Natural Resources Building
P.O. Box 40917
Olympia, WA 98504-0917

1111 Washington St. S.E.
Olympia, WA 98501

(360) 902-3000
TTY: (360) 902-1996
Fax: (360) 902-3026

E-mail: Info@rco.wa.gov
Web site: www.rco.wa.gov

STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

ADDENDUM #1 – Q&A

RFQQ NO. RCO1701

Establishment of the Columbia Basin States Cooperative Weed Management Area

Pre-Proposal Meeting Question

1. **Please confirm that the Pre-proposal Meeting will commence at 1 PM, as noted in the RFQQ. The calendar item downloaded for the GOTO webinar shows the meeting starting at 12:00 PM and running until 4PM.**
   Answer: *The RFQQ is correct, the pre-proposal meeting will begin at 1 pm. Recreation and Conservation Office (RCO) staff will be logging in at 12 pm for meeting set up and testing.*

General Contracting and Funding Questions

1. **Has the Washington State Invasive Council (WISC) or RCO previously been involved in similar regional-scale cooperative weed management area efforts for other regions and/or types of invasive species? Please describe.**
   Answer: *WISC or the RCO have not previously been involved with similar projects. However, RCO staff have been involved with creation and development of:*
   i. *The Texas Gulf Region CWMA* http://www.texasinvasives.org/professionals/gulfregion.php
   ii. *The Columbia Gorge CWMA* https://columbiagorgecwma.org/
   iii. *The Puget Sound Knotweed Forum* http://www.kingcounty.gov/services/environment/animals-and-plants/noxious-weeds/knotweed-control-projects/Puget-Sound-Knotweed-Forum.aspx

2. **Section 1.1 of the RFQQ notes that RCO reserves the right to issue multiple contracts to accomplish the scope of work. Are multiple awards with separate contractors anticipated? If so, how would these concurrent efforts be coordinated? Would the combined budget for all the contracts awarded be $56,000?**
   Answer: *In the event that RCO awards separate contracts to multiple contractors, the RCO will manage concurrent efforts with a separate contract agreement per awardee. The combined budget for all awarded contracts is $56,000.*

3. **Section 1.1 of the RFQQ notes that RCO reserves the right to issue multiple contracts to accomplish the scope of work. Alternatively, is it envisioned that certain tasks under this scope of work would be delivered in separately-funded contract phases? Please clarify.**

Answer: *In the event that RCO awards separate contracts to multiple contractors, the RCO will manage concurrent efforts with a separate contact agreement per awardee. Contract timelines may be staggered or adjusted as necessary but the project end date will have no change.*

4. **Is the $56,000 contract inclusive of all kickoff meeting and summit costs (facility rental(s), food, mailings, and registration costs)?**

   Answer: *The $56,000 budget includes all costs. However, the Contractor may solicit stakeholder in-kind or cash contributions toward meeting and summit costs with approval from RCO and steering committee.*

5. **Would there be a registration fee collected or another source of funding used to help cover kickoff and summit meeting costs?**

   Answer: *The Contractor may collect a registration fee from summit participants, or receive in-kind or cash contributions from stakeholders to help cover kickoff and summit meeting costs. Registration fees or additional contributions toward the project must receive approval from the RCO and steering committee.*

RCO Support and Coordination Questions

1. **Section 1.3 of the RFQQ notes that WISC will provide technical and operational support to the Contractor. What types of support is it anticipated that WISC will provide?**

   Answer: *Washington Invasive Species Council members, representatives, and RCO staff will assist the Contractor by providing guidance, support, and technical assistance in achieving the contract tasks. Examples to include assistance with regional networking, meeting and conference planning, and other assistance as necessary.*

2. **What level and types and frequency of coordination with RCO and WISC is anticipated throughout this project? How many in-person meetings would be involved and where would they be located?**

   Answer: *Primarily, meetings will be held between the Contractor and RCO/WISC via phone, email, or GoToMeeting. In the event that an in-person meeting is required, it would be located at the RCO in Olympia, or at the office of the Contractor.*

RFQQ Item A: Regional Stakeholder Outreach

1. **Has a list of Cooperative Weed Management Areas and other regional stakeholders been developed? If not, how do you anticipate that potential participants would be identified? Will the Contractor be responsible for identifying stakeholders within these eight states/province?**

   Answer: *The Consultant will be responsible for inviting Cooperative Weed Management Areas and other regional stakeholders to participate in the group. A list will be provided by the RCO. The Consultant will develop a solicitation to join a group email list, which will be the foundation for information sharing.*

