

Request for Qualifications No. 2025-26

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 March 27, 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.

- Question:** Will this presentation be available on the website?
Answer: A transcript/recording will not be available, but the Q&A portion and PowerPoint slides will be available through WEBS and on OSPI's website.
- Question:** Is Phase II in-person or virtual?
Answer: Virtual
- Question:** How many contracts are available?
Answer: 22
- Question:** Will the Exhibit E Contractor Intake Form be posted? It is currently listed as available as an editable Word Document on the OSPI's procurement website, but it seems to be missing.
Answer: The Contract Intake Form is available on [OSPI's website](#) (above the "Current Procurements" table).
- Question:** If we're a sole proprietor how do we show that on an org chart?
Answer: You can state simply that you are the responsible party for all activities. Organizational charts are needed for proposals with sub-contractors to show who will do what and who has ultimate responsibility.
- Question:** Will all contracts be full time or is there flexibility to negotiate hours?
Answer: Full time is the expectation, although there is a range of involvement, especially with new hires getting used to the work. Contracts will be offered with a suggested minimum one hundred eighty (180) and maximum of two hundred twenty (220) days of service delivery for the 2025-26 contract period.



7. **Question:** On p. 38, it states that Bidders may work with other organizations/businesses to submit one proposal. Would each group answer questions separately or submit one proposal with answers?
Answer: Only submit one answer to each question. The proposing (lead) bidder may work with other organizations/businesses to answer the questions, but only one set of answers should be submitted. For example, if an organization is proposing multiple individuals to serve in a CIP role, there should still only be one set of answers.
8. **Question:** I'm not hearing significant changes in the kind of service from what CIPs currently do.
Answer: You are hearing well. It's the same Continuous Improvement Framework, though there will be more of a focus on LEA level supports.
9. **Question:** Does this RFQ open each year?
Answer: Yes
10. **Question:** When will the specific dates and locations be known on the schedule of deliverables?
Answer: The sample schedule shown on the RFQ is pretty accurate. The dates of regional meetings might vary. Meeting dates will be solidified closer to the start of the school year and invitations sent to successful bidders.
11. **Question:** None of the links to the procurement pages work
Answer: It appears this comment was raised in regard to the Certifications and Assurances, Qualification Affirmation, and Contract Intake Form links on page 74 of the RFQ, which contains the Proposal Checklist. All of those forms are available on [OSPI's website](#). Working links for each of those forms can also be found on pages 38, 40, and 69, respectively.