

Request for Proposals No. 2025-30

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. 2025-30, issued April 28, 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:** Are businesses required to be in the state of Washington to be considered for this opportunity?

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 Bidder.

2. **Question:** Is there an incumbent for this work, and if so, who is it?

Answer: The Forum for Youth Investment has a contract expiring 9/30/2025 for similar deliverables.

3. **Question:** If a bidder currently supports a 21st CCLC grantee as an evaluation contractor, is that considered a conflict of interest and/or would the bidder be precluded from bidding on this opportunity?

Answer: Not necessarily, but the evaluation team will need more information. In the proposal, the bidder should describe their current role/involvement as a 21st CCLC evaluation contractor, and the evaluation team may follow up with additional questions. If found to be a conflict of interest, the bidder may be removed from consideration.

4. **Question:** On page 15, Extending the Contract: When talking about the possibility of extending the contract in two year increments the RFP states "If OSPI provides a renewal notice to the Contractor, the Contractor shall be obligated to enter into a contract with the same fiscal obligations as the previous Contract year provided that OSPI and Contractor shall negotiate any revision of additional services or goals beyond those encompassed in the previous Contract". Will adjustments be allowed for changes in rates i.e. provisional annual adjustments to pay?



Answer: It is possible to negotiate rates during the contract renewal process, based on being able to justify the cost increase to fulfill the contract deliverables.

5. **Question:** Please let me know if the requirement begins on the 1st of August 2025, or on the 1st of September 2025.

Answer: The Apparent Successful Bidder (ASB) will be announced on August 1, 2025, and that is when contract negotiations would begin. The anticipated start date of the contract is September 1, 2025. The schedule information from the RFP is included below.

6. **Question:** Please let me know demographics of the students being served: Annual household income; Family type - single parent/joint; Geographic location; Ages of student population - categories, if they exist; Parent ages; Any special needs

Answer: Annual household income: We do not collect this information.

Family type - single parent/joint: We do not collect this information.

Geographic location: Here is a link to our website, where we have programs [Nita M. Lowey 21st Century Community Learning Centers Program](#)

Ages of student population - categories if they exist: 21st CCLC serves PreK through 12th grade.

Parent ages: We do not collect this information.

Any special needs: Not that we are aware of.

OSPI does not collect this information, nor is it applicable/necessary for a bidder to have in order to submit a proposal or complete the project.

7. **Question:** I understand the current 5-year contract that is coming to a close was handled by The Forum for Youth Investment. I assume the proposals are public docs, so is there any way we could see their successful proposal from that last cycle?

Answer: Yes, this is public information. You can request this information by completing a [Public Records Request](#).

8. **Question:** The proposal talks about a year being July 1 to June 30. You have referenced September 1, 2025 for this project. Please let me know the year definition for the project I am looking into bidding on.

Answer: In Washington State, our fiscal year is a 12-month period extending from July 1 of one calendar year to June 30 of the next calendar year.

The contract that will be awarded from procurement 2025-30 will be *federally* funded. The federal fiscal year is a 12-month period extending from September 1 of one calendar year to August 31 of the next calendar year. The period of performance for the awarded contract will be September 1, 2025 – August 31, 2027.

9. **Question:** In the technical proposal, there are two sections (C4v- Performance Based Contracting and C4vi- Outcomes and Performance Measures)) that appear to not have any associated scoring. Is this correct?

Answer: Yes, this is correct.

10. **Question:** In the cost proposal section, it appears that the entire cost proposal is worth 25 points. Is it correct that there is no breakdown of points by subsections (i.e., C6i, C6ii, C6iii, C6iv) as in the other sections?

Answer: Yes, it is correct that the entire cost proposal is worth 25 points and is not broken down by subsection.

11. **Question:** In the management proposal, there appears to be 2 separate sections below that receive differentiated scoring related to 1) staff qualifications/experience (20 points) and 2) experience of the consultant (25 points); however, in the RFP details, there appears to be only 1 section dealing with staff/consultant experience (C5ii). Would this RFP section then be worth 45 points, something else, or how does this connect with the scoring chart below showing 2 sections? Also, is it correct that a few other sections in the management proposal (i.e., C5iv -Past performance and C5v examples/samples of related projects/work) are not scored?

Answer: We have made a distinction on the RFP for these two sections. Amendment 01 clarifies this distinction. I have attached it to this email, and it is also posted on WEBS and the OSPI website.

12. **Question:** I am reaching out to you to clarify the RFP request is for a contractor that will be hired to run grantee's awarded program, or is the RFP looking for vendors to apply for funds to run their own 21st CCLC grant. I want to make sure if this RFP that I'm referring too is just that or something else.

