

June 15, 2017

ADDENDUM #1 – Q&A

RFQQ RCO1704

Meeting Facilitation for Fish Passage Barrier Removal Board

Questions received and answers provided through June 15, 2017

1. Has the FBRB had a facilitator in the past or is this a new way of working for the board?
Answer: The FBRB has been in existence since 2014 and we have had a facilitator since the beginning. You may be able to find answers to your questions on our FBRB webpage, <http://wdfw.wa.gov/about/advisory/fbrb/>.
2. Are the one hour Communications Subcommittee meetings held by conference call, or in person? If in person, are they concurrent with the Board meetings or on a separate date?
Answer: The communications subcommittee meetings are held in-person on a separate date from the FBRB meetings.
3. Section 1.2 (4) states "Represent FBRB at conferences that the FBRB directs the CONTRACTOR to attend." While travel costs are included in the RFQQ, how many hours are required in this activity and what are the travel time expectations?
Answer: Possibly one 2-4 day conference a year. Travel would be within the State of Washington. Travel time from Olympia to a conference up to 5 hours one-way. Conference days are typically 8 hours long.
4. Section 1.2 (6) states "Assist with reports and work plans as needed." How much time is anticipated for these activities?
Answer: Minimal, as needed, up to 6 hours a year.
5. I am a sole proprietor and not required by L&I to carry this insurance. I have a number of state contracts and have never been required to carry this.
Answer: No, as a sole proprietor you are not required to purchase employers liability insurance.
6. On page 12, section 3.2 at the bottom, the second paragraph references a section called "schedule". I don't see "schedule" listed as a specific topic in following pages, notably 3.2.1, 3.2.2 (Qualifications), or 3.3.4 (Quotations). Is it correct to assume that a "schedule" is not necessary, since this is an ongoing project?
Answer: We do not expect applicants to include a schedule with their proposal – that is an error in the RFQQ.