RFQQ Item B: Collaborative Group Kickoff Meeting and Flowering Rush Summit

1. **How many persons do you anticipate will attend the kickoff meeting and the flowering rush summit meeting, respectively?**

Answer: *We anticipate between 50 and 100 participants will attend the kickoff meeting and 100 to 300 participants to attend the summit meeting.*

2. **Has WISC identified the potential speakers for the flowering rush summit?**

   Answer: *No, this will be a task of the contract. Our regional agency partners and organizations will help the Contractor identify speakers for the summit.*

3. **Where do you anticipate that the kick-off meeting and flowering rush regional summit will be held? By centrally located, would Spokane or Walla Walla be considered centrally located to these areas?**

   Answer: *The service of this newly forming group spans the entire area of the Columbia River Basin and participants will potentially be traveling from Washington, Oregon, Idaho, Nevada, Utah, Wyoming, Montana, British Columbia, and Alberta. A large city with access to facilities and ease of travel will be ideal. Spokane, Boise, Missoula or Kennewick would be logical options. The location must be in the Columbia River Basin, but does not necessarily have to be located in Washington.*

4. **Who would be responsible for covering the cost of the meeting room(s)?**

   Answer: *The cost will be included in the $56,000 contract, although you may choose to solicit summit sponsorship with agencies and organizations working to address flowering rush.*

5. **Will WISC or RCO be able to process the participant registrations for the kickoff meeting and summit, or would this be the responsibility of the consultant?**

   Answer: *Event registration will be the responsibility of the Contractor.*

RFQQ Item C: Development of a Sustainable Framework for the Collaborative Group

1. **The RFQQ indicates that the development of a sustainable framework includes the establishment of a leadership committee, financing committee and potentially other committees. Is the facilitation of these committee meetings also a part of this task, or would the effort be more limited in scope, focusing on the identification of committee members, committee objectives, and outlining potential collaborative framework(s)?**

   Answer: *The Contractor will be responsible for establishing the various committees, but the Contractor will not be required to facilitate committee meetings except for the leadership committee meetings. The Contractor is expected to work with the leadership committee to facilitate the accomplishment of contract tasks. Other committees will operate autonomously following establishment.*

2. **If in-person committee meetings are anticipated, how many committee meetings are expected over the (approx.) 30-month timeline? Are these meetings after the summit expected to be teleconference calls or face-to-face meetings (with associated travel costs)?**

   Answer: *In-person committee meetings are not anticipated, except during the kickoff and summit. Primarily, our intent is to use online meetings and calls to hold committee meetings for the duration of the timeline, due to the large footprint of the group. In the event a face-to-face meeting is required, the travel costs are intended to be part of the $56,000 total.*

RFQQ Item D: Development of a Regional Management Plan

1. **Is it anticipated that each state/province will have their own individual management plan, or will a combined multi-state/provincial plan be produced?**

   It is anticipated that the Contractor will facilitate the creation of a single combined regional management plan, developed by stakeholders from each state/province.

2. **What level of involvement/contribution is anticipated for WISC and the leadership committee during management plan development?**

   Answer: *The RCO and WISC will review the management plan and provide comments. Primarily, the management plan will be a product of the contract, and regional stakeholders.*

3. **What types of coordination with committees and stakeholders is envisioned during the development of the Regional Management Plan?**

   Answer: *The Contractor will develop the regional management plan with input from the committees and stakeholders. Initially, the Contractor will begin the plan development process with input gathered from the Summit and Kickoff. The Contactor will then work with the committees and stakeholders to finalize the regional plan.*

RFQQ Item G: Provide assistance to citizens, project stakeholders, agency staff or others via outreach, training, or technical assistance activities

1. **What types of outreach, training or technical assistance activities should be assumed?**

   Answer: *Primarily, the Contractor will facilitate the outreach, training, or technical assistance to citizens, stakeholders and agency staff. The contractor will work with agency partners to establish common messaging and technical assistance documents, for regional use. The Contractor will seek to connect citizens to local agencies and organizations, acting as a regional coordinator and information hub.*

2. **How frequently will these activities occur over the approximate 30-month period and where will any in-person meetings be located?**

   Answer: *It is anticipated that there will be one in-person meeting per year, at locations to be determined. It is anticipated that any meeting will be held in conjunction with other regional invasive species meetings, such as the annual Pacific NorthWest Economic Region Summit, or 100th Meridian Initiative Columbia River Basin Team Meetings.*