



City of Tacoma

## Questions and Answers

### Small Business Technical Assistance Grant RFP Specification No. ED22-0340F

All interested parties had the opportunity to submit questions in writing by email to Ryan Foster, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities](#) / *Services Solicitations*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1: The proposal has an anticipated bid estimate of \$330,000 but, section 12.5 request the method of billing and rates for the organization. Are the available rates to be included as the bid estimate or is this a separate amount in order to direct the underserved organizations?**

Answer 1: The maximum contract amount available is \$330,000, however, that amount is contingent upon which focus area(s) a respondent includes in their proposal. There is \$270,000 total available between focus areas 1 (financial literacy) and focus area 2 (credit repair) and there is a total of \$60,000 available for focus area 3 (digital literacy). The contract value range is between \$60,000 up to \$330,000 depending on which focus areas are included in your proposal. This contract potentially could go to up to three different vendors based on proposal submissions.

**Question 2: Could you please elaborate on section 12.3 regarding the reporting capabilities. Is this for the financial reporting and education that is expected of the contractor or is this regarding something aside from that.**

Answer 2: The Small Business Technical Assistance Grant is federally funded and therefore the vendor will be required to submit reports. Section 12.3 is asking your direct experience with government contract reporting or other related experience if you have not had previous government contracting experience. Reporting for this contract may include but is not limited to: invoicing, expense reports, demographic reports, key performance indicators, training outcomes, etc.

**Question 3: In regard to the FOCUS AREA 3: DIGITAL LITERACY/READINESS (Maximum \$60,000) Are you only providing one award for the amount of \$60,000?**

Answer 3: Yes, there will be one award for this focus area, that award may go to a respondent whose proposal may only include this focus area or a respondent who is whose proposal includes this focus area as well as others (up to 3 total focus areas).