

**Washington State Joint Transportation Committee  
Vehicle Registration (Car Tabs) Payment Options Workgroup  
Responses to RFP questions  
August 16, 2021**

**Question 1:** Under Task 2: Public Engagement, the RFP states that communication channels must include outreach through print, broadcast, and social media. Are we to assume those media-related costs would be included in the \$245,000 project budget or paid separately?

**Response:** Yes, those media costs would be included in the \$245,000. However, utilization of no-cost and low-cost options for all media engagement is encouraged. The topic of “car tabs fees” has gained significant news coverage attention over the years, and a project to address Washingtonians’ concerns related to payment options is likely to be of interest to the media.

**Question 2:** Under IV. Contract Deliverables, the RFP states that JTC staff will be responsible for securing meeting locations, food and refreshments for any in-person meetings. Does this include public outreach meetings or just Team and Workgroup meetings?

**Response:** The reference in #2 of this section does not include public outreach meetings. The JTC staff will be responsible for securing meeting locations, food and refreshments only for any in-person (Vehicle Registration Payment) Workgroup or (Staff Technical) Team meetings.

**Question 3:** Under XI. Instruction to Bidders, please clarify the requirement to provide two samples of previous work. In A.3. it says PDF format as email attachment or link to file, but in D.3. it says to provide electronic copies on a flash drive. Are PDF files sent as email attachments acceptable?

**Response:** The requirement noted in A.3 is correct, please provide two samples of previous work in PDF as an email attachment or link in the proposal.

**Question 4:** Under XI. Instruction to Bidders, it requires RFP proposers list former WA state employees. Is there a cut-off year? For example, list former employees who worked for the state within 5 years of proposal date?

**Response:** The purpose of this requirement is to ensure there is awareness of any former state employee(s) that would be working on a JTC project. Anyone that would be directly working on the project or overseeing anyone working on the project (including the governing board), that has been a WA state employee any time in the past 5 years should be listed.