



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: April 3, 2023

TO: RFP # 2334-824 Bidders

FROM: Lauren Bragazzi, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Bidder's Q & A

DSHS amends the RFP #2334-824 procurement document to include:

- Bidder's Questions and Answers

Bidder's Questions and Answers
RFP# 2334-824

Question #1: Is DSHS open to project timelines where primary project activities occur in a timeframe shorter than the 12-month period outlined within the RFP?

A: Yes as long as the objectives are met and the resultant product meets the Council's needs.

Question #2: Does the term "Partner" (capitalized), as used in the RFP, refer to the 20 public and private partners that launched the Council, or will this group be larger or smaller than that (e.g., Section A, 3.a (1) – "*Contractor will collect data from Partners...*")

A: Partner in this context refers to all the state agency partners on the Council www.wafatherhoodcouncil.org roster with the addition of the Health Care Authority.

Question #3: Beyond the monthly meetings, are you open to having a flexible model with the amount of resources (time) support be in targeted phases and then ramp down for periods of time? Or do you prefer steady engagement all throughout the entire year?

A: The meeting schedule can follow the cadence of the work, we just need to have steady engagement and partnership so that the consultant doesn't feel they have to "go it alone" in making connections and shaping the data narrative.

Question #4: For the "Section B. graphic representation" are there example graphic design software that DSHS prefers, or is it referencing Word, PPT, and PDF?

A: We are seeking data visualization software that help a broad array of stakeholders engage with data. One that we use is Canva, but that is just an example of the types of data visualization possible.

Question #5: Is there a current Fatherhood Council member or facilitator that will be the project sponsor and available throughout the process to co-design project direction and connect us to key partners and stakeholders?

A: Yes, there will be a team of Council members and staff that will be fairly consistent throughout the project, and the key contact the Fatherhood Council Director will always be available.

Question #6: Under Section A, Collect Data - are these primary or secondary data collection? Are any of these data points currently available (e.g., annual investment and sources of funding, demographic data) through known sources or will Contractor need to develop data collection method/tool for most of the data requested?

A: Any structure is fine as long as the accountability for the subcontractors' piece lays with the contractor. It may also be helpful to have design expertise participate in some meetings to contribute to, and better understand the group vision.

Question #7: Under Section A, Collect Data - are these primary or secondary data collection? Are any of these data points currently available (e.g., annual investment and sources of funding, demographic data) through known sources or will Contractor need to develop data collection method/tool for most of the data requested?

A: We will only be asking for existing data or statements around the lack of availability around that data. There may be times where we may need to work closely with state agencies to come up with a protocol to ascertain some of this data i.e. financial investment.

Question #8: Given that this study will provide baseline data around public investments to measure future developments and inform policy decisions, is there an expectation that the process and methodology followed for Data Collection and Analysis be replicable and that there is training/transfer of knowledge to the Fatherhood Council so that a Monitoring & Evaluation process will be in place going forward?

A: Yes that is very important. If the Council is going to track progress we will need to have these data process and methodology replicable and easily updated. This may be set up in the data share agreements across agencies as well.

Question #9: In addition to a summary of findings from the interviews, surveys, data collection, as well as the visual graphic representation, and policy inclusions, are you looking for recommendations or policy implications?

A: Yes, we hope that each agency will have areas of focus for future work, and collectively as a Council we will likely discuss and reflect on policy implications. We will be asking the legislature to review this work in the 2024 interim in a work session on Fatherhood in Washington to best position the results to have a meaningful impact.

Question #10: Regarding “3. Scope of Work, Collect Data, 1a” which asked for the total number of fathers served by the Council public partners: We are concerned about the possibility of double counting fathers, as one father may be receiving services from multiple agencies. For privacy purposes, we are assuming we will not be provided names. Is it okay that the total number of fathers served may be inflated because of this issue?

A: Yes we will be using de-identified data and we don’t anticipate these to be large numbers so it may not be an issue to strive for an unduplicated count. The bigger issue may be coming to an agreement on what services/programs are “fatherhood specific” and which to include. This will be a dialogue with the Council team supporting the project and the specific agencies.

Question #11: Regarding “3. Scope of Work, Policy Inclusions, 1” which discusses the review of FRPN report: What is leading you to question the FRPN report data and findings such that the data needs to be confirmed? Much of the data comes from recently published reports from what appears to be reliable sources.

A: We have looked at chapters of the compilation at our Council meetings with Agency staff experts present who were not able to link the data to current work. The study just needs to make sure the agencies have the ability to verify the information. We trust the data sources and researchers it is just a chance to update, add and confirm current policy/practices to make sure we are current. We will work with FRPN closely on this portion of the study to share our findings and learn more about their data.

Question #12: Do we get points if we are a small business and submitting as the prime?

A: Points are awarded based on the components of Attachment D and the criteria referenced in Section E of the Solicitation Document.

Question #13: Are we allowed to show the information in Attachment D: Bidder Response Form in a designed format with matching headers and information directly beneath each question, or should we respond to the form in the Word document that was released with RFP documents?

A: Aside from the work sample, please record your answers into the Attachment D document provided.

Question #14: Is there a page limit for Attachment D: Bidder Response Form?

A: No.

Question #15: How should we label the PDF attachment of work samples for question 5D in Attachment D: Bidder Response Form? And should this be submitted as a separate document from Attachment D: Bidder Response Form?

A: Please identify the document as the work sample and include the name of your business. The work sample should be a separate document.

Question #16: Are we allowed to show the information in Attachment B Sample Bid Submission Letter in a designed format with our letterhead? Or does this need to be submitted as a Word document with our letterhead?

A: The Attachment B Submission can be submitted with your letterhead in either PDF or Word format.

Question #17: Do you have a font preference for the 12-point font?

A: No.

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