

**WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**  
**#2024-12-24**  
**INFORMAL REQUEST FOR PROPOSALS**  
**AMENDMENT #1**

DATE: November 22, 2024  
TO: #2024-12-24\_Consultant for FYJP Program  
FROM: Casey Walker, Solicitation Coordinator  
SUBJECT: Amendment No. 01:  
Questions and Answers

---

Question 1. Is there a page limit not to exceed for the proposal?

Answer 1. While there is not a page limit to responses the AOC does have a size limit on emails of 30MB.

Question 2. Is there a preference or expectation around whether cross disciplinary workgroups occur virtually or in person?

Answer 2. AOC anticipates this work to be able to be completed virtually

Question 3. Is there a preference or expectation that meetings with leadership to discuss recommendations occur in person or virtually?

Answer 3: AOC anticipates this work to be able to be completed virtually

Question 4. Is there an Attachment C (Fee Schedule) that should have been included in the RFP? If not, how would the state like fees to be broken out?

Answer 4: The attachment C needs to be a document created by the vendor that reflects the fee schedule for this project.

Question 5: Have you already identified representatives from the relevant state agencies and stakeholder groups who are willing to participate or able to be engaged? Or are there existing workgroups that could be leveraged?

Answer 5: FYJP staff will work with the consultant to identify and connect with existing workgroups that can be leveraged for this work. However, creation of new, short-term workgroups will be necessary. FYJP will help to identify the organizations and agencies to include and provide introductions, where possible.

Question 6: Are you looking to develop a plan focused on relational permanency metrics for children post-exit, or are you prioritizing metrics for children currently in care?

Answer 6: FYJP is prioritizing metrics for children currently in the care of DCYF and under court jurisdiction.

Question 7: Are virtual facilitations or presentations allowable or must all activities be in-person?

Answer 7: AOC anticipates this work to be able to be completed virtually

Question 8: The sample contract states (Attachment B), statement of work (section 2) states that the contractor shall "Establish and facilitate 4-6 cross-disciplinary workgroups" across several entities. Are there existing workgroups or collaborative structures that may be leveraged for this project or will the contractor develop the groups from the ground up?

Answer 8: FYJP staff will work with the consultant to identify and schedule existing workgroups that can be leveraged for this project. However, the creation of new, short-term workgroups will be necessary. FYJP will help to identify the organizations and agencies to include and provide introductions, where possible.

Question 9: Please clarify whether a bidder's proposal can include any additional information regarding a proposed approach other than what's listed under Attachment B - Proposal; Bidders experience in delivering similar services; bidders proposed schedule to accomplish the SOW; names and contact details for at least 3 professional references?

Answer 9: Bidder can provide more information then is asks for but the bidders need to stay within the 30MB size limit for emails.

Question 10: Is virtual engagement (e.g. via zoom meetings) allowable for convening workgroups, interviewing key stakeholders, etc.?

Answer 10: AOC anticipates this work to be able to be completed virtually

Question 11: How does the FYJP anticipate supporting the consultant in identifying, including making any needed introductions, with the key collaborators (DCYF, OSPI, HCA, DSHS, DOC, tribal data experts, persons with lived experience) listed in section 1.3, Scope?

Answer 11: FYJP staff will work with the consultant to identify and engage with existing workgroups that can be leveraged for this work. FYJP will also help identify the organizations and agencies to include and provide introductions to key collaborators.

Question 12: What level of participation, including potential shared leadership and/or co-facilitation, are the project lead(s) / staff from FYJP anticipating for the 4-6 cross-disciplinary workgroups listed in the deliverables?

Answer 12: The FYJP Manager will collaborate directly with the consultant to identify how FYJP staff can best support this project and help the consultant gain access to and effectively facilitate cross-disciplinary workgroups. Where existing workgroups are leveraged for this work, FYJP staff will be available to co-facilitate.

Question 13: What supports will be available for the consultant to acquire any shared interagency data (e.g. - such as pulling data from DCYF or OSPI)? Or, is it FYJP's intent through this informal request for proposal for the consultant to develop plans, feasibility and recommendations on how such interagency data could be obtained?

Answer 13: FYJP will share the scope of interagency data that the AOC currently has access to via data sharing agreements with DCYF and OSPI. Beyond that, the expectation is that the consultant will develop plans, feasibility and recommendations on how such interagency data could be obtained.

Question 14: Can the FYJP-AOC please share any additional information on how contested orders are already tracked and reported within WA's dependency system?

Answer 14: The AOC does not currently track or report contested orders.

Question 15: What flexibility does the consultant have in proposing a schedule in which deliverables/activities anticipate to be completed in the 1st six months of the project continue into the 2nd six months of the project (e.g. - Under attachment B, statement of work and deliverables, workgroups started within the 1st six months, Feb. - July, could feasibly continue into the second six months (July - December)?

Answer 15: The report that is due at the end of the first six months is required by the legislature and will need to be completed in that timeframe. However, FYJP anticipates that ongoing work will occur in the second half of the project to refine data recommendations while the consultant works with partner agencies to recommend specific components of data sharing agreements.

Question 16: For this RFP would an organization with multiple data consultants be eligible to receive the contract or are you looking for one full time consultant?

Answer 16: FYJP is open to considering proposals from an organization with multiple consultants, provided the proposal includes support to coordinate their work and provide a main point of contact for FYJP staff.

---

---

**All other terms and conditions in this Informal Request for Proposal remain the same.**