

# Request for Proposals No. XXXX

## Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period for RFP No. 2024-07, issued December 18, 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:** Is the bidder expected to upload the content to Canva, or will someone from OSPI team be doing it?

**Answer:** Who uploads will depend on what format the content is delivered in, but likely it would be OSPI uploading.
- Question:** What will the review process look like? Will OSPI review the content before it is posted on the LMS or after it is uploaded?

**Answer:** The online modules will be hosted on OSPI's Canvas Learning Management System (LMS). The modules must be tested on the OSPI LMS and will be uploaded to that site for review and approval prior to the contract completion due date.
- Question:** Since there's only 4 working days between the last addendum issuance and the proposal submission date, would OSPI consider extending the due date to ensure the bidders can review the Q&A Addenda issued and implement its requirements and content in their proposals?

**Answer:** In order to provide sufficient time for evaluation, award, and execution of the resulting contract, the proposal submission due date will not be extended.
- Question:** Some of our internally developed processes are considered a trade secret and we would want to mark them as confidential. In case the proposal becomes publicly available, will portions marked as "confidential" avoid disclosure? Alternatively, could we send two copies of the proposal with the second version redacted, again to safeguard our proprietary information?

**Answer:** Please refer to Section B.7. regarding proprietary information/public disclosure. You must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.



5. **Question:** Reference to C.3.vii.Risks, what has prompted to include this requirement? Please elaborate.

**Answer:** This is a standard requirement of many Washington state agency procurements. It helps the agency see risks from the vendor's perspective.

6. **Question:** Please share more details about the Attribution License to help bidders understand its terms and limitations.

**Answer:** Materials created through contracts with OSPI are funded through State or Federal taxpayer dollars and OSPI strives to make these materials available to the general public who paid for them. We aim to do this by adhering a Creative Commons Attribution License, whenever possible. OSPI is willing to work with the vendor to determine the "right fit" license applicable to the deliverables.

7. **Question:** Regarding subcontractors' payments, the RFP states that it should be done monthly. Would it be acceptable to instead pay subcontractors upon completion of milestones or in other mutually agreed fashion?

**Answer:** Yes, payment upon completion of milestones is in line with the state's preferred method of performance-based contracting, and is acceptable.

8. **Question:** What are the languages that you are interested in to create the practical exercises accordingly?

**Answer:** All content will need to be provided in English, in a language-neutral format. Should the modules prompt someone completing the training to generate content or responses in a language other than English, it will be the responsibility of the person completing the training to do so.

9. **Question:** The language industry regularly operates by subcontracting to freelance developers. Are freelance developers considered subcontractors for the purposes of this RFP? If so, including all their resumes will be a burdensome requirement, as we work with hundreds of freelancers and may potentially infringe on their privacy. Please advise.

**Answer:** Freelance developers may be considered subcontractors depending on the relationship they have with the bidder/Prime Contractor. Per the General Terms and Conditions, a subcontractor is one not in the employment of the Contractor, who is performing all or part of those services under this contract under a separate contract with the Contractor.

The bidder must provide enough information about the proposed subcontractor(s) to show they meet the minimum qualifications and, if applicable, the desired qualifications.

10. **Question:** Reference to page 37 of the RFP, part 14 Copyright Provisions, the RFP states that the Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. Please elaborate if the Vendor expects to use some pre-existing material.

**Answer:** For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial (preferred) or Creative Commons Attribution-NonCommercial-ShareAlike licenses, version 4.0 or later, are acceptable for these specific sections. OSPI is willing to work with the vendor to determine the "right fit" license applicable to the deliverables.

11. **Question:** In the Q&A issued earlier, please elaborate on "The copyright provision requires they be openly licensed under a Creative Commons Attribution License, version 4.0 or later, so they could be used by others, including the vendor, with attribution".

**Answer:** Materials created through contracts with OSPI are funded through State or Federal taxpayer dollars and OSPI strives to make these materials available to the general public who paid for them. We aim to do this by adhering a Creative Commons Attribution License, whenever possible. OSPI is willing to work with the vendor to determine the "right fit" license applicable to the deliverables.

