

RFP / TITLE**CONTACT****EMAIL****PHONE NUMBER****SUBMITTAL DUE DATE****Q&A ISSUE DATE****QUESTIONS & RESPONSES #02****071958 Workforce Training and Internship
Pathways****Axa Turney, Contracts and Procurement Analyst**procurement@portoftacoma.com**253-888-4768****OCT 20, 2023 @ 2:00 PM (PDT)****SEPT 28, 2023**

#	Question	Answer	Question #
1	<p>Could you please provide clarification or a checklist of the items that need to be submitted for this Workforce Development RFP? We are not clear on what is required. For example, is Attachment B on page 12 of the RFP something that we need to include with our proposal submission, or is this something done post-award. Also, we saw references mentioned. Is a reference list a requirement to be submitted with our proposal, or is this only needed if requested?</p> <p>Is this correct?</p> <ol style="list-style-type: none">1. Cover Letter2. Narratives3. Attachment B - PERSONAL SERVICES AGREEMENT4. Attachment C - COST BREAKDOWN OFFER5. List of references	<p>Attachment B is the template that we will use post award for the contract. References are only applicable if the firm goes to oral presentations and references are asked for.</p>	Q-001832
2	<p>My read on the language in the RFP is that this is fine, but I'd like to make sure before I go through proposal submission. I'll probably hire some contractors to support key activities. I know a lot of great recruiters, so this shouldn't be a problem, but again--wanted to make sure.</p>	<p>Collabing with other contractors/recruiters is fine</p>	Email
3	<p>I see that certain metrics should be shared in the bi-monthly phone calls. Are there initial targets for those metrics?</p>	<p>The bi-monthly calls are more of status check-ins to make sure the person is on the right track. There are no inirial targets for these metrics.</p>	Email