

Request for Proposals No. 2025-29

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. 2025-29, issued April 3, 2025.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) 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:** My first question is regarding Section C.3 of the RFP. It mentions that applicable certifications must be signed and dated by a person authorized to legally bind the consultant to a contractual relationship. Our team is having some difficulty interpreting exactly what is required. Could you please clarify?

Answer: This person is usually an authorized signatory with legal authority to sign documents on behalf of an organization. The authority to do so could come from your organization's governing document/bylaws, a board with governing power, an attorney, etc., and is often granted to the organization's directors, executives, legal staff, etc.

2. **Question:** My second question is are we allowed to submit more than three references?

Answer: The proposal will not be rejected if there are more than three references, but only three will be considered and scored.

3. **Question:** Will this contract be awarded to one firm or multiple firms as part of a court reporting pool?

Answer: OSPI may award a contract to a single or multiple vendors resulting from this RFP.

4. **Question:** What is the frequency of the work?

Answer: So far in 2025, the Office of Administrative Hearings (OAH) has held 36 days of due process IDEA-related hearings. OAH held 53 days in 2024, and 56 days in 2023. Hearings range from 1 to 8-10 days, and we estimate the average is 4-6 days.

5. **Question:** How much of the work is remote?

Answer: Approximately 90% of OAH's hearings that require a court reporter are now held virtually. When remote, the court reporter is the Zoom host and is remote. When



held in person, the reporter is in person at the same venue as the administrative law judge (ALJ).

6. **Question:** If the work is in-person, is there a location/area that is more prevalent or are the hearings evenly spread throughout the state?

Answer: In-person hearings are usually held at the school district, so depending on which district is involved in the case, the hearing could be anywhere throughout the state.

7. **Question:** What is the dollar amount of the contract?

Answer: OSPI is requesting Cost Proposals with proposed rates from bidders. Please refer to Section C.6. of the RFP. Proposals shall include Consultant's most favorable and competitive cost estimate to perform the work; however, OSPI does not represent or guarantee any minimum purchase from the resulting contract.

8. **Question:** The RFP (Sections B.2, B.4, B.7) indicates that questions and answers, as well as any addenda, will be posted to the OSPI website and the WEBS Procurement website. Could you please confirm the specific location(s) or link(s) where we should monitor for the consolidated Q&A document resulting from the question period and the pre-bid conference?

Answer: Addendum 01 and Amendment 01 were posted to OSPI's website and WEBS 4/23/25.

OSPI's website is: <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>

You can view the same materials if you have a [WEBS](#) account, and if you are registered under the commodity codes identified on this RFP, you will receive an automatic email notification.

9. **Question:** Regarding the virtual Pre-Bid Conference held on April 14, 2025, will a recording or transcript of the session be made available for bidders who were unable to attend?

Answer: Neither a recording nor transcript is available, but all Q&A are captured in Addendum 01, posted to OSPI and WEBS on 4/23/25.

10. **Question:** Could you please confirm if the RFP is only focused on Court reporting and hearing transcription services or is there any scope for remote transcription services as well. If yes, would it be possible to just submit a bid for Remote Transcription services?

Answer: Approximately 90% of OAH's hearings that require a court reporter are now held virtually. When remote, the court reporter is the Zoom host and is remote. When held in person, the reporter is in person at the same venue as the administrative law judge (ALJ).

11. **Question:** Do you have an understanding of the frequency with which court reporting can occur remotely? How many of the hearings have the option for remote attendance?
Answer: So far in 2025, the Office of Administrative Hearings (OAH) has held 36 days of due process IDEA-related hearings. OAH held 53 days in 2024, and 56 days in 2023. Approximately 90% of OAH's hearings that require a court reporter are now held virtually.
12. **Question:** My organization has certified stenographers, certified voice writers, and also digital reporters who are nationally certified through the American Association of Electronic Reporters (AAERT). Do you also accept this national certification for your court reporting services?
Answer: At minimum, the reporter must be certificated by the [State of Washington](#) as outlined in [Chapter 18.145 RCW](#).
13. **Question:** Many transcription companies are equipped with secure audio transfer tools, allowing them to provide remote transcription of court process hearings, resulting in a much less expensive final bid for court reporting and transcription services. Is the State of Washington interested in remote Court Reporting services?
Answer: If the hearing has an option for attending remotely, the court reporter may provide their court reporting services remotely.

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