

STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
ARCHIVES DIVISION
PREPROPOSAL CONFERENCE QUESTIONS AND ANSWERS
RFQQ No. 25-11 MICROGRAPHIC SERVICES – MICROFILM PROCESSING AND
DUPLICATING SERVICES
AMENDMENT NO. 1
(March 21, 2025)

SUMMARY

This Amendment No. 1 to RFQQ 25-11 contains: (1) the agenda of the Preproposal Conference held on March 15, 2025; (2) the official OSOS statement regarding the status of the Preproposal Conference.

PREPROPOSAL CONFERENCE AGENDA

RFQQ 25-11
Micrographic Services – Microfilm Processing and Duplicating Services
Office of the Secretary of State, Archives Division
PREPROPOSAL CONFERENCE
Friday, March 14, 2025
9:00 a.m.
(via Microsoft Teams)

AGENDA

- I. Welcome & Introductions**
 - **Madilyn Graverson**, RFQQ Coordinator, Contract Specialist
 - **Terry Badger**, Deputy State Archivist
 - **Patrick Williams**, Imaging Services Manager
 - **Jim Webster**, Contracts Administrator

- II. Important Information for Bidders on Solicitation Process** *(Presented by Madilyn Graverson, 5 minutes)*
 - A. RFQQ Coordinator is Sole Contact for Questions/Communications**
 - B. Resources for Official Answers, RFP Amendments, and Notifications**
 - Washington Electronic Business Solution (WEBS)
 - OSOS Current Procurements Webpage

C. Questions & Answers

- Responses provided during the conference are unofficial; all official Q&As from Preproposal Conference will be posted on March 21, 2025
- Participants may ask questions during the conference but should follow up via email to the RFQQ Coordinator
- All official responses to questions submitted between March 10 and March 21, 2025, will be published on March 25, 2025.

D. Important Dates

- March 21, 2025 – Last day for submitting questions
- **April 25, 2025 – Proposal Due Date**
- May 15, 2025 – Apparent Successful Contractor announced
- May 22, 2025 – Anticipated Contract Start Date

III. Background and Key Objectives of RFQQ (*Presented by Terry Badger and Patrick Williams*)

IV. Question and Answer Session

V. Closing Remarks (*Presented by Madilyn Graversen*)

PREPROPOSAL CONFERENCE

QUESTIONS & ANSWERS

The preproposal conference for RFQQ 25-11 Micrographic Services – Microfilm Processing and Duplicating Services was held on Friday, March 14, 2025, at 9:00 AM.

No vendors or interested parties were in attendance. As a result, no questions were posed during the session.

There are no relevant notes or discussion points to document as it pertains to this conference.

For questions, please contact the RFQQ Coordinator:

Madilyn Graversen

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