



# Northwest Regional Education Service District

## Frequently Asked Questions (RFP 1 Creative Services)

Last Updated: 12/1/2021

1. Why are you conducting a Request for Proposals (RFP) process for creative services?
  - a. Typically, we must seek out multiple bids for individual projects (see [DJ-AR Purchasing Procedures](#)). This can be an arduous process for both our staff and potential contractors, especially as we see the volume of requests for creative services by our program teams increase. To streamline the process for getting started on a creative services project, an RFP process will allow us to approve a list of vendors. When getting started on a project, we will still need to draft a statement of work (SOW) so as to clearly define the project scope and maximum spend for the project. However, we will have already approved the vendor and their rates. Vendors can choose whether or not they work on projects as opportunities arise. Not only does the RFP process allow us to be more efficient, but it preserves the equity and fairness that comes from a bidding process. Approved vendors will be selected by a committee according to the criterion defined in the RFP.
2. By submitting a proposal to the RFP, are we competing for an agreed-upon services contract with NWRESD or would we just be one of a number of possible vendors in the queue?
  - a. Bidders submitting proposals are competing to be on a list of approved vendors that NWRESD may work with. When project opportunities arise, NWRESD will reach out to vendors who may choose to accept specific opportunities.
3. If there is a contract, what would be the amount? Would there be a guaranteed amount of work for us? Or would it be a not-to-exceed contract amount?
  - a. The not-to-exceed amount would vary and would be defined in a statement of work that both parties would sign and agree to. Rates, however, would



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already be defined in a contract and will be established for three years (January 1, 2022 through December 31, 2024).

4. Would there be specific projects that we would have some lead time on? Or would this be an "as needed" service.
  - a. The lead time for projects could vary depending on the request. Vendors could choose to accept or not accept a specific project depending on their availability or the scope of the work.
5. I still have more questions. What's the best way to get those answered?
  - a. If a bidder still has questions, those can be submitted to [jbucio@nwresd.k12.or.us](mailto:jbucio@nwresd.k12.or.us). Currently, we are not offering a Q&A session for bidders, but we can also create this opportunity if requested by potential bidders.