

**RFP 24-10  
Amendment 2  
Preproposal Conference March 27, 2024  
Questions and Answers  
DIGITAL EXPERIENCE ASSESSMENT PROJECT**

1. On page 4, under 1.4 performance requirements: Can you explain what types of data you are expecting to collect and what do you mean by crosswalks in section 1.4?

The data we collect from assessment activities may come in unfamiliar formats due to the nature of community co-creation. By crosswalks, we mean showcase where respondents provide similar responses through different means.

2. Are the bulk of performance requirements listed in Section 1.4, performance requirements?

Yes

3. The RFP references an existing tool you are developing with another vendor, will vendors have the opportunity to review these materials prior to the submission deadline of April 19<sup>th</sup>?

Yes, please email [joyce.abbott@sos.wa.gov](mailto:joyce.abbott@sos.wa.gov) to receive a draft in progress. Draft will be available by April 12, 2024.

4. Are there credentials the data scientist must have or have specific or specific journals in which the data scientist must be published?

Please include any published works from a peer reviewed journal; please highlight anything related to digital equity, or participatory design.

5. If we don't have a data scientist who has published on these topics, but is published in a peer-reviewed journal, does that meet the criteria to submit a proposal?

Yes, if the team includes a data scientist whose work is published in a peer-reviewed journal, that team meets the criteria to submit a proposal.

6. Is this RFP for a new vendor to work with the vendor who is currently developing the tool?

The successful bidder will use the toolkit developed by the current vendor to conduct participatory design activities with community leaders and work with community members to perform the assessment activities. The successful vendor will continue to iterate the toolkit with communities.

7. Is the successful vendor required to use the toolkit you have developed, or can it be replaced?

It is a requirement to build on the current tool.

8. What is the toolkit?

The toolkit is a set of materials that walk a community member, or a digital equity champion of any kind, through the process of doing a community-centered assessment of people's digital experiences using participatory design methods.

9. What methods will the vendor use to glean the data?

The vendor will engage with community leaders in participatory design activities to design and implement assessment activities that let people feel comfortable sharing vulnerable experiences related to digital equity that affect their quality of life. Activities will be tailored to each community.

10. The RFP asks for a proposal that includes multiple methodologies in an instructive format to cater to the variation of community needs?

Correct

11. Is there any automation used in the current toolkit?

No, the toolkit contains instruction materials and templates for doing responsible community-centered design to assess digital experiences and skills.

12. How many people have been surveyed using the assessment toolkit and are those results available?

As of 3/28/24, none. The current vendor has until June 30, 2024, to complete and test the toolkit in community. The State Library has a list of willing community partners ready to engage when the Institutional Review Board approves our request to conduct these activities.

13. Will a recording of the pre-proposal conference be available?

No, the questions and answers asked at the pre-proposal conference will be posted on WEBS by Friday 3/29. The last day to ask questions of the RFP coordinator is 4/5/24 and all questions and answers will be posted in WEBS and the OSOS website by 4/9/24.

14. What definition of successful metrics was provided to the vendor developing the tool?

WSL requested a toolkit that will provide people with instruction to create assessment activities that surface information about their holistic experience of digital access and equity.

15. Does the team's data scientist have to be published in a peer reviewed journal for the team to qualify for this request?

Yes