



Request for Qualifications (RFQ)

City of Olympia | Capital of Washington State

Environmental Education Public Outreach and Communication Services

The purpose of this Request for Qualifications (RFQ) is for the City of Olympia (City) to solicit proposals from qualified respondents to perform newsletter editing, website management, social media, and monthly email communication services. Services will benefit the Regional Environmental Education Partnership (REEP).

The deadline for submission of proposals is Monday, October 28, 2024, at 5:00 pm. Earlier responses are welcome. **Only electronic proposals will be accepted.**

City of Olympia in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have an active Intergovernmental Cooperative Purchasing Agreement with the City of Olympia may purchase from City contracts.

Questions related to this RFQ shall be submitted in writing to Susan McCleary, Associate Planner, Water Resources, via email at smccleary@ci.olympia.wa.us. **Questions via telephone will not be accepted.**

The RFQ document can be viewed on Builders Exchange of Washington's website under City of Olympia – Goods and Services Category at www.bxwa.com by **Monday, September 30, 2024**.

Please note: *if you obtain the RFQ or bid documents through any other process, such as by public records request, you will NOT be added to the list of proposers/bidders and therefore, you will not receive bid addenda and other information sent to those who actually register as proposers/bidders.*

To Make Public Records Request

To obtain project plans and specifications for City of Olympia project via public records request, please visit the City's [Public Records](#) webpage. Public records fees apply.