Communications & Design Services RFP Public Q & A
February 7, 2020

**Question:**
What is the overall budget for this project?

**Answer:**
The overall budget is to be determined by the contractor. However, the Board of Directors has approved up to $65,000 per year to communications.

**Question:**
Under Section III, number 5 References, the RFP asks for information regarding “...customer size (number of users)...” Please define what type of information is being asked for here.

**Answer:**
In Section II, No. 5 we are requesting references for work performed that is similar to the type of work scoped in the RFP for clients of a similar size to PacMtn. Our organization is 55 people, but we run a WorkSource System across 5 counties (about 350-400 people as the “users”).

**Question:**
I am beginning the RFP documentation for Communications & Design Services. In initial conversations I had about the opportunity I was under the impression that it was a 3-5 year contract but the documentation says it is a 1 year agreement. The length of the agreement will have impact on whether I can participate. Can you please confirm/clarify?

**Answer:**
The federal law requires review annually but this contract will allow us to renew annually without having to do the procurement process again. To further clarify, the contract will not go out annually for procurement. The annual component is simply to review contract scope and performance to adjust as the work morphs over time and, in the case of successful performance, to continue this annual “review and renew” process in perpetuity.