

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

**Request for Proposals No. 2020-29  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFP No. 2020-29, issued November 26, 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.*

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1. **QUESTION:** Does OSPI have a preferred or pre-selected webinar platform for delivering the webinar described in the Scope of Work (p. 5)? What is the expected duration of the webinar?  
**ANSWER:** Our preferred webinar platform is Zoom. The expected duration of the webinars is one hour.
2. **QUESTION:** What is the expected number of participants (approximately) for the webinar and each regional training?  
**ANSWER:** Approximately 50-100 participants.
3. **QUESTION:** Is the vendor responsible for marketing, registration and other logistics management for the webinar and 5 in-person trainings?  
**ANSWER:** The Contractor is primarily responsible for planning and delivering the training; OSPI will help promote.
4. **QUESTION:** Should the vendor budget for onsite costs (space, refreshments, participant travel reimbursement) for the 5 regional trainings?  
**ANSWER:** Yes.
5. **QUESTION:** Have locations or dates been determined for the 5 regional trainings?  
**ANSWER:** OSPI will work with the selected Contractor and Educational Service District (ESD) regional representatives to establish dates and locations for the regional trainings.
6. **QUESTION:** [related the Minimum qualification #5]: I am not aware of which student data system is used in Washington State?  
**ANSWER:** Although OSPI has a state-level data system (CEDARS) that all schools utilize to comply with reporting requirements, there are several vendors that provide student information systems to schools at the local level, such as Skyward and Power School. Having a working knowledge of these various systems would be necessary to assist schools pull and analyze their data.

7. **QUESTION:** [related the Minimum qualification #5]: Is there a list of trainings offered to educators in Washington State?

**ANSWER:** OSPI does not have list of statewide trainings/training dates. However, individual professional associations post training calendars, as do each of the Educational Service Districts.

8. **QUESTION:** Can you let me know where I find the forms for the Letter of Submittal, Certifications and Assurances, Contractor Intake Form, Technical Proposal, Management Proposal, and Cost Proposal? Are you able to send those to me? Or are these created ourselves on a Word document?

**ANSWER:** The Certification and Assurances form is located on page 21 of the RFP. A link to the Contractor Intake form is located on page 40 of the RFP. The Letter of Submittal, Technical Proposal, Management Proposal, and Cost Proposal must be developed by the bidder according to the requirements in the RFP; OSPI does not provide a template or further guidance on these pieces.