidder find the following insurance requirements to be overly burdensome, the Bidder should include in its Letter of Submittal a statement substantiating such. If Bidder makes no such statement in the Letter of Submittal, Agency will assume that the Bidder is able to meet the requirements.