

Request for Proposals No. 2025-30

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 May 15, 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:** How many years has Washington Public Schools implemented 21st CCLC program?

Answer: Since 2007.

2. **Question:** For the onsite events, is there a preference or requirement regarding the venue? Specifically, should these events be held at SEA facilities, or would hosting them in hotels or other external venues be acceptable?

Answer: There is not a preference regarding the venue for onsite events. However, it has to be a space to comfortably accommodate the number of people expected to attend. Hotels and external venues are acceptable.

3. **Question:** Does the budget outline in “A.7. FUNDING” cover all expected expenses in the contract including the venues, coaches, and subcontractors? Or would those funds be coming from a different source?

Answer: The contractor should submit a budget proposal that includes the cost to cover all expected expenses. There is not another funding source available to support this work.

4. **Question:** Are the required meetings for Evaluators and Program Directors in addition to those that are required by 21st CCLC grants or are they to be coordinated with those meetings?

Answer: The events/meetings in the chart area are all activities for grantees. The purpose of the procurement is to support all the meetings/trainings for grantees.



5. **Question:** Could you clarify how the Washington 21st CCLC RFP defines a Quality Improvement System? Are there specific components or frameworks you would like applicants to align with, or is this open to interpretation?
Answer: Washington currently uses the Social Emotional Learning Program Quality Assessment (SELPQA). Applicants should submit proposals that meet the procurement requirements to implement a Quality Improvement System.
6. **Question:** Is there a page limitation for the Technical Volume or the Price Proposal?
Answer: Please refer to section C.1. Submission of Proposals on page 25 of the RFP.
7. **Question:** Are there any specific types of organizations that are ineligible to apply for the 21st CCLC grant under this RFP (outside of the license clause)?
Answer: None that we are aware of.
8. **Question:** Outside of the page on the RFP talking about scoring, can you provide any additional scoring details regarding how a proposal will or will not receive all/fewer potential points within individual sections or subsections within the proposal?
Answer: Each proposal is read and scored three times by a team of reviewers using a scoring rubric. The scores are averaged to get their score.
9. **Question:** I understand that the standard 21st CCLC RFP has a 30-page limit for proposals. Can you confirm if the same limit applies to the Technical Assistance RFP released in May 2025, or are there different guidelines for page length in this submission?
Answer: Please refer to section C.1. Submission of Proposals on page 25 of the RFP.
10. **Question:** Please let me know if we can receive a copy of this presentation, and when. Thanks.
Answer: The PowerPoint will be posted and an Addendum on the OSPI procurement page.
11. **Question:** Can you elaborate on any anticipated challenges or changes in policy that might affect this project's scope over the next 12 months?
Answer: No.
12. **Question:** Are there any formatting restrictions, such as font size, margins, or page limits, not explicitly listed?
Answer: Please refer to section C.1. Submission of Proposals on page 25 of the RFP.
13. **Question:** The performance indicators linked on page 7 include five 'Program Quality' Objectives. Two of these refer to 100% of sites being required to complete the PQA

Form B as well as to receive 2 external assessments. Are these requirements planned for the 2025-30 RFP?

Answer: Not determined yet.

14. **Question:** Are the costs associated with securing event space and paying vendors included in the budget of \$550,000?

Answer: Yes, note the max allowed budget for year 1 and year 2 according to the Period of Performance.

| Year | Period of Performance | Budget (up to) |
|-----------------|-------------------------------------|----------------|
| Year 1 | September 1, 2025 – August 31, 2026 | \$275,000 |
| Year 2 | September 1, 2026 – August 31, 2027 | \$275,000 |
| Contract total: | | \$550,000 |

15. **Question:** Was there previously, or is there currently, a technical assistance contract that has conducted work as outlined in this RFP? And if so, who previously held the contract?

Answer: OSPI has a contract with the Forum for Youth Investment that expires September 30, 2025.

16. **Question:** Can you talk more about the 3 fundings cycle broken into cohorts, each with a 5-year funding cycle?

Answer: 21st CCLC grants are five-year grants. The 2025-26 school year we will have cohort 20 in their first year (year 1), cohort 19 in their third year (year 3), and cohort 18 in their fourth year (year 4).

17. **Question:** Will the organization that wins the contract be considered a vendor or a sub-recipient?

