



## *Request for Proposals No. 2024-02*

### *Addendum 01 – Q&A*

This document is posted to capture the questions received, and agency answers provided, during the question-and-answer period of RFP No. 2024-02, issued June 26, 2024. These are questions from the pre-bid conference hosted on July 15, 2024 and general questions received.

All amendments, addenda, and notifications related to this procurement will be posted on the [WSLCB website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to [lcbbids@lcb.wa.gov](mailto:lcbbids@lcb.wa.gov). Communication directed to other parties will be considered unofficial and non-binding on WSLCB and may result in disqualification of the Consultant.

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- Question:** Our company is a subcontractor and performs application development and processing for the technical assistance grant. Can we bid on this solicitation, or is there a perceived conflict of interest? If there is a perceived conflict, who do we contact to pursue conflict of interest mitigation?

**Answer:** Yes, we are accepting bids from any entity who meets the minimum qualifications of the RFP and submits a completed proposal.
  - Question:** How is the Social Equity Contractor expected to utilize Geographical Information System map services for qualification purposes?

**Answer:** The Social Equity Contractor would have access to the LCB website to verify a registrant's address as being in a Disproportionately Impacted Area for qualification purposes.
  - Question:** What are the languages that WSLCB anticipates will require translation services?

**Answer:** The Social Equity Contractor would need to verify and provide translation services electronically and/or by telephone to applicants for whom English is not their primary language. The WSLCB may not be able to anticipate which communities' applicants may be from with a need for the service.
  - Question:** Is it possible to get a copy of this bid in Word format?

**Answer:** We are unable to provide the bid in Word format, it is uploaded to WEBS in Portable Document Format (PDF) so it cannot be altered and is the same for every potential bidder.

5. **Question:** What type of system is currently being used?  
**Answer:** The previous third-party contractor developed a system for the scoring of the applicants that came in, and then they did a data transfer of the documentation and the score sheets to the WSLCB information technology (IT) department.
6. **Question:** You mentioned that the budget is \$500,000 per year, however the contract is approximately 18 months - confirming that the approximate total budget for the cost proposal will be \$750,000?  
**Answer:** Yes, that is correct, from approximately October 2024 to June 2026.
7. **Question:** What is the approximate timeline for the actual application to be live and open for applicants?  
**Answer:** We are looking to open the application window in spring 2025. The registration window is 30 days.
8. **Question:** Is there an approximate estimate of how many applicants WSLCB is expecting in this year's application pool?  
**Answer:** It is difficult to predict this as each application window has been different. During the last round of social equity applications, we received approximately 500 applications.
9. **Question:** You mentioned in A.5, your system needs to configure with WSLCB IT systems. Can you tell me if that's an API configuration that needs to occur?  
**Answer:** In amendment 01 of Exhibit A-Preliminary SOW, the Application Programming Interface (API)based integration was deleted from the requirement list. If bidders have a system that enables service-based integration, we can discuss level of effort during contract negotiations if they are the apparent Successful Bidder (ASB).
10. **Question:** Are you all going to possibly request a demonstration of systems prior to awards?  
**Answer:** System demonstrations are not a requirement in the RFP, only oral presentations which is outlined in section D4 of the RFP and scheduled for September 3-4, 2024. A system demonstration is acceptable during the oral presentations.
11. **Question:** Can you provide a link for the current application form?  
**Answer:** We will have a registration process, so an applicant would go to a web portal and complete a form which would be sent to the third-party contractor.
12. **Question:** Can you share the current external site where applicants are submitting their information?  
**Answer:** We are currently undergoing a system modernization project, so the registration form is currently being built. We do not want people to have to create a

business or pay for an application fee if they are not going to be moving through the process, so this time we are doing a registration to eliminate these barriers. It will be a one-page form and will collect primary information such as names and contact information.

13. **Question:** Is the scope of this project to include the technology to receive and process the application AND the people that will review and score the applications that have been submitted?

**Answer:** Yes, this proposal would be for development of a portal or website to receive documents from applicants and to be able to score those individuals making up the applicant following the WSLCB scoring rubric.

14. **Question:** How long do you want the social equity contractor to hold the data from the applicants after the completion process?

**Answer:** Contractor would need to store the data for the life of the contract and destroyed within 60 days of completion, pending all possible litigation.

15. **Question:** These applicants submit their application, and you're asking for the contractor to review the applications and forward them if they pass muster?

**Answer:** Yes, the contractor would engage and interact with the applicants to ensure the eligibility requirements are met, and then score them based on the WSLCB scoring rubric outlined in rule.

16. **Question:** In terms of making the decision on who would be eligible, do we rank the applicants and say out of those applicants, who we'd recommend, verify why we'd recommend and give an analysis of each application?

**Answer:** Yes, you'd review all the applicants, give a score and justification based on the WSLCB scoring rubric, and let us know who the top scorers are. We would work together to figure out what that would look like. In addition, you would be verifying documentation that supports the eligibility and final score.

