

Request for Proposals No. 2025-18

Amendment 01

This document is posted to capture an amendment to RFP No. 2025-18, issued December 2, 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.

The Pre-Bid Conference date has changed. Accordingly, the *Estimated Schedule of Procurement Activities* and *Pre-Bid Conference* sections of the RFP are updated as follows:

B.3 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Action	Date
OSPI issues RFP	December 2, 2024
Question and Answer period	December 2, 2024 – January 21, 2025
OSPI hosts Pre-Bid Conference	3:00 p.m. PT on January 7, 2025 1:00 p.m. PT on Thursday, January 9, 2025
OSPI posts Question and Answer Addendum or Amendment resulting from Pre-Bid Conference (if necessary)	January 13, 2025 <u>January 16, 2025</u>
Last date to submit questions regarding RFP	January 21, 2025
OSPI posts final Question and Answer Addendum or Amendment (if necessary)	January 24, 2025
Complaints due	January 29, 2025
Proposals due	3:00 p.m. PT on February 4, 2025
OSPI conducts evaluation of written proposals	February 5-18, 2025
OSPI conducts demos/oral interviews with finalists (if determined necessary by OSPI)	February 19-March 4, 2025



Action	Date
OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	March 5, 2025
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
Contract negotiation begins	March 5, 2025
Anticipated contract start date	May 1, 2025

OSPI reserves the right to revise the above schedule.

B.4. PRE-BID CONFERENCE

A pre-bid conference is scheduled to be held on ~~January 7, 2025, at 3:00 p.m. PT Thursday, January 9, 2025, at 1:00 p.m. PT.~~ The purpose of the pre-bid conference is to clarify the Competitive Solicitation as needed and raise any issues or concerns that bidders may have.

The pre-bid conference will be held virtually: <https://us02web.zoom.us/j/86231195282>

All prospective Consultants should attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. OSPI shall be bound only to written answers to questions. Any oral responses given at the pre-bid conference shall be considered unofficial until OSPI releases a written copy of the questions and answers from the pre-bid conference. A copy of the questions and answers in the form of an Addendum will be published on the [OSPI website](#) and released on WEBS under the commodity code(s) listed on the cover page of this RFP within five (5) business days of the pre-bid conference.

Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator.

OSPI has the right to cancel or stop the pre-bid conference if no interested bidders join within thirty (30) minutes of the start.

Additionally, an updated version of the file named *Exhibit C FDMS Consolidated Requirements* is attached as version V2. The previous attachment included some fields that were inadvertently locked.