STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Request for Proposals No. 2020-18
Amendment 01 – Schedule Change

Note to potential respondents:

This Amendment 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.

PROJECT TITLE: Inclusionary Practices Statewide Professional Development & Support

LETTER OF INTENT DUE: 5:00 p.m. (Pacific Time) on September 13, 2019

PROPOSAL DUE DATE: 3:00 p.m. (Pacific Time) on ~~September 23, 2019~~ September 27, 2019

ESTIMATED CONTRACT PERIOD: ~~October 7, 2019~~ October 21, 2019, through June 30, 2021. Amendments extending the period of performance, if any, shall be at the sole discretion of OSPI.

CONSULTANT ELIGIBILITY: This solicitation is open to those Consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

SUBMIT PROPOSAL TO: Proposal Delivered by email: **contracts@k12.wa.us**

Proposal Delivered by Mail:	**Proposal Delivered by Express/Hand Delivery, Or Courier:**
P.O. Box 47200 Olympia, WA 98504-7200	600 Washington Street SE Olympia, WA 98504

FAXED PROPOSALS WILL NOT BE ACCEPTED.

Section A.6. PERIOD OF PERFORMANCE shall be amended to read as follows:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about ~~October 7, 2019~~ October 21, 2019, and end on or about June 30, 2021. The option to extend any contract resulting from this procurement shall be at the sole discretion of OSPI.

As such, OSPI reserves the right to amend to extend the contract for three (3) additional contract years through 2024, if additional funding is made available by the Legislature. Decision to amend shall be based on sustained satisfactory performance as decided by the

Superintendent's designee, successful completion of project objectives, and availability of funding.

Additional services that are appropriate to the scope of this RFP, as determined by OSPI, may be added to the resulting contract by a written amendment mutually agreed to and executed by both parties.

Section B.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES shall be amended to read as follows:

Item	Action	Date
1.	OSPI issues RFP	August 29, 2019
2.	Question and Answer period	August 29, 2019 – September 12, 2019
3.	OSPI hosts Pre-bid Conference	September 10, 2019
4.	Last date for questions regarding RFP	September 12, 2019
5.	Letter of Intent due (Required in order to submit a proposal)	September 13, 2019
6.	Complaints due	September 16, 2019
7.	OSPI posts final Question and Answer Addendum or Amendment (if necessary)	September 17, 2019
8.	**Proposals due**	~~**September 23, 2019**~~ **September 27, 2019**
9.	OSPI conducts evaluation of written proposals	~~September 22-30, 2019~~ September 28-30, 2019
10.	OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	October 1, 2019
11.	OSPI announces "Apparent Successful Bidders" and sends notification to unsuccessful Bidder(s)	October 2, 2019
12.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
13.	Contract negotiation begins	October 1, 2019
14.	Anticipated contracts start date	October 21, 2019

OSPI reserves the right to revise the above schedule.

Section B.6. SUBMISSION OF PROPOSALS shall be amended to read as follows:

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). ***The proposal, whether mailed or hand delivered, must be received by OSPI no later than 3:00 p.m. PT in Olympia, WA, on ~~September 23, 2019~~ September 27, 2019.*** The proposal is to be mailed or delivered to the RFP Coordinator noted in Section B.1.

The envelope should be clearly marked to the attention of the RFP Coordinator, who is OSPI's sole point of contact for this procurement.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Consultants who are hand delivering their proposal should allow time for traffic congestion. Consultants assume the risk for the method of delivery chosen. OSPI assumes no responsibility for delays caused by any delivery service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.