

QUESTIONS & RESPONSES #02**CONTRACT NUMBER: 072026-1050****RFP/RFQ TITLE: Workforce Development Services****CONTACT: Axa Turney, Sr Contracts Administrator****EMAIL: procurement@portoftacoma.com****PHONE NUMBER: 253-888-4744****QUESTIONS DUE DATE: August 26, 2026 @ 2PM****Q&A ISSUE DATE: August 27, 2026**

#	Question	Answer	Question #	Responsible for Answer
1	Would somebody be providing training in all 4 areas or just specific ones?	Training in one space or multiple spaces. Whatever is specific to your curriculum.	Bidder's Conference	Sean
2	Targeted Employers?	Any company that is in Pierce County in Maritime, Logistics, Construction trades.	Bidder's Conference	Sean
3	Does the Port have any target populations for this program?	Our only target population is Pierce County.	Bidder's Conference	Sean
4	The RFP states, "Proposals are limited to 8 numbered pages (8 ½ by 11 inch) excluding the cover letter, compensation information and all appendices." Can you clarify what all appendices is referring to? And relatedly, are there any other required documents beyond the proposal narrative, cover letter, and compensation information form?	Organizational chart would be an appendices but is not required. There are no other required documents outside of proposal narrative, cover letter, and compensation information form	Q-004048	Axa
5	Intellectual Property -- Attachment D, Section 6 Section 6 states that the Port will have ownership rights to "Instruments of Service," including plans, models, programs, reports, and other products prepared by the Consultant. Blackmuse uses pre-existing curriculum, training methods, digital/VR content, software, templates, models, and other intellectual property developed independently of this contract. Please clarify whether Section 6 applies only to materials created specifically for and funded by the Port, and not to pre-existing or independently developed Consultant intellectual property.	Please redline terms and conditions with any comments and send over to email at top of procurement for review.	Q-004043	Axa
6	Insurance - Attachment D, Section 11 Please identify required minimum limits, endorsements, additional-insured requirements, and other specifications for commercial general liability, IT Professional/Cyber Liability, and automobile liability insurance. Will insurance requirements be based on the actual awarded scope? If the Consultant does not access Port IT systems or sensitive data, is cyber coverage still required? If the Consultant does not own vehicles, will hired/non-owned auto coverage satisfy the requirement?	The Consultant shall procure and maintain, during the life of this Agreement, such commercial general liability insurance, automobile insurance, workers compensation insurance, stop gap and cyber insurance as shall protect the Consultant and any subcontractors performing the Services. Insurance policies shall name the Port of Tacoma as additional insureds and include a waiver of subrogation and primary and non-contributory endorsement. Workers Compensation is exempted from the additional insured requirement. Consultant shall submit to the Port of Tacoma, prior to the commencement of services, certificates of insurance evidencing: Commercial General Liability coverage on occurrence form CG0001 or equivalent with limits of \$2,000,000 per occurrence and \$4,000,000 aggregate. Coverage will include Products and Completed Operations, Contractual Liability and Personal & Advertising Injury; and Automobile Liability covering owned, non-owned and hired vehicles of \$2,000,000 combined single limit per accident; and Workers Compensation Insurance: Statutory Workers Compensation Insurance as required by the State of Washington. Stop Gap/Employers Liability Insurance shall be provided with a limit of not less than \$2,000,000 per claim. Cyber insurance liability with a limit not less than \$2,000,000 per claim. If the vendor does not own a vehicle, but a vendor employee is driving a personal vehicle on Port property or on behalf of the Port, the vehicle needs to be insured. Even if they do not own their own auto, if their employees are driving on our property and/or driving on behalf of the Port, they need auto insurance. Cyber-security insurance is required only if they have access to security sensitive data as part of their proposal. If not, they may disregard. Finally, if the size of the company does not require work comp and stop gap, we can remove that.	Q-004043	Sara K.

7	Eligible Expenses / Fully Burdened Pricing Attachment C requires fixed, fully burdened pricing with all direct and indirect expenses included. Please clarify whether the following may be included in a proposed deliverable price: participant wages or internship stipends; employer reimbursements; training materials and PPE; certification/testing fees; software or technology licenses; training equipment; participant transportation assistance; background checks; and other direct participant-support costs. Please also identify any categories of costs the Port considers ineligible.	The fully burdened price is the entire amount of funding requested for the deliverables the vendor proposes to provide. This should be a flat fee. We are not requesting an itemized summary of expenses. Vendors should not expect additional funding beyond what is awarded within the contract.	Q-004043	Sean/Leslie
8	Pierce County Participant Eligibility The August Q&A states that the target population is Pierce County. Please clarify what makes a participant eligible. Must the individual reside in Pierce County, attend school/ training there, work or seek employment there, or meet some combination of these criteria? Are there minimum or maximum age requirements?	The target population is residents of Pierce County. There are no minimum or maximum age requirements.	Q-004043	Sean/Leslie
9	Employer Location Requirements Must employers providing placements, internships, or work-based learning be physically located in Pierce County, or may an employer outside Pierce County participate if the individual served is a Pierce County resident and the opportunity is reasonably accessible? Please also confirm that manufacturing employers are eligible, as manufacturing is included in the RFP Scope of Services.	The strong preference is to provide Pierce County residents employment opportunities with Pierce County employers. However, we do not necessarily require that every person be placed in Pierce County. With that said, all things being equal, a vendor that serves Pierce County employers would have preference. Manufacturing employers are eligible. As noted in the RFP, the Port's focus is the maritime, logistics, manufacturing, and/or construction trades.	Q-004043	Sean/Leslie
10	Job Placement/ Internship of Outcomes For reporting and Project Approach scoring, how does the port define "placed in a job"? Does a paid internship count as a placement? Is there a minimum number of work hours or duration required? Does the Port distinguish between internship placement, permanent employment placement, and job retention? Are there minimum placement or retention performance requirements contractors must meet?	"Placed in jobs" is directly quoted from RCW 53.08.245. State law, however, does not define this term. The Port does not define a minimum number of hours or duration. Placement could include internships, permanent employment placement or job retention. However, all things being equal, a vendor that places people into permanent, full time jobs would have a preference over someone placing the same number of people in temporary part time jobs/internships.	Q-004043	Sean/Leslie