

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**Request for Proposals No. 2020-15
Addendum 01 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of RFP No. 2020-15, issued September 4, 2019.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

QUESTION: In the Objective and Scope of Work section II a., can you please clarify the use of “integrated” in this phrase?

ANSWER: Integrated means the content areas cited in the third bullet of the goals and using WA’s environmental, natural resources, and agricultural sectors.

QUESTION: Is the PD component supposed to meet the criteria for STEM certification (15 hours) or be used *toward* STEM certification?

ANSWER: The component should be used toward STEM certification.

QUESTION: In the Background section (beginning on page 5), can we confirm that using Canvas LMS as a platform will meet the criteria for the website described in bullet 9?

ANSWER: OSPI is seeking a website, not a Learning Management System such as Canvas.

QUESTION: We only have one question related to the Management Proposal under B, #2 “list of contract”. We have prepared a list of organizations with whom we have signed legal contracts. We also have a much longer list of proposals that have been submitted to organizations (eg school district), where the work was agreed upon, invoiced and paid without signing a legal contract. Would you like us to list all these under contract, or just the legal contracts?

ANSWER: We’re looking for a snapshot of previous work related to the Consultant’s ability to perform the services needed under this RFP. A list of actual contracts is required by the RFP, but if you would like to include additional agreements in the list, you may.

QUESTION: Looking at the product PEI developed and currently in use, what gaps are not covered by their product?

ANSWER: Gaps include but are not limited to meeting the needs of additional districts, schools, and communities. Approaches that include secondary educators and communities can be broadened as well.

QUESTION: Their product is extremely comprehensive. To be direct are you specifically looking for different WAYS to expand on what they have developed in order to get kids and teachers energized?

ANSWER: Most realistically, the successful contractor would be able to develop similar and/or iterated tools and products that grow the materials and relationships already developed by PEI.

QUESTION: Could you provide guidance on how you would like the budget formatted. Is there a template we could use? We are trying to determine how much detail to include.

ANSWER: OSPI does not supply a template; vendors should create their own cost proposal based on the information required in the procurement: Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. The Consultant is to submit a fully detailed budget including staff costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the Contract. Consultants are required to collect and pay Washington State sales tax, if applicable.

QUESTION: Is this project expected to cover the entire state or a specific geographic area?

ANSWER: The project is intended to cover the entire state.