

Washington State Department of Early Learning (DEL)

Informal Bid Request

09-109 ARRA Grant Writing Consultant

Addendum #2 Questions and Answers

**If your business does not fit into the categories listed in the bid proposal, it does not matter, there is no eligibility based on whether you check a box or not it is just informational.**

Please review page 5 of the Bid Request – DEL is only asking for a resume, assurance of your ability to work within our limited time, if you will have any other staff assisting you and what you charge. It should not require anywhere near 10 pages to provide this information.

**Project Description**

**Contractor Response- Please be clear and concise.**

- Please identify how you are qualified to assist with this work and how you can assure you have the time needed to complete the project within the time allowed.
- Please identify your work experience, volunteer work, education, and/ or background that qualifies you to assist the Department of Early Learning writing this federal grant.

**Organizational Structure**

**Identify any other key staff that will work on this project and include resumes for each.**

**Attach a budget and timeline for the proposed project.**

**Attachment**

**1) Question:** The link to the information on the ARRA opportunity provided in the QA document is not valid, do you have a copy of the file you can provide or a correct link to the information?

**Answer:** In the transference to the WEBS system apparently removes the ability to use the link, if you would like to go to the site, you'll have to copy it or type it in, we tested the link and it is a correct link. The success bidder will be provided all the information needed to perform the work.

**2) Question:** The 10 page limit only applies to the Project Description section, not the resumes in the Organizational Structure section and/or the whole response correct?

**Answer:** Please see page 5, DEL is not expecting anything near ten pages.

**3) Question:** In estimating the timeline as required, how prepared is DEL in terms of already having gathered all needed documentation for the areas we will need to write, and how much research/pre-development work should be assumed that we will need to undertake?

**Answer:** Details will be available to the successful bidder.

**4) Question:** Also, for the same reason, what resources does DEL have available to commit to this response? Meaning how many staff and what roles.

**Answer:** The details will be worked out with the successful bidder.

**Because this is an informal bid, there was no question and answer period and DEL will not respond to any more questions. Thank you for your interest.**