

Request for Proposals No. 2025-31

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 June 25, 2025, and the open written Q&A period.

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 close do we want to stay to the current scope of work?
Answer: OSPI expects the bidder to demonstrate the ability and the necessary expertise and experience to administer a statewide system of special education mediation and IEP meeting facilitation project. The mediation and facilitation system should be culturally and linguistically responsive, accessible, designed to the diverse student, family, and educator populations in Washington. The bidder does not need to replicate the current mediation/IEP facilitation system exactly but could use the current system as a model.
2. **Question:** Is there a particular certification you're looking for mediators to have or be credentialed in?
Answer: IDEA does not require a specific certification or credential for mediators. We are looking for bidders with demonstrated mediation and special education experience.
3. **Question:** Is the scope of work limited to special education mediations?
Answer: The RFP scope is for a statewide system of special education mediation and IEP meeting facilitation project.
4. **Question:** Is the budget for the term of the project Sept 2025-2026 or does that include the possibility of additional contracts? Would the renewal be in the same range?
Answer: OSPI reserves the right to renew the contract awarded through this RFP up to 2028-29. See section A.6. of the RFP for additional details. Bids in response to the RFP should reflect the proposed cost of the initial contract term only.



5. **Question:** Can you share more information on how you'd like to see the cost proposal. You broke out various components, but do we propose costs at a per mediation rate?

Answer: Cost per mediation is a good way to structure the cost proposal but be sure to breakdown travel and other expenses, such as interpretation and translation, related to providing mediation services in as much detail as possible to allow proposal reviewers to best understand the make-up of the proposed costs.

6. **Question:** Do you have preferred vendors for interpreters for use so that we may review costs. Can we request a copy of the active Sound Options contract?

Answer: The agency currently utilizes statewide contracts established by the Department of Enterprise Services secure interpreters. Rates are included in each of the following contracts.

[17622](#): SPOKEN LANGUAGE INTERPRETER SERVICES - COURT CREDENTIALLED

[18222](#): SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (NON-CBA)

[04218](#): TRANSLATION SERVICES - WRITTEN WORD

[03919](#): SIGN LANGUAGE INTERPRETER SERVICES - INDEPENDENT CONTRACTORS

[02120](#): SIGN LANGUAGE INTERPRETER SERVICES - REFERRAL AGENCIES

[06821](#): SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (CBA)

The successful bidder may choose vendors from these lists or secure their own.

A copy of the current contract with Sound Options can be obtained through the agency's Public Records process.

7. **Question:** Could you please clarify the cost per deliverable?

Answer: OSPI has not established a required cost per deliverable; bidders shall propose such costs. The winning bidder will be entering into a performance-based contract which means payments to the contractor can only be made once deliverables (evidence an activity is complete) are received.

8. **Question:** Is there a breakdown of the in-person versus virtual mediation frequency?

Answer: This year, 2025, it has been about 50/50 in-person/virtual for both IEP facilitations and mediations, with the trend increasing to more requests for in-person. Folks in Eastern Washington are currently tending to prefer in-person to virtual.

9. **Question:** And is there information about geographic range of mediations?

Answer: The following are requests for mediation, sorted by Educational Service District (ESD) region. More information about the region each ESD serves can be found on [OSPI's website](#).

	101	105	112	113	114	121	123	171	189	other	total
2022	3	2	8	5	4	35	4	0	7	1	69
2023	10	1	11	12	6	34	9	3	13	1	100
2024	8	5	13	12	2	39	0	1	7	1	88

10. **Question:** Are we anticipating that services will start immediately, Sept. 1?
Answer: Yes.
11. **Question:** Is there an expectation that there is a flat fee for the year regardless of the number of mediations held in the year?
Answer: Payment will be made based on a set rate per mediation session. Should the projected number of mediation sessions eclipse what is set in the contract, the contract may be amended to ensure mediation sessions continue to be made available.
12. **Question:** How many mediation sessions do we expect to see?
Answer: For mediation in 2024: 96 cases were opened (8 pending from the previous year plus 88 new requests). Of the 96 cases opened:
- 32 cases proceeded to mediation (some required multiple sessions);
 - 23 requests were declined by the second party;
 - 20 requests were withdrawn prior to the mediation;
 - 9 cases were conciliated during the intake process; and
 - 4 cases were unable to schedule, due to the parties inability to reach consensus on either date, time, place, or participants for the session;
 - 8 cases remained pending at the end of the contract year.
- Regarding IEP facilitation in 2024, 74 IEP Meeting Facilitation cases were opened (7 pending from the previous year plus 67 new requests). Of the 74 cases opened:
- 44 IEP cases were facilitated (many required multiple sessions),
 - 4 requests were withdrawn,
 - 6 were unable to schedule,
 - 4 was conciliated during the intake process,
 - 8 requests were declined,
 - 8 cases remained pending open at the end of the calendar year.
13. **Question:** Are there rules around the frequency of invoice submissions?
Answer: Invoices will not be paid more often than monthly.
14. **Question:** Is the Sound Options Group existing contract available to potential bidders?
Answer: A copy of the current contract with Sound Options can be obtained through the agency's Public Records process.
15. **Question:** Is it appropriate to talk to Sound Options Group during the bidding process?
Answer: Information about the current mediation provider can be found on [OSPI](#) and [Sound Options](#) websites and this RFP's materials.

