



**Request for Quotes  
RFP # 13220301  
Questions & Answers**

**Question 1:** What are the main concerns with the existing location?

**Answer:** The Board has no major concerns with the existing location.

**Question 2:** Will they be for sure moving, or is it possible/likely that they will remain at the existing location?

**Answer:** Staying at the existing location is a possibility, however this is a competitive procurement, and the Board is always looking for the best space to meet our needs.

**Question 3:** What are the reasons for leaving the current location?

**Answer:** The Board's current lease is expiring soon, and in procuring a new lease, we are required to comply with the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC), which compiles federal, state and agency requirements that apply to recipients of TWC funds.

**Question 4:** Is the Board willing to consider longer terms.

**Answer:** The Board is seeking a lease contract that is reviewed and renewed annually for five (5) years with the option to renew for an additional five (5) year period for a total of ten (10) years without competitive procurement. However, the Board reserves the right to consider longer lease terms based on favorable pricing and contract terms.

**Question 5:** Can someone from the Board look at the offeror's building to see if it meets the terms listed in the RFP?

**Answer:** The Board's evaluation team will conduct site visits of proposed buildings as needed after the proposal submission deadline.

**Question 6:** Can offices be just sectioned off areas without doors?

**Answer:** Offices may be configured as stand-alone offices or a combination of offices and cubicles provided that no more than 45% are cubicles.

**Question 7:** Do you currently pay triple net rent or one lump sum?

**Answer:** The Board currently pays a base rent; the Board does not currently pay triple net rent.

**Question 8:** Does the building have to be within the Waco city limits? If nothing is available, will the Board consider a building outside the city limits?

**Answer:** The Board will only consider buildings that are located within the Waco, Texas city limits.

**Question 9:** What is your budget for the space you are needing?

**Answer:** The Board cannot provide a budget at this time; however, the Board currently pays around \$400,000 annually.

**Question 10:** Would you be able to call me to discuss?

**Answer:** The Board is only able to accept questions in writing. If you have any more questions, they will be answered via email until the question deadline date, August 23, 2022. Additionally, the Board will be holding a bidder's conference on August 23, 2022, to discuss.