CLARK COUNTY

RFP #859
FORMATTING and DESIGN for the SOLID WASTE MANAGEMENT PLAN
QUESTIONS and ANSWERS
UPDATED: MAY 22, 2023

	QUESTION	ANSWER
1.	Is there a preference between the designing applications listed in the RFP?	We're happy with either one, but we really want a document that can stand the test of time, that's easy for us to train new employees to manage it and to change it so that it's not just a solid document that just stays put; but that it's something that it's easy to go in and be able to update, if we need to update changes to the laws or we found a typo or just something we want to make sure that that there's just a lot of ease and accessibility with how it's formatted. So, we mentioned to both of those just because they're formats that many, if not all of our staff are familiar with.
2.	So then if it is an InDesign document, is there still a need for a Word document? And what purpose would that serve?	You know, I don't think there would be necessarily. We will be having the draft that we provide the proposers as a Word document to use to format into an InDesign. I don't think that we need it in Word unless that was something that you wanted to provide, but you can include it in your proposal that it would be available if needed. But it does make sense that, if it's an InDesign, it doesn't need to be in Word.
3.	Do you have examples of previous plans that you would be able to share with prior to starting the work just to kind of see what kind of content we might be working with?	So you can see our solid waste management plan. It's available online on our website. It is an ugly old format and it I think it was done in 2014, and so it gives you an example of what we're working with. But you can look at other Washington counties websites, you can just Google solid waste management plan and a lot of different examples in terms of how they look. But ours just definitely needs a refresh.
4.	Just to confirm, the process would look like receiving new information or chapters ready to go. The content comes in as you update it and gets put into the formatting. I guess that's the iterative part of this process here. That's part of the ongoing nature of it.	The process that we've done in the past doesn't really work, and so we're redesigning our process too. The document is also sort of a reflection of a better process that we're working on in terms of getting these updates accomplished. The awardee will receive the full document as a Word document at the beginning of the contract and then the scope which includes the photo store sourcing, template work document, sort of formatting that will all start to take

		place. We'll have meetings to kick off, and you can check in with us to determine progress. As the updates come in, they will vary because the laws are changing for how we do different solid waste management practices, especially related to organics management. And so the updates, especially in the next two years, will be difficult for us to really know what needs to get changed. And so it's not going to be a chapter update; it will be a specific item that may have elements in various chapters. So we're going to have to be able to have a way to search the document so that we can find where things are mentioned in each spot and then make those updates and changes. Ideally, we would like this document to interact with our website a little bit so that if someone is going to search for something, they can do a search and be able to find where it is in the solid waste management plan. We wouldn't expect the proposers to do anything with our website other than be able to provide references into the document that we could link to.
5.	I see that there are some a few like charts and infographics. Are those also things that are going to need to be edited along the way?	We're not committed to how those charts necessarily need to look. The charts are how they were in the last one, so that they just kind of got updated. However, the data in those charts, we need to find some way that we can easily get that data updated, so if that means the chart needs to look a little different, we're open to that. If there's some way that we can get the data to auto populate in there, that is something that we are also really wanting to look at. That's another reason why we left this contract with some available extensions, because we could see that sort of functionality with the document being something where, maybe in the second year of this contract that the focus is having where some of that data lands within the document become more interactive or somehow be able to auto update it if that's possible.
6.	You said that there's access to InDesign; is there also access to illustrator or are people only going to be working within InDesign? I'm thinking for charts, specifically.	We do have illustrator and it's not something we use very often, but we do have it as part of our suite.
7.	And then I have another question as far as a quantity of information, because you've talked about going in and editing, if a law changes or something like that, is there also the potential to edit large sections or changing sections?	Yes. It needs to be fully editable. We would like the proposer to be able to include some sort of table of contents or index or something within the document too. But we're very open to what that might look like as it's gonna be sort of created from the template. There's any number of ways that you can use sort of unique identifiers for sections and referencing points. So there's a lot of flexibility with kind of looking at it and looking at maybe what other solid waste management plans look like and see how they're doing it, or whatever might inform your proposal.