Request for Proposals No. 2025-24 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. 2025-24, issued February 14, 2025.

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.

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1. **Question:** Does this RFP fall under the state's Supplier Diversity procurement rules (i.e Executive Order 22-01: Equity in Public Contracting, and DES policy DES-090-06)? If so, will additional evaluation points be awarded to WA state small & veteran-owned businesses?
   Answer: OSPI follows and supports the state's Executive Order 22-01 and DES policy DES-090-06, where applicable. This particular procurement/contract will be funded, in part, by federal funds, which prohibit the use of preference points, so additional evaluation points for WA state small & veteran-owned businesses have not been factored into this procurement.

2. **Question:** Additionally, in regards to the state's Supplier Diversity procurement rules, if a responsive and responsible bidder is a WA State small or veteran-owned business, is the contract required to be awarded to that bidder before considering others?
   Answer: This particular procurement/contract will be funded, in part, by federal funds, which prohibit the use of preference points, so additional evaluation points for WA state small & veteran-owned businesses have not been factored into this procurement.

3. **Question:** On page 22 the RFP states 4 major sections to be included in order in the proposal. There are 6 listed items, (Items a through f). Should items e and f be submitted separately or included in the main proposal response?
   Answer: Please provide all information in your main proposal response

4. **Question:** Is Item c. Qualifications Affirmations on page 22 referencing the Minimum Bidder Qualifications on page 11 or something different? Please clarify.
   Answer: Qualifications Affirmations does not apply to this response. The submission of Exhibit B Skills Matrix meets this requirement.

5. **Question:** The RFP states the required naming convention for some response documents (BidderName_1_CAPABILITY_COST.docx) but does not specific the naming convention for the main response document outlined at the bottom of page 22. Please advise if a specific naming convention is required for this document.
   Answer: We will accept proposals as responsive if all components are included:

   1. Certifications and Assurances
   2. Contract Issues List (if applicable)
   3. ~~Qualification Affirmations~~ (Does not apply/not required)
   4. Contract Intake Form
   5. Cost Component (C.3 Cost Component)
   6. Non-Cost Component (two separate documents) (C.4.Non-Cost Component, naming convention: (BidderName_2_SERVICE_SUPPORT.pdf.),and Exhibit B, Skills and Experience Matrix, (BidderName_3_CandidateName)
   7. References (C.5. References)

6. **Question:** When responding to Exhibit A: Certifications and Assurances, does the vendor need to respond separately to each of the 14 questions, or by signing the document, does that indicate the vendor agrees, understands, and affirms that they meet all of the documented conditions?
   Answer: Signing the document as a whole will suffice as confirmation that the bidder agrees to all certifications and assurances.

7. **Question:** On page 24, Section 1: Company Evaluation the instructions state to answer questions in section 1 and 2. Should vendors also include an answer to #3 Bench Strength within this same maximum 2-page response?
   Answer: The instructions should read: Attach a self-authored document (two pages maximum; one-sided) answering the questions in Section 1 through 4 below. Only the first two pages will be considered

8. **Question:** C.5 References. The RFP requests 3 business references. In which response document should these references be included?
   Answer: References provided as part of this solicitation may be included directly in the bidder's response. Provide the information requested: List names, addresses, telephone numbers, and fax numbers/email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them. If bidder prefers to submit references in a separate document, use the file naming convention BidderName_C5_References.

9. **Question:** Is the current vendor (AEM) eligible to submit a bid for this RFP?
   Answer: The current vendor is not excluded from bidding on this work.

10. **Question:** If there is an incumbent vendor, are there specific reasons why OSPI has opted for an open bid rather than awarding the work as a sole source contract?
    Answer: We prefer to use the state's competitive process to ensure we understand the market solutions and cost. We are seeking the best solution for the ongoing maintenance and operations for Generate and encourage all bidders who meet the minimum qualifications of the RFQQ to submit a proposal.

11. **Question:** Does OSPI prefer a fixed-price bid or a time-and-materials (hourly rate) proposal for this project?
    Answer: The available funding for this work is listed in the RFQQ; Please provide your proposal identifying the amount of work available to support this system within the contract term and dollar amount. Estimated hours will depend on your hourly rate of work.

12. **Question:** In Article C.4 Non-Cost Components, the instructions refer to "Sections 1 and 2." We see Section 1: Company Evaluation, but we don't see Section 2. Can you please identify the two sections?
    Answer: All requested information was consolidated into Section 1. Please provide all requested information in Section 1. There is no additional Section 2 in Section C.4 of the solicitation.

13. **Question:** For the submission requirement under Article C.5 References, can you confirm the references should be included in a separate attachment, in PDF format and the file naming convention should be BidderName_4_References?
    Answer: References provided as part of this solicitation may be included directly in the bidder's response. Provide the information requested: List names, addresses, telephone numbers, and fax numbers/email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them. If bidder prefers to submit references in a separate document, use the file naming convention BidderName_C5_References.

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