.WTIA

Request for Quote Questions & Answer Responses
Washington Technology Industry Association
Washington State Startup Report - Design Services

BACKGROUND

WTIA was founded in Washington state in 1984 and is a consortium that includes a 501(c)(6) not-for-profit member trade association, a 501(c)(3) not-for-profit tech apprenticeship intermediary, and a Washington state registered for-profit corporation providing healthcare, retirement, and business insurance to small and medium sized businesses. Our mission is to foster a robust, inclusive, and equity-centered technology-driven economy that empowers thriving communities.

The WTIA was recently awarded funds through a grant from the Economic Development Administration to create a startup report for early-stage startup activity in Washington state. As part of the report development, WTIA will secure design services to create an externally facing report that includes WTIA branding.

Question: How many pages do you anticipate the final report would be?
Answer: Likely 50-100 pages, mostly of charts and data.

Question: Approximately how many charts or infographics would we need to create?
Answer: We have internal staff that can help create some of the charts and graphs as well but we anticipate most of the 50-100 pages to include charts or infographics. You can see an example of a previous report here:
https://www.washingtontechnology.org/wp-content/uploads/2024/11/wtia_washington_ai_landscape_final.pdf

Question: Please clarify the deliverable "Help with data storytelling." Does that mean we'd provide some copywriting and other narrative?
Answer: We will handle the majority of copywriting and narrative but we would like recommendations and help ensure the data story is as clear as possible. This could include helping make charts, graphs, or infographics clearer; it could include light copywriting; or could include general report structure (order of pages, sections, etc...)

Question: Would you like us to choose a printer and manage the printing process?

We are planning for this to be a virtual report for the most part, so we do not anticipate printing needs at this point.

Question: Do you have an existing partner for graphic design services?
Answer: We do for certain services and projects but they will not be leveraged for this project. We do have one internal marketing person that will work with the selected vendor on this project though.

Question: Could you share the solicitation documents for the RFQ?
Answer: Everything that is needed is listed in here: https://www.washingtontechnology.org/wp-content/uploads/2025/01/WA-Startup-Report-Designer-RFQ.pdf. Applicants can provide answers to the questions and a budget in whatever format they believe is most effective (Document, Slides, Sheet, etc…) and there is no specific template to use.