



City of Tacoma

## Questions and Answers

### Tacoma Dome EDM Harm Reduction Support Services RFP Specification No. PF25-0146F

All interested parties had the opportunity to submit questions in writing by email to Sara Bird, Senior Buyer by July 23, 2025. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://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: Page 6, "Background" & Page 50, "Subcontractors":**

**Please provide an example of what additional coverage, if any, our independent contractors would need beyond the coverage already extended to them by the Contractor's commercial general liability insurance that would be adequate for services such as coat check, lost and found, or peer-to-peer support within the scope of good Samaritan law?**

Answer: All of the required coverages are listed in the insurance requirements form. So *additional* coverage would not be required. If the Contractor will be utilizing a subcontractor for the services that require Professional Liability/Errors & Omissions (for example), then the limits in the insurance requirements form are what the subcontractor should carry. The Contractor would be required to ensure its subcontractor carries this coverage with the limits specified in the insurance requirements form.

**2. Question: Page 50, "3.2 Workers' Compensation Coverage" & "3.3 Employers' Liability Insurance":**

**Many Washington State nonprofits operate without W-2 employees, instead utilizing volunteers and properly classified 1099 independent contractors. Under RCW 51.12.020 and RCW 51.08.195, such organizations are generally not required to carry Workers' Compensation insurance. If the Contractor operates under this structure, will it be considered compliant with Section 3.2 and 3.3, or will the City require alternative documentation (e.g., attestation of structure) in lieu of a policy?**

Answer: We would not be expecting to see verification of Workers' Compensation and Employers' Liability from 1099 independent contractors or volunteers.

**3. Question: Page 9, "10.1 Qualifications/Experience of Firm":**

**The Executive Summary section requests that we "clearly indicate what financial responsibilities are to be undertaken by the Proposer and/or City." Could the City please clarify whether this refers strictly to the overall responsibility for delivering services (e.g., staffing, equipment, supplies), or whether it is also intended to capture any expectations around City-provided support or resources (such as venue-based services or discounts) that may reduce the proposer's direct cost burden**

Answer: The City will provide certain in-house resources at no added cost and will handle catering and water through Aramark. Examples of in-house resources would include tables,



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chairs, limited amount of bike rack, wall outlet power, and the Safe Room. Chill Room and check-in room available at most EDM events.

**4. Question: Page 10, “10.3 Reporting Capabilities”:**

**Some of the requested reports in Section 10.3 (e.g., incident reporting, financial reporting) might contain sensitive information and/or are produced using proprietary templates and systems. Would the City accept representative samples using redacted, fictitious, or generated data that illustrate the structure, content, and reporting cadence, rather than real client data, in order to maintain confidentiality and protect proprietary materials?**

Answer: The City will accept representative samples of the training and reporting items requested.

**5. Question: Page 10, “10.5 Financial Proposal”:**

**The "PF24-0290F Financial Proposal Form" is included in this RFP but section 10.5 does not explicitly state whether use of this form is required as the sole format for submission of this section. Could you please clarify whether offerors must use only the PF24-0290F Financial Proposal Form to present pricing or if an alternate or supplemental format (clearly aligned to the three event capacity levels and inclusive of optional services such as the Chill Zone, Coat Check, and Info Booth) would be acceptable, particularly if it more accurately reflects cost efficiencies for multi-day engagements that are not easily accommodated within the structure of the provided form?**

Answer: The Financial Proposal Form that is included in the RFP provides a proposed cost breakdown template for areas and capacities we would like to see replied to by the proposer. All areas don't have to receive a response if the proposer doesn't plan on offering an optional listed service. The specific form does not have to be used in the response. However, The City would like to see the Billing Method question at the beginning, and the Additional Information questions at the end of the form answered as part of the proposal.