

Request for Proposals No. 2026-07

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 September 20, 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:** The list of districts that may potentially participate is included in the RFP, but without more data it is difficult to scope. Is there any additional information that can be provided?
Answer: OSPI posted a spreadsheet containing district name, schools within the district, addresses of those schools, type of building (gym, elementary, library, etc.) year built, year last modernized, gross square footage, and current Information and Condition of Schools (ICOS) score. That spreadsheet can be found as Amendment 01 on the [OSPI website](#) and [WEBS](#).
2. **Question:** Will site assessments be included?
Answer: No.
3. **Question:** Will room usage tables be required?
Answer: No.
4. **Question:** Exhibit C of the RFP includes a district named "Omaha." Who is this?
Answer: This is an error. There is no district named Omaha and that district should be removed from Exhibit C.
5. **Question:** How will districts be reimbursed for this?
Answer: Districts won't be reimbursed for building condition assessment scores that are updated as part of this RFP since districts will not be paying for the work.
6. **Question:** Can districts choose not to participate?
Answer: Yes. School districts are not required to participate in updating their BCA scores. It is voluntary.



7. **Question:** If a district chooses to not participate, what level of detail does OSPI want to see in the RFP for identifying alternatives?
Answer: The proposal should have a scope of work identifying which school districts will be included with alternatives in case original school districts choose to not participate.
8. **Question:** Veteran-owned businesses receive additional points in RFP scoring. Can there be a subcontractor on the team that is veteran-owned or does it have to be the primary contractor?
Answer: This strategy is only intended for prime contractors (the contractor submitting a proposal), not subcontractors, as subcontractors are not the bidder who would be contractually obligated if awarded.
9. **Question:** Will OSPI provide standardized templates or tools for reporting BCA scores and area analyses?
Answer: Yes. The Contractor will use the standardized format as outlined in the study and survey workbook.
10. **Question:** Will OSPI provide direct access to ICOS?
Answer: Yes, the Contractor will have ICOS access to the districts included in their workplan.
11. **Question:** Are there additional points for diversity in contracting beyond what's listed in the RFP?
Answer: No. The state does not provide preference points for minority- or woman-owned businesses unless they are also a Washington small business and/or veteran-owned business.
12. **Question:** Are there additional details on how the cost proposal will be scored?
Answer: The cost proposal will be scored on how detailed of an outline of expected costs the contractor includes. OSPI would like to see expected travel and administrative costs, estimated fee for assessments, and how much per square foot the contractor is estimating.
13. **Question:** Is there a requirement to keep the same team for all school district locations? Or can we use a mechanical engineer in Spokane for the east side and one in Seattle for the west side?
Answer: There is no requirement to use the same team for the whole state.
14. **Question:** Is it possible to submit a proposal above 35 megabytes?
Answer: The maximum file size that can be received via email at OSPI is 35MB. As an alternative, you may send separate, smaller emails, or upload the file to Onedrive and send the share link via email.

15. **Question:** If a district needs an updated BCA, should it be assumed that they also need an area analysis?
Answer: Yes.
16. **Question:** Will the contractor have full access to past study and surveys for the districts included in the RFP?
Answer: Yes, the Contractor will have access to ICOS data.
17. **Question:** Is OSPI requiring Seismic Hazard Assessments to be performed at each district?
Answer: No.
18. **Question:** Will travel costs, subcontractor costs, and indirect costs (listed under C.6) be part of the budgeted funding listed at \$1,119,280?
Answer: Yes, the proposal should include all costs associated with the project.
19. **Question:** What deliverables are required beyond completion of ICOS reporting?
Answer: Updated BCA scores in ICOS is the only deliverable for this project.
20. **Question:** Can OSPI confirm in advance of the submittal which districts will/will not participate?
Answer: No, it is up to the district whether they want to participate.
21. **Question:** Who on the team is required to complete the B2G/equity training?
Answer: The Contractor may choose who they designate to complete the training.
22. **Question:** Are non-recognized district buildings included in the scope?
Answer: No. All instructional space should be included but not non-recognized buildings.