

**Washington State Joint Transportation Committee  
Washington State Board of Pilotage Commissioners Best Practice Review**

**June 1, 2017**

The following questions were asked by potential bidders submitting letters of intent to bid, concerning the Joint Transportation Committee's (JTC) RFP for the Washington State Board of Pilotage Commissioners Best Practice Review.

**1. How many Staff Workgroup meetings do you anticipate?**

RESPONSE: Aside from the stated Staff Workgroup kick-off meeting on page 12 of the RFP, it is up to each bidding Consultant to propose how best to utilize the staff workgroup (see Task 5 of the RFP). That said, we anticipate around three to five staff workgroup meetings throughout the Review.

**2. Would teleconferences be acceptable for some of the staff workgroup meetings?**

RESPONSE: Virtual (telephone and/or video conference) meetings are feasible, and can be utilized for some but not all staff workgroup meetings.