

Request for Proposals No. 2025-16

Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2025-16, issued December 5, 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:** The addendum clarifies that the posters should be suitable for grades K-12. Should we focus on a universal design for all grades, or is there an opportunity to include optional modifications for specific age groups (e.g., primary vs. secondary)?

Answer: No, the focus should be on a universal design.
- Question:** Are there specific design elements, themes, or styles that OSPI prefers to be reflected in the posters to maintain consistency with their brand identity?

Answer: No, the only restriction to the design is making it structured so that it can be easily translated into another language.
- Question:** Are there specific metrics or indicators OSPI will use to evaluate the success of this project?

Answer: OSPI may look into how many downloads of the design after a year of distribution to review need by the School Districts.
- Question:** Can you confirm whether the \$27,175 budget cap includes any costs related to translation into additional languages, or will OSPI provide translation services separately?

Answer: The cost of translation is not included in the funding and the awarded contractor will not be responsible for translating the documents.
- Question:** Does OSPI require contractors to provide detailed documentation on how WCAG 2.0 compliance is achieved for the digital materials?

Answer: No



6. **Question:** Are there any student or community focus groups planned during the design phase to gather feedback?
Answer: Not currently; if it is part of the proposal OSPI is open to including it in the process.
7. **Question:** Are there expectations for periodic progress reports or check-ins during the design phase, and if so, at what intervals?
Answer: Yes, OSPI will be working with the successful bidder directly at the beginning to set the schedule. There is not a specific set amount but there should be a minimum of three in-person check in meetings regarding drafts. It is the assumption that OSPI will work with the successful bidder via email and phone calls as needed.
8. **Question:** Are there expectations for the contractor to support the rollout or promotion of the materials to school districts?
Answer: No.
9. **Question:** How will OSPI distribute the materials to the schools?
Answer: The poster designs will be digitally shared via the [Open Education Resources \(OER\) Website](#).
10. **Question:** Should the deliverable(s) be a print piece, how will they be produced?
Answer: The production will only be in a digital format. If schools or districts choose to print they will go to the OER website to download a PDF and print.
11. **Question:** Does OSPI have a production budget beyond the \$27,175?
Answer: No; this is one time funding via Legislative proviso 501(4)(rr) for fiscal year 2025 that ends June 30, 2025.
12. **Question:** Does OSPI have any other materials, events, and/or activities planned for Americans of Chinese Descent history month beyond the scope of work outlined in this RFP?
Answer: No; OSPI is only directing work outlined in the legislative requirement.
13. **Question:** What are the SME (Subject Matter Expert) requirements for this project? Will OSPI provide SMEs and content, or is the vendor expected to develop the content?
Answer: The vendor will have responsibility to develop the content, and in this case, the selection of the individuals for the posters. OSPI will partner with the vendor around the final selection and final design, but the vendor will do the initial selection and vetting of the individuals to be put on the posters and the historical details
14. **Question:** Is the project expected to be developed from an instructional design perspective? If so, are there specific methodologies or frameworks that should be followed?

Answer: The design of the posters need to be able to be easily translated into another language. A [previous example of the work to use as reference](#) can be found on the Open Educational Resource (OER) website. OSPI is not looking to duplicate the design.

15. **Question:** What is the expected number of posters to be produced as part of this project?

Answer: OSPI is seeking a minimum total of 5 designs, each of a different person.

16. **Question:** Who will be responsible for translations, and for identifying the required languages?

Answer: That will be the responsibility of the local education agency if they choose to use the posters.

17. **Question:** Can OSPI provide examples of similar projects or examples that inspire the vision for this work?

Answer: A [previous example of the work to use as reference](#) can be found on the Open Educational Resource (OER) website.

18. **Question:** Is the expectation for a one-size-fits-all approach, or should the content be modified for different age groups?

Answer: Yes, this is meant to be able to be put up in any grade, K-12.

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