

Request for Proposals No. 2026-04

Amendment 02

This document is posted to capture an amendment to RFQ No. 2026-04, issued September 29, 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.

Amendments have been made to RFQ No. 2026-04 as detailed below.

(1.) Section A.7. The funding has been increased; please refer to the information as shown below. Due to these changes, the deadline for proposal submissions has been postponed. The new due date for proposals is now set for 3:00 p.m., Pacific Time (PT) on October 30, 2025.

Please refer to Section B.3., which includes the Estimated Schedule of Procurement Activities which has been updated as indicated below.

(2.) Section A.4.ii Scope of Work has also been revised; see the information shown below.



Section A.7. FUNDING shall be amended as follows:

OSPI has budgeted an amount for Phase 1 not to exceed forty thousand dollars (\$40,000) ~~thirty-five thousand dollars (\$35,000)~~ and Phase 2 not to exceed one hundred twenty thousand dollars (\$120,000) ~~one hundred five thousand dollars (\$105,000)~~ for this project; The awarded Contractor will be compensated a set rate for a Communication/Work Plan at the beginning of each phase, plus one hundred thirty-one dollars (\$131) per completed interview per the Example Schedule of Payments. However, OSPI does not represent or guarantee any minimum purchase from the resulting contract.

All applicable mileage, meals, lodging, or other travel-related expenses are inclusive of the individual interview rate.

EXAMPLE SCHEDULE OF PAYMENTS		
<u>Deliverable</u>	<u>Deliverable Due Date</u>	<u>Payment Amount</u>
1. <u>Phase 1 Communications/Work Plan</u>	<u>Phase 1</u>	<u>\$5,000</u>
2. <u>Completed interviews</u>	<u>Phase 1</u>	<u>\$131 per completed interview</u>
3. <u>Phase 2 Communications/Work Plan</u>	<u>Phase 2</u>	<u>\$15,000</u>
4. <u>Completed interviews</u>	<u>Phase 2</u>	<u>\$131 per completed interview</u>

Any contract awarded is contingent upon the availability of funding.

One hundred percent (100%) of the funds proposed for this project will be funded using Federal money provided by Catalog of Federal Domestic Assistance number 84.011A (Award #S011A250048). The selected contractor must therefore comply with *Federal Grant Terms and Conditions*.

Section B.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES shall be amended as follows:

Action	Date
OSPI issues RFQQ	September 29, 2025
Question and Answer period	September 29, 2025- October 16, 2025
Pre-Bid Conference	October 13, 2025, at 10:00 a.m. PST
Last date to submit questions regarding RFQQ	October 16, 2025
Complaints due	October 16, 2025
OSPI posts the final Question and Answer Addendum or Amendment (if necessary)	October 20, 2025 <u>October 21, 2025</u>
Proposals due	October 23, 2025, at 3:00pm <u>October 30, 2025, at 3:00pm</u>
OSPI conducts an evaluation of written proposals	October 27-29, 2025 <u>November 3-5, 2025</u>
OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	October 30-31, 2025 <u>November 6 - 7, 2025</u>
OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	November 3, 2025, <u>November 7, 2025</u>
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
Contract negotiation begins	November 3, 2025, <u>November 7, 2025</u>
Anticipated contract start date	December 1, 2025 <u>December 8, 2025</u>

OSPI reserves the right to revise the above schedule.

Section A.4. OBJECTIVE AND SCOPE OF WORK shall be amended as follows:

A.4.i. Objective:

The objective of this RFQ is to conduct quality control initiatives for the Skagit County area. Review the Certificates of Eligibility (COE) for all students enrolled in the Migrant Education Program at the selected school district and who received services during the 2022-2023 program period to provide an accurate count of student eligibility.

A.4.ii. Scope of Work:

*The chosen vendor will be required to perform the following tasks and duties in a **two-phase** process to start in December 2025:*

Phase 1. (December 01 ~~08~~, 2025 – January 30, 2026.)

- a. Communications/Work Plan. Develop and submit a work plan with OSPI Migrant Education Program (MEP) staff to set up required meetings with OSPI program staff to support the development and coordination of this quality control project including travel, LEA contacts, COE requirements and outline of quality control measures and family contact and interview protocol. Once approved by OSPI, the plan shall be incorporated by this reference and must be adhered to unless amended in writing and signed by both parties.
- b. Conduct up to two hundred forty-eight (248) family interviews from certificates of eligibility of migratory students enrolled in the selected school district during the performance period from September 1, 2022, through August 31, 2023.
- c. These reviews will be a combination of in-person and telephone interviews of selected families. Each review is estimated to take one(1) hour to examine the eligibility of approximately four hundred and fifty (450) total students.
- d. Report/Deliverable of the results – The contractor will provide a summary of the interview results to note the total number of students who were eligible during the 2022-2023 program period and the number who did not qualify. A Family Eligibility Review (FERS) form will be provided and required for each interview and submitted to OSPI at the end of each phase. Please see Exhibit F.
- e. Meet with OSPI at least three (3) times to provide status reports on the interview process, discuss any barriers the vendor is experiencing and ways OSPI may assist in supporting the vendor.

Phase 2. (Contingent on Phase 1 results)

(If more than ten percent (10%) of the student eligibility from Phase 1 did not qualify.)

- a. Communications/Work Plan. Develop and submit a work plan with OSPI Migrant Education Program (MEP) staff to set up required meetings with OSPI program

staff to support the development and coordination of this quality control project including travel, LEA contacts, COE requirements and outline of quality control measures and family contact & interview protocol. Once approved by OSPI, the plan shall be incorporated by this reference and must be adhered to unless amended in writing and signed by both parties.

- b. Continue interviewing families February 2, 2026 – May 29, 2026.
- c. Review eight hundred and ten (810) COEs in a selected school district during the performance period from September 1, 2022, through August 31, 2023.
- d. These reviews will be a combination of in-person and telephone interviews of selected families. Each review should take one (1) hour to examine the eligibility of approximately one thousand, three hundred and forty-eight (1,348) total students.
- f. Report/Deliverable of the results - The contractor will provide a summary of the interview results to note the total number of students who were eligible during the 2022-2023 program period and the number who did not qualify. A Family Eligibility Review (FERS) form will be provided and required for each interview and submitted to OSPI at the end of each phase. Please see Exhibit F.
- g. Meet with OSPI at least five (5) times to provide status reports on the interview process, discuss any barriers the vendor is experiencing and ways OSPI may assist in supporting the vendor.