

Request for Qualifications No. 2023-11

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2023-11, issued March 8, 2023.

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. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

- Question:** What is the time commitment expectation for these openings?
Answer: Contractors in these roles average, around 4-5 hours a week (i.e., an hour a day to review emails, questions, project etc. or correspondence), up to 10 hours depending on projects assigned.
- Question:** On Exhibit A Certification and Assurances, would this be correct?
Title: Contractor for National Board Regional Coordinator/Trainer
Organization: OSPI
Answer: No. This is meant to be your *current* role. If you are applying for this RFQ, you are technically not yet a Regional Coordinator working for OSPI. If you are an individual, "independent contractor" or something similar would suffice, and if you do not have a business name, you could leave the organization blank.
- Question:** *How is your business organized?* There is a menu of choices and I am uncertain about which to choose.
Answer: I cannot answer this for you. You'll need to select the business type that best represents you as a contractor.
- Question:** Do you have a current Wa State Business License? I went to the Dept of Revenue site to look at licensing requirements as suggested on the form and I do not believe this position fits the criteria. Is that correct? On the Qualifications/Affirmations form it asks if I am : Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor. I have a Statewide Vender Number obtained while contracting as a RoundTable Facilitator for BEST. I am



also willing to apply for a business license if my bid is accepted but I don't know where to indicate that.

Answer: I cannot provide advice about whether you need a business license; I must defer to the criteria on Department of Revenue's website. If you do not currently have a business license, include a statement that says you will become licensed if selected and if the requirements are applicable to you. A Statewide Vendor Number is different than the business license requirement.

5. **Question:** Double checking: For Contract Manager: I read that you are the Contract Manager who is responsible for all communications, billings etc. Then below the Intake Form it says: The Contract Manager is NOT the OSPI Contract Manager or contact person. Am I correct in putting your name there?

Answer: No. This is where you should indicate who will be the Contract Manager on your end. If you are an independent contractor, you will be your own Contract Manager AKA the point of contact for this work throughout the term of the contract.

6. **Question:** For the Intake Form it asks for a Contract Manager name, email and phone number. If it is you, I have your name and email. Should I just use the general OSPI phone number?

Answer: This is contact information for you, as the contractor. If you are an independent contractor, you will be your own Contract Manager, and your information should be included. It's what OSPI will use to communicate with you throughout the term of the contract.

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.