

Request for Qualifications No. 2026-04

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on October 13, 2025, and the 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:** Does OSPI require all re-interviews to be conducted in person, or can they be completed by phone, reserving in-person visits for families that cannot be reached by phone?

Answer: Re-interviews can be conducted in person, over the phone or via video conference platforms such as Zoom or WhatsApp. OSPI would prefer re-interviews in person whenever possible, but it will really be determined by the access and preference of the family.

2. **Question:** How many in-person and phone contact attempts should the consultant document on the re-interview form?

Answer: It is recommended that consultants make an effort to reach out to the families a minimum of three (3) times. Should the family fail to respond, further information will be made available for other families to initiate contact

3. **Question:** Can you confirm whether the project is scheduled to begin on December 1st?

Answer: The period of performance has been revised via Amendment 01 (posted separately), to reflect an anticipated start date of December 8, contingent upon the contract negotiation process and the date on which the contract agreement is signed by both parties, provided there are no unforeseen delays.

4. **Question:** Will there be school district staff available in December to assist or coordinate as needed?

Answer: School district staff may be available on a minimal basis prior to winter break. The holiday break information will be provided to the selected vendor to inform them when schools will not be in session.



5. **Question:** If a family cannot be located, will OSPI provide additional families to ensure the completion of all 248 re-interviews?

Answer: Yes, more families will be randomly selected to reach the initial 248 re-interviews.

6. **Question:** I understand that each completed re-interview is valued at \$131. Could you clarify how this amount was determined? For instance, if multiple visits and phone calls are needed to reach a family, the total time spent can exceed an hour. Additionally, if a family cannot be located and needs to be replaced, the process will need to start again for the new family.

Answer: The amount per re-interview takes into consideration the prep and contact time that would be needed to contact the family and schedule an interview. It also factors in any costs incurred for mileage or rental vehicle costs, lodging, and daily meal costs. It estimates a working day of approximately 5 hours a day for 50 days.

The budget has been revised via Amendment 01 (posted separately), to increase the cost for each phase, and add a set rate for a Communication/Work Plan at the beginning of each phase.

7. **Question:** I do not yet have a vendor number. I have registered to receive the vendor number, but it states that it will take seven to ten business days to process. If I do not receive the vendor number in time, will I still be able to submit the proposal and provide the vendor number later?

Answers: Yes, you are allowed to submit the proposal.

8. **Question:** The budget allocation of \$131 per interview is low considering the amount of time it takes to contact and reach families, the potential for families not showing up at the interview time, fear associated with the current climate, accuracy of contact information, district capacity, etc., how much flexibility is there in the budget (and timing) in the event that we go over the allocation for any given interview?

Answers: The amount per re-interview takes into consideration the prep and contact time that would be needed to contact the family and schedule an interview. It also factors in any costs incurred for mileage or rental vehicle costs, lodging, and daily meal costs. It estimates a working day of approximately 5 hours a day for 50 days.

The budget has been revised via Amendment 01 (posted separately), to increase the cost for each phase, and add a set rate for a Communication/Work Plan at the beginning of each phase.

9. **Question:** Given the low budget amount (as per the above), there is not enough allocated to cover any travel/lodging costs, we recommend that the majority, if not all of the interviews, be done via phone or virtually. How open are you to this recommendation?

Answer: It is not anticipated that every family will be interviewed via telephone. Some interviews will occur in person. The variation in time taken for some interviews compared to others should offset the per COE completion amount.

10. **Question:** During the info session, it was shared that additional families would need to be added to meet the 248-family threshold if we are unable to reach families, this can impact both budget and timing to complete each phase. How will OSPI handle what can potentially be an endless addition of families?

Answer: It is suggested that consultants attempt to contact the families at least 3 times. If families are not responding, OSPI will provide a replacement COE to meet the 248-family threshold. The check-in meetings will be used to gauge family response and interview completions.

11. **Question:** Please confirm that any languages other than Spanish will be handled by district staff and interpreters.

Answer: The vendor will still be responsible for conducting the interview and language supports other than English and Spanish will be coordinated with the LEA to identify other possible interpreters for interview support.

12. **Question:** Will OSPI be able to fast-track the contracting process to ensure a start time of December 1? If not, how far into 2026 are you willing to extend Phase 1?

Answer: The period of performance has been revised via Amendment 01 (posted separately), to reflect an anticipated start date of December 8, contingent upon the contract negotiation process and the date on which the contract agreement is signed by both parties, provided there are no unforeseen delays.

Phase 1 is estimated as a 9-week process and phase 2 is estimated as a 23-week timeline. The start and end dates of the first phase of work will be negotiated with the selected vendor if there is a delay in start.

13. **Question:** 95% of the budget has been allocated to interviews, there is little left for reporting, meeting with district/OSPI and project management:

- **How detailed does the report need to be? The RFQ says a summary, what are the expectations in regard to detail? ?**

Answer: Please see attached FER form (Exhibit F). The interviewer would be providing a very brief summary of whether the family met the qualifications or did not. Any further follow up regarding the results would be conducted by the OSPI program staff.

- **How much will OSPI and the districts take on in coordinating with families to support the interview team?**

Answer: OSPI will work with local education agencies to inform the schools and community of this upcoming activity and introduce the vendor to minimize non-responsiveness to this activity. In addition, OSPI will provide the COEs which include the family's contact information. It is the responsibility of the vendor to contact and schedule either in person or phone/video chat interview times.

