

Washington State Housing Finance Commission

RFP3-24 for WBARS Maintenance and other services

March 27, 2024

Q&A MEMO AND SUBMISSION DATE CHANGE

Please note that we received an unprecedented number of questions in response to this year's WBARS RFP. Our 2019 RFP received around 30 questions. This year's RFP (which does not differ radically from the 2019 RFP) received 275 questions. Because we could not publish the responses to questions by 5pm on March 27th, **we are delaying the RFP proposal submission deadline by one business day. The proposal submissions are NOW DUE NO LATER THAN 4PM on MONDAY, APRIL 15, 2024.**

Many of these questions involved information that we normally do not share prior to a contract award, and there were many overlapping questions. We tried to provide more detail where we could but many questions need to be answered by each prospective vendor's knowledge and experience in delivering similar services to similar clients. The vendor's descriptions of their knowledge and experience need to be successfully demonstrated and backed up by their relevant projects and references.

It is also important to remind applicants that this is a fixed price contract and that prospective vendors must be prepared to provide all services for a set monthly fee, with no increases from month to month regardless of hours spent on work (except where yearly fee negotiations can take place after first two years of contract). The Commission does not have a set or expected budget for this work and there is no budget ceiling. We did not provide any detail about current budget/expenses. However, we did provide the average number of vendor hours which is currently around 750 hours per month. Vendors should think carefully about what it will cost for them to deliver all the services required in this RFP, within a similar number of hours per month, and then estimate accordingly.