

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

**Request for Proposals No. 2020-18  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFP No. 2020-18, issued August 29, 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.*

1. **QUESTION:** Would OSPI be willing to extend the deadline from September 23 to September 27? The additional time will allow for vendors to more fully process and incorporate OSPI responses to vendor questions into their responses as well as spend additional time finalizing their submissions.  
**ANSWER:** OSPI has extended the deadline for proposals to September 27, 2019. Please see Amendment 01.
2. **QUESTION:** If an extension is not feasible, would OSPI be willing to accept electronic copies via email on September 23 with hard copies to follow? This will allow vendors 2 additional days to make appropriate updates to their proposals while keeping the original RFP timeline intact.  
**ANSWER:** OSPI has extended the deadline for proposals to September 27, 2019. Please see Amendment 01.
3. **QUESTION:** Given the very tight turnaround of this RFP we at [bidder name] are concerned about getting people on board to support our work scope to meet the start time of November. [Bidder name] has contracted with mentors and trainers in previous projects and we are familiar with how difficult it can be to find someone to step into a new position (and complete the contract paperwork required). We do have former contractors who have the skills to do the proposed work but it is not guaranteed at this point that we will have these people in place. Can you address this concern in meeting the specific time requirements of the RFP?  
**ANSWER:** OSPI is aware that the RFP period is from August 29, 2019 – September 23, 2019, a period of slightly less than a month, with an anticipated contract start date of October 21, 2019 and professional development beginning by December 1, 2019 (and expected to scale up throughout the contract period).

Planning is expected to begin immediately upon award and final contract, and is expected to continue throughout the contract period. Applicants are encouraged to include those identified personnel within their proposal, and when not yet identified, include a summary of their plans and commitment to locating qualified personnel, along with the anticipated timeline. Please remember, as per the RFP, that:

- 1.) OSPI must approve of all selected personnel, during the contract period;
- 2.) Minimum bidder qualifications (see page 10 of the RFP) for this RFP must be met within the submitted proposal; and

- 3.) Staff qualifications must include staff who are practitioners of the target audience(s) within Washington within the submitted proposal (see page 21 of the RFP).
4. **QUESTION:** Page 9 of the RFP when it states “Present at state conferences and meetings on plans, activities, and results, targeting audiences of school and district leaders and educators, as well as families. Family presentations should include community organizations, when possible, and contain information relevant to families in languages other than English when necessary. (Anticipated to begin Fall/Winter 2019 and occur through June 30, 2021.)”  
We do not currently have the bandwidth to present in multiple languages; with that hinder our chances on this Bid?  
**ANSWER:** I can’t speculate how the review team will score, but they will be instructed to evaluate bidders’ proposals against the criteria set forth in the RFP and how bidders propose to meet the agency’s need. This includes the bidders’ proposed work plan and deliverables.
5. **QUESTION:** The RFP states to email you the RFP but then asks for 12 copies; 1 original and 11 photocopies. Am I to email you one and then send 12 total?  
**ANSWER:** Yes. Consultants are required to submit twelve (12) copies of their proposal. One (1) copy must have original signatures and eleven (11) copies can have photocopied signatures. Additionally, the Bidder must provide one (1) copy of the proposal electronically, either by email or on a compact disc (CD).
6. **QUESTION:** [Bider] offers Nonviolent Crisis Intervention training; would this be appropriate for your above RFP?  
**ANSWER:** Yes.
7. **QUESTION:** As a full service consulting firm, we use competitive, market-based, commercial rates. These rates are based in part on what we are seeing in the market place (including GSA rates) and are intended to provide our governmental clients with a highly competitive total value proposition. These rates are not built up from costs and, as such, we cannot provide cost type components for our rates. Our rates are fully loaded including, without limitation, salary, fringe, overhead and profit. Would rates such as these be acceptable for this proposal?  
**ANSWER:** The Cost Proposal requires identification of all costs including administrative costs, travel costs, indirect costs, support costs, and any other expenses necessary to accomplish the tasks, and is recommended to be broken down by target audience. Alternatively, you may submit an all-inclusive rate so long as an explanation (such as this) is provided for the evaluation team.
8. **QUESTION:** Once finalized, will the Theory of Action be sent to all approved proposals?  
**ANSWER:** Yes it will. The draft version should be posted soon on the OSPI Inclusionary Practices webpage (indicated in the proposal). We anticipate completing the Theory of Action with selected vendor participation (after this RFP’s contracts are awarded).
9. **QUESTION:** Will the separate funding that has been set aside for schools/districts/ESD’s alter our ability to propose to work with specific schools/districts/ESD’s w/in the state as part of our proposal?  
**ANSWER:** This RFP is only for statewide PD, so there should not be selected schools, ESDs, or districts indicated within proposals. Proposals should address PD and support

available across the state, to all members of the target audience. Their participation is voluntary; however, it must be made available to them.

10. **QUESTION:** The contract start date is listed as 3 different dates in October in the RFP – what is the projected contract start date?

**ANSWER:** The intended start date of the resulting contract is October 21, 2019.