



## **Bidders Conference – WIOA Youth Questions and Answers**

**Question:** Please clarify the number of optional renewals years (page 3, paragraph 3 states “up to two” whereas page 19, #2 states “up to three years”).

**Answer:** If the contract were to be renewed each year, the full program would be for three years. After the initial year of the contract, the contract could be renewed up to two more times.

**Question:** Please provide the budget forms in an Excel format.

**Answer:** Please see Budget Spreadsheet Excel Link below the link to this document. Please remember to ensure there is one Budget Detail Form for each county for which you are applying.

**Question:** Page 17 under “G. Submission Requirements” the RFP references Section VII, please confirm it should reference “Section V: Response Package”.

**Answer:** That is correct, the bullet point should reference “Section V” and not “Section VII”. There is no Section VII.

**Question:** Please confirm tables, charts, graphs, and other illustrations are permitted to be smaller than the 12-point font, Times New Roman requirement, if legible.

**Answer:** Yes, tables, charts, graphs, and other illustrations are permitted to be smaller than 12-point Times New Roman if legible.

**Question:** Please confirm headers and footers are allowed within the 1-inch margins.

**Answer:** Headers and footers are allowed within the 1-inch margins.

**Question:** In order to ensure receipt of submission, please advise of any file size limitations for email transmission. If necessary, may we submit multiple files/emails?

**Answer:** Microsoft Exchange (our email service) cannot receive documents larger than 10MB. WSW often uses a file transfer service called WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)) to send and receive large documents. WeTransfer is simple and does not require an account. The document would be uploaded to WeTransfer and WeTransfer would send WSW an email with a link to download the files. If you are uncomfortable using WeTransfer, multiple emails are acceptable. Multiple emails should be labeled appropriately (ie: Proposal Part I, Proposal Part II, etc.).

*Friday, November 8, 2019*



workforce  
SOUTHWEST WASHINGTON

**Question:** To assist the reviewer in navigating the proposal, may we provide a Table of Contents at the beginning of the document that is excluded from the total page count?

**Answer:** A table of contents may be included and will not be counted in the total page count.

*Friday, November 8, 2019*