

**Seattle Parks and Recreation | RFP for Green Seattle Partnership Volunteer Coordination RFP
Questions and Answers | September 18, 2018**

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Question: In the RFP on page 14-15 it states that there is a Mandatory Proposal Response, however, there is no additional information about what that is, how many pages, the questions it is responding to, etc. just this language: 6. Mandatory - Proposal Response: This document details the submittal requirements for your proposal response. Can you please confirm what the Proposal Response is supposed to be? FROM the RFP:

Submittal Checklist. Your response should be packaged with each of the following. This list assists with quality control before submittal of your final package. Addenda may change this list; check any final instructions:

1. Mandatory – Consultant Questionnaire.
2. Mandatory – Proof of Legal Business Name
3. Mandatory – Minimum Qualifications Sheet
4. Mandatory – Consultant Inclusion Plan 15 FAS Version 3/20/2018
5. Mandatory – Proposal Response (see Proposal Response Section, above).
6. Mandatory – Cost and Pricing
7. Mandatory – Non-Disclosure Agreement form(s), signed (if applicable)
8. Optional – Letter of Interest. Consultant may include a Letter of Interest no longer than a single 8.5” x 11” page. However, since this is optional, the City does not guarantee it will be read and it will not be counted in the page limits, evaluation or scoring

I reviewed our 2016 RFP and the package we submitted only included items 1-8, and the Proposal Response was the whole PDF packet.

Answer: The only formatting specification is that the pages be numbered sequentially. There is no page limit. We would recommend including a narrative describing how your proposed work fits in to the to the RFP Scope of Work (Section 5). Provide specific quantities and details on carrying out the work you are proposing. Summary tables are welcome in addition to the required Cost and Pricing information. As indicated in section 7.9, “The Proposer is to ensure the materials submitted properly and accurately reflect the Proposer’s offering”.