

# Request for Proposals No. 2024-09

## 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. 2024-09, issued November 30, 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](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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**Question: Section B.20. Insurance Coverage states on page 17 that the Contractor shall furnish evidence in the form of a Certificate of Insurance within 15 days of the contract effective date. Please advise if it is acceptable to submit the COI with the bid submission.**

**Answer:** Certificate of Insurance (COI) can be submitted in the proposal or if the contract is awarded, with the signed contract or within the 15-day time period.

**Question: E. Samples – Page 20: If requested, where will samples need to be sent to? How many samples will be needed?**

**Answer:** One case of samples per location. Addresses will be given at a later date.

**Question: Exhibit F: Specifications – If a product does not fully meet the bid specifications/description noted on page 51, can it still be bid? If so, would you prefer it to be bid on the category line item on Exhibit H (top section) or in the alternate section on the bottom half of the worksheet?**

**Answer:** We are requesting products submitted meet the specific guidelines on page 51 of the RFP.



**Question: Exhibit F: Specifications – The verbiage on page 50 states that vendors are to include modified specifications if proposing similar finished products that differ from specifications listed. How would you like the modified specifications to be submitted or where?**

**Answer:** Please duplicate the specifications in the same manner as presented in the RFP.

**Question: Exhibit F: Specifications – Do you have an estimated case volume available?**

**Answer:** 4,654 cases for the 23-24 SY.

**Question: Are electronic signatures accepted?**

**Answer:** Yes.