12. **Question:** What exactly are you looking for in regards to videos?

**Answer:** The expectation is that video or any other instructional resources or any other modes or methods of presenting content, or of creating interactivity, will be employed to the extent needed to best achieve the instructional goals of the training modules.

13. **Question:** Regarding item 14, Copyright Provisions, would it be acceptable to cross out the statement "The Superintendent shall be considered the author of such materials"

**Answer:** Videos created for and embedded as part of the modules would be the property of OSPI, per Exhibit D GENERAL TERMS AND CONDITIONS in the RFP. The copyright provision requires they be openly licensed under a [Creative Commons Attribution License](#), version 4.0 or later, so they could be used by others, including the vendor, with attribution.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to non-commercial use, the [Creative Commons Attribution-NonCommercial](#)

(preferred) or [Creative Commons Attribution-NonCommercial-ShareAlike](#) licenses, version 4.0 or later, are acceptable for these specific sections.

The Bidder may submit exceptions to this, and other provisions, as allowed in the Certifications and Assurances section. OSPI will review requested exceptions and accept or reject the same at its sole discretion.

14. **Question:** Will it be possible to rework some elements of the curriculum content for other organizations? The subcontractor professionally designs a variety of translator and interpreter training curricula for organizations working with schools and school districts.

**Answer:** Videos and other content created for and embedded as part of the modules would be the property of OSPI, per Exhibit D GENERAL TERMS AND CONDITIONS in the RFP. The copyright provision requires they be openly licensed under a [Creative Commons Attribution License](#), version 4.0 or later, so they could be used by others, including the vendor, with attribution.

15. **Question:** Does the subcontractor need to be located in the state of Washington?

**Answer:** No.

16. **Question:** The RFP asks for “Experience designing, developing, and delivering training for interpreting in educational contexts and/or community interpreting”. Would you please clarify if the interpreting is specifically for American Sign Language (ASL) and hearing-impaired, or is the interpretation broader and meant to include English as a Second Language (ESL) communities and ASL and hearing-impaired communities?

**Answer:** The interpreting referred to is not specific to ASL or for those with hearing impairments. The interpretation referred to would be broader in its scope, including interpretation provided by spoken language interpreters for family members who use a language other than English.

17. **Question:** Can you please provide information on the number of modules/courses that OSPI requires to be developed?

**Answer:** No specific number of modules required.

18. **Question:** Additionally, would OSPI prefer text-based or video-based courses?

**Answer:** OSPI would prefer video-based course content that included supplementary text or text built in as part of instruction.

19. **Question:** [...] my business is based in TN not WA. Under the Bidder Qualifications sections says you have to be Licensed to do business in the State of Washington. My question is: would you still accept a proposal and would you be willing to review a proposal from an outside vendor?

**Answer:** Yes, out-of-state vendors may apply. Your entity may be required to register with the state of Washington if you meet the requirements set forth by the Department of Revenue: <https://dor.wa.gov/open-business/apply-business-license>

20. **Question:** Are foreign bidders allowed to bid for this Tender? We have offices in Abu Dhabi (UAE), India, Houston, etc. We prefer to bid from the UAE, do let us know if this will be considered.

**Answer:** Bidders who meet the minimum qualifications and can perform the outlined scope of work are eligible to bid. Additionally, Consultants awarded contracts as a result of this RFP will be required to register as a Statewide Vendor (SWV), a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. For online registration, or guidance for foreign contractor requirements, visit the [Office of Financial Management website](#).

21. **Question:** Please guide where we can find all related documents.

**Answer:** This RFP is available at the [Office of Superintendent of Public Instruction \(OSPI\) website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#) as RFP No. 2024-07.

22. **Question:** We are quite capable of handling similar projects, please advise whether an Indian firm can apply as we do not have a local presence in your country but can manage this project from India location.

**Answer:** Bidders who meet the minimum qualifications and can perform the outlined scope of work are eligible to bid. Additionally, Consultants awarded contracts as a result of this RFP will be required to register as a Statewide Vendor (SWV), a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. For online registration, or guidance for foreign contractor requirements, visit the [Office of Financial Management website](#).