



The Portland Metro Workforce Development Board

Creative Services Request for Qualifications

Questions and Answers

This information may be edited for clarity

October 23, 2018

Q1 Can companies from outside the US apply for this Request for Qualifications?

A1 **Please see response to Q2, below.**

Q2 Will the vendor need to be in attendance for meetings at the Worksystems site?

A2 **Yes; our work is highly collaborative, and all projects will require multiple onsite meetings with our staff. We will not cover any travel expenses.**

Q3 Can the required tasks be completed outside of the US?

A3 **We will allow the primary vendor chosen for a project to subcontract work to a third party so long as timelines are met, deliverables meet our expectations, and the budget is adhered to. The primary vendor will choose who performs the work.**

Q4 Can we submit the proposals via email?

A4 **Submissions are required via email, as per the solicitation document.**

October 25, 2018

Q1 Does eLearning Development fall under this Creative Services Request for Qualifications?

A1 **No, this RFQ does not include eLearning development.**

December 4, 2018

Q1 Is only one vendor selected per category?

A1 **No, there will be several approved vendors for each category.**

Q2 Does getting on this list guarantee work?

A2 **No.**

Q3 What is the amount of funding Worksystems expects to award to vendors on the list, and during what time period?

A3 **There is no associated funding with this RFQ.**

Q4 If we get on this list, is it a permanent appointment, or do we need to complete the RFQ response each year?

A4 **If you are on the approved vendor list, you will be asked for an annual pricing update only.**

Q5 Does this RFQ include strategic communications planning and audience research?

A5 **Those activities would likely fall under the Public / Media Relations and/or Social Media categories.**