- **What are the meeting and check-in expectations between OSPI and the consultant?**

Answer: The meeting check-ins between OSPI and the vendor are to provide status reports on the interview process, discuss and barriers the vendor is experiencing and ways OSPI may assist in supporting the vendor. OSPI is requesting 3 scheduled meetings for Phase 1 and 5 meetings for Phase 2 (or more if needed).

- **Is there flexibility in the method used for gathering the responses? For example, instead of one-on-one interviews, would they allow surveys, recorded interviews (we send the questionnaire, and families send their recorded responses back), focus groups with several families at once, etc.?**

Answer: To maintain the integrity of the program, these interviews should be conducted on a one-to-one basis.

13.Question: In the proposal section (**Examples/Samples of Related Projects/Previous Work**)Provide two examples of your previous work or deliverables for related projects. Can you clarify what constitutes an example or sample of my previous work? Can this be a narrative?

Answer: A narrative would suffice. Ideally there is an outcome documented along with the process. What was the project and what was the outcome?

Quality Control Skagit Valley RFQ-2026-04

October 13, 2025



Washington Office of Superintendent of
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Vision

All students prepared for post-secondary pathways, careers, and civic engagement.

Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



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Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



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Tribal Land Acknowledgement

I would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.



Background

- The Migrant Education Program is authorized under Part C of Title I of the Elementary and Secondary Education Act. Federal funds are allocated to OSPI based on per-pupil expenditure for education and counts of eligible migratory children, age three (3) through twenty-one (21), residing within the state. OSPI authorizes the sub-grants to local education agencies. Identifying and recruiting eligible migratory children quickly and efficiently is the foundation of a robust Migrant Education Program. Before migratory children can be served, however, they must be found and enrolled into the MEP without delay.
- OSPI is initiating this Request for Qualifications (RFQ) to solicit proposals from Consultants who are highly qualified to conduct interviews to verify eligibility during the performance period from September 1, 2022, through August 31, 2023, and to report those findings.



Purpose



The purpose of this Competitive Procurement is to receive competitive bids to evaluate and, as appropriate, award a Contract for the Office of Superintendent of Public Instruction (OSPI) to procure goods and/or services as set forth herein. Pursuant to Washington's Procurement Code for Goods and Services, RCW chap. 39.26, state agency purchases of goods and services must be based on a competitive solicitation.



OSPI is initiating this Request for Qualifications (RFQ) to solicit proposals from Consultants interested in participating in a project to conduct quality control initiatives for the Skagit County area. The successful bidder will review the Certificates of Eligibility (COE) for all students enrolled in the Migrant Education Program at the selected school district who received services during the 2022-2023 program period to provide an accurate count of student eligibility.



Interviews

- Phase 1 – up to 248 family interviews from certificates of eligibility of migratory students enrolled in the selected school district during the 2022-2023 school year.
 - If less than 10% of families interviewed are found to be ineligible, the project will end there.
 - If 10% or more are found ineligible, the project will move on to Phase 2.
- Phase 2 – Interview the remaining 810 families with COEs in selected school district for the 2022-2023 school year and report the findings.



Scope of Work

1. Conduct interviews for certificates of eligibility (COEs) of migratory students enrolled during the performance period September 1, 2022 – August 31, 2023.
2. A combination of in-person and telephone 1 – hour interviews of 248 randomly selected families
3. Report the results – provide a summary of the interview results, noting the total number of eligible students and the total number who did not qualify.
4. Provide a Family Eligibility Review (FER) form for each interview.

Phase 1

- December 1, 2025 – January 30, 2026



Scope of Work

Phase 2

- February 2, 2026
– May 29, 2026

1. Conduct in person and telephone interviews for certificates of eligibility of migratory students enrolled during the performance period September 1, 2022 – August 31, 2023.
2. Review 810 COEs in selected school district during the 2022-2023 school year.
3. Report the results – provide a summary of the interview results, noting the total number of eligible students and the total number who did not qualify.
4. Provide a Family Eligibility Review (FER) form for each interview.



Cost Breakdown

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



The compensation for each interview is **\$131.00**



Phase 1 – Maximum budgeted amount not to exceed \$35,000



Phase 2 – Maximum budget amount not to exceed \$105,000



Vendor Requirements

- Licensed to do business in the State of Washington
- Experience working with mobile student populations
- Understanding of the migratory farmworker lifestyles
- Experience working with diverse districts, including urban, suburban, and rural
- Experience working with diverse students and adult populations
- Experience working in Washington Schools and districts
- Experience working with traditionally underserved and/or marginalized communities
- Bilingual English/Spanish (ability to read and speak)



Desirable Qualifications

- Knowledge of bilingual/cultural lifestyle
- Flexible work hours to interview families when they are available
- Ability to meet families outside of an office environment



Estimated Schedule of Procurement Activities

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
Proposals due	October 23, 2025, at 3:00 p.m. PST
OSPI conducts an evaluation of written proposals	October 27-29, 2025
OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	October 30-31, 2025
OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	November 3, 2025
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
Contract negotiation begins	November 3, 2025
Anticipated contract start date	December 1, 2025





Questions?



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