

Request for Proposals No. 2025-28

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2025-28, issued April 7, 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:** I live in the state of Illinois and would like to know if I need to live in or have a business address in the state of Washington in order to bid on this contract.

Answer: You do not need to live in or have a business address in Washington in order to bid on this contract. However, you do need to be licensed to do business in the State of Washington. If you are not currently licensed, you will need to provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.

2. **Question:** I am interested in applying to be a grant reviewer. Is there anywhere I can find additional information regarding the procedure to do so, application requirements, and application process overall? I appreciate any insight you may be able to provide.

Answer: You can find all the information on our website. I've included the link below that will take you to our list of current competitive procurements. RFQ – 2025-28 is the procurement for 21st Century Community Learning Center Grant Reviewers. Please let me know if you have additional questions.

3. **Question:** [In reference to the "Project Management/Team Structure/Internal Controls" section of the Management Proposal] Since it is only me - as I am an independent reviewer, do I just submit a chart to you with my name on it and the amount of time I can dedicate to the review of each application?

Answer: Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project.



Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

4. **Question:** I am inquiring whether applications are still being accepted for reviewers for the Nita M. Lowey 21st CCLC Learning Programs, or if the application window has closed.

Answer: Proposals are due by 3:00 p.m. Pacific Time (PT) on June 2, 2025

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