



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

2018 CREATIVE SERVICES REQUEST FOR PROPOSALS

BIDDER Q&A *updated 4/11/18*

*This Q&A is updated regularly at the WSFHC website at wshfc.org/admin/rfpCreativeServices.htm. To submit a question regarding the Creative Services RFP, email margret.graham@wshfc.org. **Questions will be accepted until noon on May 4; the last Q&A will be posted that afternoon.***

- Q:** Are you open, as in the past, to dividing up your Writing and Content Development services contracts to different contractors—so that the annual reports, My View, etc. are worked on by separate entities?
- A:** [Yes, we are open to contracting with a suite of contractors to perform different projects and tasks.](#)
- Q:** Does each task of the project have a maximum allowable dollar amount, or will the totals be determined entirely by the proposals received and the subsequent selections made?
- A:** [We have no specific cost limit for each service area.](#)
- Q:** Would each firm submit just one proposal covering all of the services at once, instead of separate submissions for each of the services?
- A:** [Yes, we would prefer to receive just one proposal from each entity, regardless of how many services they wish to bid on.](#)
- Q:** Can we submit the proposals via email?
- A:** [Five physical copies of each proposal must be submitted.](#)
- Q:** Can firms that are outside the U.S. apply? Would we need to come over there for meetings? Can we perform that tasks related to the RFP outside the U.S.?
- A:** [We will consider any bidders who are licensed to do business in Washington. Out-of-state applicants should address how they would provide the same level of service as those located in Washington. Contractors will be required to meet periodically with Commission staff and to gather photos, videos and customer stories within the state.](#)