

Request for Proposals No. 2025-08

Addendum 01 – Pre-Bid Conference Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on October 8, 2024.

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:** Is the proposal expected to define the grade and the focus community? Or is the proposal expected to be unspecified and those decisions be made later/after awarded?

Answer: Yes, proposals should identify both the intended grade band and the focus community.
- Question:** Can we choose which one grade band to write our scope of work?

Answer: Yes – that information should be included in the proposal.
- Question:** Will only one proposal be selected?

Answer: OSPI may award multiple contracts. OSPI has budgeted an amount not to exceed eighty thousand dollars (\$80,000) for this project; however, this proposal may result in multiple contracts, therefore, individual proposals shall not exceed twenty thousand dollars (\$20,000) each. Proposals in excess will be rejected as non-responsive and will not be evaluated. OSPI does not represent or guarantee any minimum purchase from the resulting contract.
- Question:** Might one organization/contractor be awarded more than one contract (multiple grade bands/topic areas)?

Answer: In service of increasing resources focused on a diverse array of underrepresented groups and developed by diverse creators, OSPI will be limiting proposal submission to one proposal per organization.
- Question:** Is there any scoring/weighting based on which underrepresented community is focused on? Are there priority focus areas within the list you provided?

Answer: Proposals will be reviewed holistically based on all evaluation criteria. If multiple proposals receive similar scores, priority will be given to those that address gaps in the



current supplemental inclusive instructional materials on the Washington OER Hub or the broader OER Commons resource library. Additionally, efforts will be made to avoid awarding contracts for the same community representation and/or grade band as other selected proposals.

6. **Question:** Are existing curricula that need supplemental materials identified?
Answer: Since Washington is a local control state, each district selects their own core (full course) instructional materials based on existing policies and procedures that guide the selection and adoption of instructional materials. The supplemental materials created through this solicitation will be available for district educators to consider as an option to augment or extend their existing resources.
7. **Question:** I understand that OSPI will own the copyright, but will authors be credited?
Answer: Yes, Contractors developing materials and their collaborators will be credited on the resource.
8. **Question:** How is a unit defined?
Answer: A unit is a series of lessons that are planned around a central theme, topic, issue, or problem. Additional definitions are available in the *Request for Proposals 2025-08: Section A.1. DEFINITIONS*
9. **Question:** Is there a minimum number of lessons?
Answer: There is not a specific minimum number of lessons; however, the expectation is that the developed supplemental instructional materials will comprise at least 2 weeks of instructional time and be comprised of multiple lessons that build student understanding of the histories, contributions, and perspectives of historically marginalized and underrepresented groups.
10. **Question:** Can you elaborate on the open licensing requirements?
Answer: Since this material will be openly licensed, any building block resources such as graphics, activities, articles, etc. must also be openly licensed, in the public domain, or have written copyright permission for distribution in the developed resource. Visit the [Open Licensing Checklist](#) for more details.
11. **Question:** What exactly is meant by "source files"?
Answer: Source files are the preferred form of a resource for making modifications (e.g., word document or PowerPoint file — not a PDF).
12. **Question:** Does OSPI have a template for lesson plans, etc. to standardize them across the state?
Answer: OSPI does not have standardized lesson plans. Proposed methodology and approaches to the project as well as examples of previous instructional design work for related projects will be considered during the proposal evaluation.

13. **Question:** Is there a preferred platform for the deliverable, for example an online version or hardcopy?
Answer: Developed resources must be submitted as a digital file, not a link to a different online platform.
14. **Question:** Are there any restrictions on subcontracting parts of the project?
Answer: In your proposal, you will need to identify any known or potential subcontractors who will be assigned to the potential contract. See *Request for Proposals 2025-08: Management Proposal C.5.i*. Once a contract is awarded, the contract will be subject to compliance tracking using the State’s business diversity management system, Access Equity (B2Gnow).
15. **Question:** Where do you envision the family resources being integrated? In the student materials?
Answer: Guidance may be a separate resource or embedded in unit. The placement is dependent on the design strategy of the Consultant.
16. **Question:** Will there be several rounds for the curation of these materials related to SB5462 or just this one opportunity?
Answer: Additional rounds of funding for this project will be subject to appropriation by the legislature.
17. **Question:** What is the performance period?
Answer: The performance period is tentatively scheduled to begin on December 13, 2024, and end on or about June 13, 2025.
18. **Question:** If selected, will our materials only be able to be used by teachers / schools during the performance period?
Answer: Since these materials will be openly licensed, they will be freely available to anyone, anywhere, with no time restrictions.
19. **Question:** Is there a specific style you’d like the proposal written?
Answer: Please follow the guidelines outlined in the *Request for Proposals 2025-08: Section C PROPOSAL CONTENTS*. This section details the acceptable file types, sizes, page restrictions, headings, and order of proposal components. The specific design style is at the discretion of the Bidder.

The answer to question #5 has prompted OSPI to clarify the evaluation procedure. A subsequent amendment will be posted.