

Request for Qualifications No. 2023-15

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2023-15, issued March 17, 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.

1. **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.

2. **Question:** As per the instructions, it says, *The Letter of Submittal and applicable certifications must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship).*

I am wondering if because I work for a school district, this would be my superintendent or Executive HR director? Or, because I am a sole proprietor, is it simply me?

Answer: If you are bidding to work as a sole proprietor, you are the person authorized to legally bind your business. If the school district is applying, then it would likely be the superintendent, Executive HR director, or someone else deemed appropriate by the district.

3. **Question:** I plan to submit a proposal for this RFQ, but wanted to clarify the item labeled "Letter of Submittal". On page 18 section C.2 it says

Please include in the Letter of Submittal (Exhibit B) the following information about the Consultant:

1. Name, address, and telephone number of each Consultant (or principal officer if relevant: President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.);
2. Location of the facility from which the Consultant would operate; and
3. A detailed list of all materials and enclosures included in the Proposal.



But earlier in the proposal overview (section C.1) it says that Exhibit B is the Affirmations and Availability Checklist. My question is, is there a template for the "Letter of Submittal" or is it more of a document that I create that includes the information listed in section C.2?

Answer: I'm sorry for the inconsistency and confusion on our part. There is no template for the Letter of Submittal. Exhibit B is the Affirmations and Availability Checklist.

4. **Question:** I see a due date of 04/28/2023 and was wondering what the due is alluding to? Is it referring to the deadline for the application as a whole? or when the selection process will occur?

Answer: Proposals are due on 4/28/23. After that, the evaluation team will review proposals and we intend to announce winners on 5/12/23. The whole schedule is below:

Item	Action	Date
1.	OSPI issues RFQ	March 17, 2023
2.	Question and Answer period	March 17, 2023 – April 21, 2023
3.	Last date for questions regarding RFQ	April 21, 2023
4.	Complaints due	April 21, 2023
5.	OSPI posts final Question and Answer Addendum or Amendment (if necessary)	April 25, 2023
6.	Proposals due at 3:00 p.m.	April 28, 2023
7.	OSPI conducts evaluation of written proposals	May 1-3, 2023
8.	OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	May 8-9, 2023
9.	OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	May 12, 2023
10.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
11.	Contract negotiation begins	May 12, 2023
12.	Anticipated contract start date	July 1, 2023

5. **Question:** Also, please let me know what I need to do aside from what is included in the PDF document RFQ2023-15?

Answer: All instructions are contained within the PDF document for Request for Qualifications No. 2023-15.

6. **Question:** Not sure if you are looking for ONE person to fill a role, or if you are looking to split this into a grouping of support persons given the diversity of our ESA group.

Answer: OSPI intends to award multiple contracts from this RFQ. Work will be done through a contracting role (not full-time employment) and could be appropriate for any number of people with capacity for contract work.

7. **Question:** It looks to me that this position is a position paid hourly at varying rates. Does that mean that this job is a 1099 job wherein the person would serve as an independent contractor? Or is this a W2 job?

Answer: An individual awarded a contract resulting from this procurement will be considered an independent contractor, not an employee of OSPI.

8. **Question:** Does the person doing this job receive benefits (medical, vision, dental, etc.)?

Answer: No. Independent contractors are responsible for their own medical, vision, dental, etc.

9. **Question:** Would the person doing this job be based out of Olympia, or instead be travelling all around the state to support the new ESA staff?

Answer: The contractor must reside in WA or bordering ID/OR counties. The majority of this contract work will be virtual, but if there are any meetings held in-person related to this work, contractors may be reimbursed for travel expenses in accordance with [Washington State travel regulations](#) established by the Office of Financial Management.

10. **Question:** Would the person doing the job be tasked to a specific region or instead working with people in all regions?

Answer: This role is not tied to a specific region of Washington.

11. **Question:** The RFQ process is new to me. Why are we doing this process instead of a more conventional hiring process?

Answer: The agency is not hiring conventional employees for this work; it is securing contractors. The rules governing state contracting and hiring are different. This process is *similar* to a HR hiring recruitment, but follows specific state laws and processes for contracting with individuals.

12. **Question:** Is this a contract on top of our full time job?

Answer: Yes, any work completed under a contract must be done so outside of any other work or job role you hold.

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