

Question #1:

Citing Section **4.9 Cost (pages 24-25), 4.9 Cost (pages 24-25)**

“A. The total cost shall be the only cost, fee, or charge by the Vendor to the WJB for all services required under this RFP;” and “C. The total cost of the Contract will include all costs associated with the development, implementation, and completion of the needs assessment, including data collection, analysis, reporting, and knowledge transfer activities, as well as the production of each Deliverable provided pursuant to this RFP.” And “The Vendor shall provide a detailed breakdown of proposed total cost for all services required under this RFP.”

Is there an indicated maximum budget, or any considerations for a total cost amount stay under? If so, what is that?

A maximum budget for the project is not indicated; however, cost may be considered in the selection process, particularly if a proposal is cost prohibitive.

Question #2:

Citing Section **Attachment A Cost Proposal Template (page 34)**

First table, Row 3. The cost columns are divided by years.

The cost table in Attachment A contemplates multiple years for this project. Does the WJB have a timeline in mind or a final deadline for the end of the project? If so, what is it?

The projected timeline for the project is provided in the RFP in Section 1.3 Deadlines and Schedule of Events. This is not a multi-year project. All costs will be included in year one in the template.

Question #3:

Citing Section **4.3.2 Trend Analysis of Open and Closed Cases at Civil Legal Service Providers (page 22)**

“NOTE: The WJB’s collaborative team can work with the legal service providers to pull and categorize the types of cases for the Vendor, so that the Vendor can focus on identifying trends.”

How does the WJB envision the role of the Vendor in data collection for the trend analyses? Is there room for a collaborative approach in identifying data elements and definitions across agencies?

The WJB envisions a collaborative approach to data collection and trend analysis, drawing on the expertise of the vendor, WJB staff, and grantees to identify appropriate data elements and definitions. Some data, such as court and grantee data, may be

collected by the WJB team, while other sources, such as census or statistical data, may be collected by the vendor.

The vendor will be asked to analyze specific trends identified by the WJB and to use its expertise to recommend additional analyses that could enhance the needs assessment.

Question #4:

Citing Section **2.5 Vendor Financial Information (page 12)**

“The Vendor shall provide financial information in such a manner that the WJB can reasonably formulate a determination about the stability and financial strength of the organization, and that the Vendor has the resources necessary to successfully perform under the Contract. This must include but not be limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the requirements of this RFP, financial resources sufficient to perform the work/services required under the Contract, experience in similar endeavors, organization, date of incorporation, ownership, and number of employees. A current Dun and Bradstreet Report that includes a financial analysis of the firm would fulfill this requirement, if available.”

Can the WJB please clarify what information is desired to be in compliance with “financial resources sufficient to perform the work/services required under the Contract”?

To demonstrate “financial resources sufficient to perform the work/services required under the Contract,” the vendor should provide evidence of financial stability and liquidity, such as recent audited financial statements, a current Dun & Bradstreet report, a bank reference letter confirming the vendor maintains accounts in good standing, or similar documentation that shows the vendor has adequate cash flow, assets, and access to funding to successfully perform all contract requirements.