Request for Proposals No. 2025-23 Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question-and-answer period, and Pre-Bid Conference which was hosted at 4.00p.m PT on April 16, 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.

1. **Question:** What happens when folks just aren't [able to] attend an RC meeting?
   Answer: They are unable to invoice for this deliverable. All absences should be explained preemptively through direct communication with the Program Supervisor/Contract Manager. More than two absences in the contract cycle represent a risk for non-renewal.

2. **Question:** What happens when an RC can only attend a portion of the RC meeting?
   Answer: With a preemptively provided explanation to the Program Supervisor/Contract Manager, they may invoice at a prorated rate. More than two instances of partial attendance are risk for non- renewal.

3. **Question:** What happens when folks can't make the webinars happen - have to reschedule, etc.?
   Answer: As long as webinar responsibilities are shifted equitably with adequate time for prep and practice, webinar assignments can be adjusted. If this is communicated after the minimum 1-week webinar prep window, the assigned RC cannot invoice for the webinar deliverable.

4. **Question:** Will there be a way to "make up" the missed earning opportunities?
   Answer: All contract performance expectations are made clear prior to signing the contract. It is expected that responsibilities are met as delineated in the contract. Variances should be rare and directly communicated to the Program Supervisor/Contract Manager. Work deliverables will not be exchanged between types (example: exchanged a missed meeting or webinar for project time).

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5. **Question:** Can you clarify how much was allocated for these positions? Also, is there an estimate of hours or FTE that will be necessary for each role? Or Is payment by hour, by meeting, or by school?

   Answer: Up to $8,000 is budgeted for each RC Role for the entire contract (10 months of work). Each month, there is an expected number of baseline service hours (6-8 hrs.) at the rate of $100 per hour.

   Facilitator Trainer work occurs as an additional set of responsibilities for a specific set of training dates (typically three, 4-hour mornings in both June and August (two (2) trainings)). With prep and delivery of the training, the compensation is budgeted for $1,500 (x2). We generally ask that a Regional Coordinator serve one year in their role and attend the most current training prior to serving as a trainer, if applying for this role.

   A monthly invoice is provided by the NB Program Supervisor (Contract Manager) for completion and email submission by the RC/ Trainer. Invoices are sent directly following the monthly Regional Coordinator team meeting.

6. **Question:** Can you please explain the proposal/application process? What forms need to be submitted as part of the process?

   Answer: Refer to RFP Section C. Proposal Contents. The proposal includes submitting a Letter of Submittal and Letter of Application. In this order, the Letter of Submittal includes the:
   - Certifications and Assurances (Exhibit A)
   - Qualification Affirmations (Exhibit B)
   - Contract Issues List (Exhibit F), if applicable
   - Contract Intake Form (Exhibit H)

   In this order, the Letter of Application includes:
   - Roles you are applying for and why, relevant experience, and related contracts in the past 5 years (maximum of 2 pages)
   - Resume
   - Three references
   - Past performance, if you've received any notification of contract breach in the past 5 years

   All documents must be submitted to contracts@k12.wa.us by 3:00 PM on June 4. The RFQ number must be noted in the email subject line.

7. **Question:** Regarding EXHIBIT F - CONTRACT ISSUES LIST, would you prefer us to complete this document and submit it even if we do not have any issues?

   Answer: EXHIBIT F does not need to be submitted if no issues are identified.

8. **Question:** When sending documents to contracts@k12.wa.us, should all required documents be combined into one PDF or should they be separate?

   Answer: Documents can be submitted as a large packet or individually as desired by the bidder. Attachments to the email shall be Microsoft Word, Portable Document Format (PDF), or a zipped file. The maximum file size that can be received via email at OSPI is 35MB.

9. **Question:** Do you need a business license to apply for this position or is there some other way to become a vendor with the state without having a business?

   Answer: A business license may be required for bidders who meet criteria established by the Washington State Department of Revenue. The number is not necessary at the time of application, however.

10. **Question:** To clarify, do we wait to apply for the statewide vendor number until contracts are awarded?

    Answer: It is optimal to include the Statewide Vendor Number as part of your **contract intake form**, however, bidders are not required to have a Statewide Vendor Number prior to the contract being awarded. The number is necessary to make payment to any bidders awarded a contract.

11. **Question:** How are the regions assigned?

    Answer: Regions are assigned by school districts within Educational Service District (ESD) boundaries. Exact assignments will be determined after Regional Coordinators are selected.

12. **Question:** Are we able to get a copy [of the calendar/payment breakdown document]?

    Answer: The finalized table of work will be part of the contract when awarded. Below is an example of one month of work:

Month	Work Focus	Based number of monthly hours	Anticipated Billing ($100 per hr)
Sept	Support Provider Agreement and Loan Application reminder *Candidate Webinars:* - *Info Session* - *Writing 1A* - *Writing 2A* *Communication to district leaders, facilitators, candidates (continue Fall communication plan)*	- **RC Mtg:** 1hr - **Webinar Prep/Present**: 2hrs - **Direct service** (ex: office hour, scheduled Regional Growth meeting, facilitator 1:1): 1hr - **Comms**: 1hr	$600-800 (depending on RC webinar assignment)

| | | - **Regional Growth Tracking** (ex: growing the work, data analysis, expanding the # of candidates or district supports): 1hr

6-8 hrs total | |
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13. **Question:** Do we work remotely, other than in person requirements?

    Answer: Yes, all work is remote with the exception of one in-person meeting. The location of this meeting is TBD.

14. **Question:** Are there consistent days this work happens?

    Answer: Yes, all webinar events are held on Tuesdays at 4:30 – 5:30 pm, Regional Coordinator meetings are on Thursdays from 4:30 – 5:30/6:30 pm. Other projects and collaborative work or communications are completed at the Regional Coordinator's discretion.

15. **Question:** Will there still be monthly assignments to "monitor Basecamp?"

    Answer: This task is part of communication deliverables.

16. **Question:** Does being on a one-year leave still meet the qualification of having current employment in a public WA school?

    Answer: As one of the minimum bidder qualifications, bidders must hold current employment in a public Washington K-12 school or district in a non-administrative role.

17. **Question:** When is the next scheduled OSPI Facilitator Training?

    Answer: OSPI Facilitator Training will be held on Wednesday, June 25 through Friday, June 27 from 8:00 AM-12:30 PM each day. Training is free and hosted through Zoom. **Register here.**

18. **Question:** If my role is a TOSA or an Instructional Coach, am I still eligible to apply?
    Answer: Yes.

19. **Question:** I had my [original] submission returned because I was missing some documents. Can I resubmit and enhance my letter of application based on today's information?
    Answer: Yes.