

# Request for Qualifications No. 2022-34

## Amendment 01 – Schedule Change

This document is posted to amend the due date for RFQ No. 2022-34, issued April 6, 2022.

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.

**B.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES** is hereby amended as follows:

Item	Action	Date
1.	OSPI issues RFQ	April 6, 2022
2.	Question and Answer period	April 6-19, 2022
3.	Last date for questions regarding RFQ	April 19, 2022
4.	Complaints due	April 19, 2022
5.	OSPI posts final Question and Answer Addendum or Amendment (if necessary)	April 20, 2022
6.	Proposals due 5:00 p.m.	<del>April 26, 2022</del> <u>May 3, 2022</u>
7.	OSPI conducts evaluation of written proposals	<del>April 27-29, 2022</del> <u>May 4-6, 2022</u>
8.	OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	<del>May 2-4, 2022</del> <u>May 9-11, 2022</u>
9.	OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	<del>May 5, 2022</del> <u>May 12, 2022</u>
10.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
11.	Contract negotiation begins	<del>May 5, 2022</del> <u>May 12, 2022</u>
12.	Anticipated contract start date	July 1, 2022

OSPI reserves the right to revise the above schedule.



**B.5. SUBMISSION OF PROPOSALS** is hereby amended as follows:

Consultants shall submit proposals as an attachment to an email to the RFQ Coordinator noted in Section B.1. **Proposals must arrive by 5:00 p.m. PT in on April 26, 2022 May 3, 2022.** The RFQ number must be noted 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.

Proposals not received by the deadline will not be reviewed. Late proposals will not be accepted and will be automatically disqualified from further consideration. 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.

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.

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This Amendment also includes a question received and the agency answer provided during the question and answer period:

1. **Question:** I was wondering if this is a full-time position? Part-time? And corresponding salary?

**Answer:** The work is part-time, scheduled outside of school hours. There is an approximate 1-3 hour monthly commitment for team meetings. Contractors will be compensated up to \$12,000 with an average compensation of \$10,000.