Answer: This RFP is for a contractor to assist OSPI in implementing and sustaining high-quality 21st CCLC out-of-school and extended learning time centers through implementing a Quality Improvement System (QIS) and providing ongoing technical assistance, program implementation support, and capacity building training for grantees. You can refer to the full Objective and Scope of Work in Section A.4. of RFP 2025-30 21st CCLC Program Quality and Technical Assistance using the link below.

13. **Question:** We understand that the state uses Access Equity (B2Gnow) for subcontractor compliance tracking. Will the selected vendor need and have access to this system?

Answer: Yes. As stated in the RFP, the Contractor is required to report payments to all Subcontractors through the Access Equity system.

14. **Question:** How long has OSPI been implementing the QIS?

Answer: The 21st CCLC program at OSPI has been implementing the David P. Weikart Youth Program Quality Assessment Cycle for at least ten years.

15. **Question:** Does the state have preferred tools for online meetings and trainings e.g. Zoom, Microsoft Teams, Google Meets?
Answer: OSPI uses Zoom and Microsoft Teams.
16. **Question:** Does the state have a preferred tool for surveys?
Answer: No, the state does not.
17. **Question:** Does the state have a preferred tool for registrations and a website platform?
Answer: No, the state does not.
18. **Question:** Are there any page limitations outside of the (1) page maximum limitation for the Letter of Submittal?
Answer: No, there are not.
19. **Question:** Section C.4.V references the deliverables as identified in Section C.3.iv, however, the deliverables in C.3.iv are not referenced. Can the State provide the deliverables?
Answer: While the deliverables are not clearly defined in the RFP, bidders should submit their proposed deliverables (how they plan to document and prove that they completed the scope of work) based on the details in the RFP's Scope of Work.
20. **Question:** Would it be possible to access a recording or materials with the information shared during the pre-bid webinar?
Answer: We do not record the Pre-Bid Conferences, but you can find a copy of the slides and Q&A from the Pre-Bid Conference on the OSPI website.
21. **Question:** Are there any specific parameters or formatting requirements for the letter of interest we are preparing to submit?
Answer: You can find all the information about the Letter of Intent in Section B.4 of the full RFP posting.
22. **Question:** Please let me know if the contractor is responsible for paying costs of all events, including travel costs. Please confirm the number of events and the numbers of attendees at each event per year.
Answer: The Contractor should include in their budget and scope of work the travel costs for them to attend the in-person events. Program Representatives (attendees) will be responsible for paying for their own travel and lodging expenses. There is a table from the RFP that outlines the number of events and number of attendees at each event.

23. **Question:** Please let me know if physical presence is required. Will zoom online suffice? If physical presence is required, would you please guide on how many days per month.

Answer: The procurement does not explicitly say the Contractor has to be physically present, but it may be challenging to fulfill some of the required duties.

The contractor will be responsible for Leading, Planning, and Organizing logistics for in-person, hybrid, or virtual events, including but not limited to:

- Produce online web interface for registration, program and session descriptions, and schedule.
- Negotiate lodging rates for participants according to the Washington state per diem rates assigned by the Office of Financial Management.
- Secure space, coordinate the food, ensure proper audiovisual equipment, and assign responsibility for setting up and cleaning up.
- Create an online Request for Qualifications for 21st CCLC events to gather speaker proposals.
- Manage the development and delivery of workshops; manage subcontracting with outside speakers and evaluations/feedback for each event.
- Support the development of the agenda for each event.

We have several in-person events outlined in the procurement.

24. **Question:** When are the dates for the meetings scheduled? Who has the say in those dates?

Answer: The table in the RFP gives an idea of when the meetings may be scheduled. Ideally, each summer, the dates and locations for the following school year will be chosen. This contract is proposed to start on 9/1. As soon as the Apparent Successful Bidder is chosen, work will begin right away on dates and locations. OSPI has the final say in dates and locations for meetings.

25. **Question:** Are travel and seminars included in the \$550,000?

Answer: Yes, this would be included in the budget I have included below:

	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

26. **Question:** Is this all that is required of the Company that wins the award? Are there any other responsibilities that the Company will be responsible for?

Answer: Please refer to section A.4 of the RFP to review all required responsibilities of the Apparent Successful Bidder (ASB).

27. **Question:** Please send me contract winner proposals - those that are most recent and related to after school events or educational materials.

Answer: We can provide the proposals from previous winners through a Public Records request, but we would need more description about "most recent and related to after school events or educational materials" to fulfill the request.

28. **Question:** In light of the current news re: federal withholding of funds and having already invested a significant amount of time in writing, I'm wondering if OSPI is planning to still move forward with this scope?

Answer: No decisions have been made to alter or cancel the procurement.

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