



City of Tacoma

Questions and Answers

PROVISION OF PARTNER SPACE IN TACOMA COMMUNITY HUB AT THE MAIN LIBRARY RFP Specification No. LB25-0285f

All interested parties had the opportunity to submit questions in writing by email to Brandon Snow, Senior Buyer, by date questions were due. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

- 1. Question: As we're trying to figure out our capacity for open hours, we are wondering how many people can have keys/access to the space? In the RFP, the section on badges states that service providers are allowed access badges and volunteers/guests are provided volunteer/guest badges. Because we don't have paid staff members, how would we designate who are staff vs. volunteers? Is there a limit to the number of access badges?**

Answer: Tacoma Public Library (TPL) will rely on the selected organization to identify which staff and/or volunteers require unescorted access to their space. The organization should identify person(s) based on their own internal policies and procedures, but in most cases, these would be individuals who require regular access for conducting the normal, routine business of the organization, including program delivery.

- 2. Question: How are hours delineated between regular programming/open hours vs community program hours? (For example, with the tool library, are their lending hours part of that time or just fix it night/make it sew?)**

Answer: Programming hours are generally defined as hours in which the organization offers unique events, performances, classes, workshops, or similar that are accessible to the general public. In their proposal, partners are free to propose programming they believe meets the terms and conditions of the RFP. Proposals should articulate the benefit of programming to the general public. Time where the space is used only as an office or for the internal administration of the organization will not be considered programming.

- 3. Question: If an unforeseen circumstance were to arise that would cause us not to be able to complete the two-year agreement with the library, how would that be navigated?**

Answer: In the event unforeseen circumstances prevent an organization from fulfilling the terms of the contract, TPL will negotiate with the organization to find a workable solution for all parties, respecting the need to both ensure the Community Hub space is utilized while not imposing an undue burden on the partner-tenant.

- 4. Question: In the section on Independent Service Provider Status, it seems like it is saying we would need to have a business license in addition to 501c3 status. Are we**



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understanding this correctly?

Answer: Tenants are required to comply with licensing and permit requirements for the City of Tacoma (<https://tacoma.gov/government/departments/finance/taxes-and-licenses/>), as well as any applicable Federal or State requirements. The exact requirements will vary depending on the type of service being provided. For example, a legal clinic providing free legal advice and counsel would be required to ensure that all staff providing such services are legally permitted to do so in the State of Washington. Partner organizations are responsible for ensuring they are in compliance with all laws and ordinances.

Please note that organizations should have a legal status which allows them to enter into binding contracts such as a 501c3 not-for-profit, corporation, or other similar structure. Individuals acting in their personal capacity are not eligible under this award.