16. **Question:** Does OSPI know how many mediators/facilitators Sound Options had at their disposal in 2024 to be able to complete 96 mediations and 74 facilitations?

Answer: The current contractor is performing this scope of work with two staff that manage the business, intake, scheduling, mediator coordination etc. and a roster of approximately 15 mediators/facilitators.

17. **Question:** How does budgeting work when there is a proposal limit of \$400,000?

Answer: The contract limit of \$400,000 is based on prior agreements with mediation providers, market research, and historical rates of mediation need.

Cost per mediation is a good way to structure the cost proposal but be sure to breakdown travel and other expenses, such as interpretation and translation, related to providing mediation services in as much detail as possible to allow proposal reviewers to best understand the make-up of the proposed costs.

18. **Question:** Are we concerned about a lack of federal funding?

Answer: Funding is secure for the upcoming performance period.

19. **Question:** Can you discuss preferences or philosophy regarding in person versus remote?

Answer: OSPI wants to ensure that mediation and IEP facilitation is accessible to all who choose to participate in mediation or IEP facilitation. We expect that Washington's mediation and IEP facilitation system be able to offer both remote and in-person options based on participant preference and accessibility needs.

20. **Question:** I'm reviewing the RFP 2025-31 Exhibit B. Please clarify if there is a mistake in the minimum qualifications. It looks like the first 2 check boxes are the same.

Answer: Yes, this is an accidental duplicate.

21. **Question:** It seems that Exhibit G is missing information or a link to the OSPI Americans with Disabilities Act Compliance: Graphics and Colors.

Answer: Yes, thank you for pointing that out. The document has been uploaded to OSPI's website along with this Q&A.

22. **Question:** Can the RFP response for RFP 2025-31 include appendices?

Answer: Yes.

23. **Question:** How many mediation cases does OSPI have per year or anticipate having per year for this contract?

Answer: The following represent numbers from 2024:

Mediation 2024:

- 96 cases were opened (8 pending from the previous year plus 88 new requests).

Of the 96 cases opened:

- 32 cases proceeded to mediation (some required multiple sessions);
- 23 requests were declined by the second party;
- 20 requests were withdrawn prior to the mediation;
- 9 cases were conciliated during the intake process; and
- 4 cases were unable to schedule, due to the parties inability to reach consensus on either date, time, place, or participants for the session;
- 8 cases remained pending at the end of the contract year.

Facilitation 2024:

- 74 IEP Meeting Facilitation cases were opened (7 pending from the previous year plus 67 new requests).

Of the 74 cases opened:

- 44 IEP cases were facilitated (many required multiple sessions),
- 4 requests were withdrawn,
- 6 were unable to schedule,
- 4 was conciliated during the intake process,
- 8 requests were declined,
- 8 cases remained pending open at the end of the calendar year

24. **Question:** Are the mediations held remotely or in person?

Answer: Mediations and facilitations are currently doing both remotely and in-person. Bidders must have the infrastructure and expertise to offer both remote and in-person options.

25. **Question:** I was reviewing the RFP for special education mediators and facilitators and it wasn't clear to me if one can apply to just be a mediator and facilitator without applying to run the entire program.

Answer: No, the RFP is for a statewide mediation and IEP facilitation project. The successful bidder will need to demonstrate the ability and expertise to run a statewide project providing mediation and IEP meeting facilitation throughout Washington state.

26. **Question:** I'm not seeing anything in the paperwork that would prevent a mediator or facilitator subcontractor from residing in another state. Am I correct in understanding that it would be okay to have a subcontractor who resides in a different state?

Answer: Subcontractors may be from outside Washington, as long as they are able to provide in-person services if/when required.

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