Answer: They will be the contractor/vendor of OSPI.

18. **Question:** Do you intend to bid to only one vendor or are you looking to select multiple vendors based on experience in different areas?

Answer: The procurement will result in one contractor.

19. **Question:** What's changed in this contract from the current contract, and why?

Answer: A lot can change in five years. Each year OSPI and contractor evaluate what is going well and what may need improvement.

20. **Question:** Who has held this contract in the past, say, 10 years?

Answer: The Forum for Youth Investment has held the current contract, as a result of a previous competitive procurement, for the past five years.

21. **Question:** What is the current QIS and are you anticipating continuing using it?
Answer: Washington currently uses the Social Emotional Learning Program Quality Assessment (SELPQA). The infrastructure we currently have is set up to use SELPQA.
22. **Question:** Are funds already in place for this RFP or may they be in flex due to federal budget swings?
Answer: The funds for this RFP have been approved; as of date, they are not in flex.
23. **Question:** Please describe what you mean by an accountability database for each site.
Answer: An example is: A site-level accountability database for 21st CCLC programs is a centralized digital system designed to track, monitor, and report on key aspects of program implementation and performance at individual program sites. It supports data-driven decision-making, ensures compliance with grant requirements, and promotes continuous improvement.
24. **Question:** Can we submit a proposal as the lead and also be named as a subcontractor in another proposal?
Answer: Yes, since there will only be one contractor selected.
25. **Question:** Hello, if you are able to disclose, does Washington state have a preferred method or approach to strategic process development (such as Plan, Do, Check, Act) & risk mitigation assessments, or can bidders propose whatever we find the best method based on contract analysis?
Answer: The bidders should propose a process.
26. **Question:** Can you share more about the requirement for 20 hours p/week for a project manager? Specific skills and responsibilities required and/or do you expect 20 hours per week consistently throughout the 2-year period?
Answer: Please review the minimum and desirable qualifications. The amount of work for each deliverable would require a minimum of 20 hours of work per week. OSPI is looking for consistency and continuity with a dedicated project manager for this work.
27. **Question:** Thank you for this session! Is \$550K capped? Is there flexibility in the budget for the contractor to propose a alternative justified budget?
Answer: \$550,000 is the cap. The proposal will be deemed as non-responsive if the budget is over \$550,000.
28. **Question:** How many participants would be expected at each event in hotels/conference rooms?
Answer: There is a table that represents the Program Activity

Calendar of Events on page 12-13 of the RFP. To clarify, the grantees are responsible for paying for their own lodging.

29. **Question:** Is the previous incumbent eligible to apply? If so, what did you learn and wish to differently this round?

Answer: Yes, the current contractor is eligible to apply.

30. **Question:** Regarding the proposed \$550k budget over two years, does this figure encompass all event-related expenses, including venue rental and catering, or is there a separate allocation for these items?

Answer: The \$550,000 budget encompasses all event-related expenses, including venue rental and catering.

31. **Question:** Are there restrictions on what software can be used with, for example, conference organization, document sharing, and the like. Are there restrictions around safety, authorized vendors, etc.? Given the contract amount, the lure of freeware will be great.

Answer: No, there are not software restrictions.

32. **Question:** What is the current tech platform/database/management you and grantees use?

Answer: At OSPI we use Smartsheet, our statewide evaluator built their own platform to collect information from the grantees.

33. **Question:** Can you share OSPI's technology capabilities and how they may be leveraged for the contractor to support implementation of its 21CCLC, for example research and evaluation?

Answer: It's possible to work with our statewide evaluator for research and evaluation possibilities. Although this contract does not request evaluation services.

34. **Question:** Back to the 20 hours/week, for us to budget correctly, is this expected to be 52 weeks or just during the school year, or ... ?

Answer: The amount of work for each deliverable would require a minimum of 20 hours of work per week. OSPI is looking for consistency and continuity with a dedicated project manager for this work.

35. **Question:** Is it frowned upon by OSPI to go into this project as BOTH a lead and a subcontractor on different proposals at the same time?

Answer: This is allowable, since there will only be one contractor selected.

36. **Question:** What is OSPI's appetite for the contract awardee to host a slightly different mix of engaging in-person and remote events to potentially reduce costs to implement?

Answer: The proposal should address the in-person and virtual events as outlined in the RFP.

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