

# Request for Proposal No. 2020-32

## Amendment 03 – Proposal Submittal Method Change

This document amends RFP No. 2020-32, issued March 6, 2020.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to [contracts@K12.wa.us](mailto:contracts@K12.wa.us). Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

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Due to the current COVID-19 situation, and various states' Stay Home orders, the proposal submittal method for this procurement has been changed. OSPI is no longer requiring consultants to submit three (3) paper copies of their proposal.

### **Section B.2. SUBMISSION OF PROPOSALS is hereby amended to read as follows:**

~~Consultants are required to submit three (3) copies of their proposal. One (1) copy must have original signatures and two (2) 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 May 1, 2020.** 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.~~

Consultants shall submit proposals as an attachment to an email to the RFP Coordinator noted in Section B.1. **Proposals must arrive by 3:00 p.m. Pacific Time, in Olympia, WA, on May 1, 2020.** (Please note RFP No. 2020-32 in the email subject line.) Attachments to the email shall be Microsoft Word format or in Portable Document Format (PDF). Zipped files may be received by OSPI and can be used for submission of proposals. OSPI does not assume responsibility for any problems with the electronic delivery of materials.

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.