17. **Question:** So, the portal for applicants do not need to be part of this RFP, correct?

**Answer:** Correct, the portal where they register will be an internal portal with WSLCB who will be developing this on our end.

18. **Question:** So, for clarification purposes, are we submitting one document with each section of the proposal or multiple documents?

**Answer:** Please submit all required documents in order as appearing in C2 Proposal Overview of the RFP. The proposals must provide information in the same order as presented in the RFP with the same headings. If bidders submit the technical, management and cost proposal separately from the Exhibits and letter of submittal, that will not constitute a non-responsive bid.

19. **Question:** How will applicant questions and responses be monitored to ensure clarity and address any topics needing clarification during the application process?

**Answer:** Once the registrants have been sent to the third-party contractor, all contact during the scoring phase would go to the third-party contractor. Once the list is sent back to WSLCB, we then take over responsibility for corresponding back and forth with the applicants. The intent is for the third-party contractor to have that exclusive interaction during the application review process, so that it is impartial.

20. **Question:** To clarify, the technical portion of the RFP for the third-party will be some sort of customer relationship management system, there will not be an external portal, correct?

**Answer:** This is where you would put your idea in the proposal, as there needs to be some means for people to submit questions, confirm receipt of documents, submit documentation, etc. This is where the bidder can outline what that will look like in their proposal.

21. **Question:** How do we plan to handle applicants who are non-English speaking. Is this part of scope?

**Answer:** Yes, this is part of the scope of work. Bidders would need to come up with a means to help applicants who may not speak English. Exhibit A-Preliminary SOW states as part of ongoing administrative activities, that the contractor should provide translation services to applicants via electronically and/or by phone for whom English is not their primary language.

22. **Question:** Does the application need to be in different languages?

**Answer:** This is not a requirement. This could be contracted out to ensure questions could be answered by the applicants.

23. **Question:** Any other languages you'd recommend?

**Answer:** Contractors are to verify a registrant's/applicant's language to best accommodate their needs. The WSLCB would not assume what language of applicants from communities where English is not the primary language would be applying from.

24. **Question:** In the RFP, there's a mention of using geographic information system (GIS), to geocode the application and ensure the jurisdiction is applicable, can you speak to the size of the jurisdiction and how you'd like us to approach it in terms of what geography we are trying to obtain in the application itself?

**Answer:** Part of the requirements of being a social equity in cannabis applicant is that you have lived in a disproportionately impacted area during certain timelines. We have developed this GIS map, so the third-party contractor would put the address into the

map, and it would tell you if it was a DIA. We would have that in place, and you would use that system to verify, and document it on your end.

25. **Question:** Is the scoring rubric available for bidders to review at this point in time?  
**Answer:** This is available, we have the existing one that's in rule, but we're in the process of rule changing, so you can look at what rules are being proposed; this is only a draft for comment at this time: <https://app.leg.wa.gov/WAC/default.aspx?cite=314-55-570>.
26. **Question:** Are there any states that were consulted when coming up with this program? Can you provide the states please?  
**Answer:** We did do a lot of research with other states that implemented similar programs and see what barriers they encountered to guide our own rulemaking. We do not have a list of the states available.
27. **Question:** Is there going to be a need for any end user training? Will the third-party need to train anyone at WSLCB?  
**Answer:** There would be no training needed for agency staff, but there would be some discussions needed with IT for data transfer. Training would only be for internal team of the third-party contractor to ensure they're reviewing consistently.
28. **Question:** I am reviewing the Social Equity in Cannabis Amendment No. 2024-02 that was posted on WEBS. I have having difficulty locating any specific changes. Is it possible to provide either a summary of changes or the location (Section, Title, and page) of the modifications?  
**Answer:** The amendment made changes to Exhibit A-Preliminary SOW, sections 2a and 2f. Anything underlined is new language and anything struck out is deleted.
29. **Question:** Would it be possible to get a copy of the list of attendees at the pre-bid conference?  
**Answer:** This list is a public record, so the request should go through the public records request process. Please see more information here: <https://lcb.wa.gov/records/public-records>.
30. **Question:** On the pre-bid conference call there were multiple mentions of some parts of the application process being host on LCB's website. The terms "registration" and "application" were used in different ways at different points. Could you please clarify what elements of the process will be hosted by LCB? My original understanding was that the application would be hosted by the vendor and be public facing, but a based on a comment on the call it sounded like LCB would be where the public would go first

to complete the application (or registration?) and then the application package would be sent to the vendor through a portal hosted by the vendor.

**Answer:** A "Registrant" has registered through LCB's portal and their application is being scored by the third-party contractor. Once the third-party contractor identifies which registrants scored the highest, they are able to move forward as an "Applicant" for a cannabis license.

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.