

Request for Proposals No. 2026-18

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 February 24, 2026.

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.

- Question:** Can the contractor find money elsewhere to pay for the stipends?
Answer: No, the contract cost covers the distribution of all of the stipends required under the Scope of Work, per RFQ Section A.4
- Question:** Will this be split into three (3) contracts, one (1) per cohort, or one (1) big contract?
Answer: The RFQ will award one (1) contract to one (1) successful bidder per RFQ Section D.6 – Selection of Apparent Successful Bidder.
- Question:** Do these three (3) cohorts already exist or is this a new scope of work?
Answer: The structure of the three (3) cohorts already exist but the participants of the cohorts will need to be recruited and selected under the contracted Scope of Work, per RFQ Section A.4.
- Question:** Can you say more about the responsibilities? What other responsibilities would this contractor hold?
Answer: All responsibilities are explained in RFQ Section A.4., Objective and Scope of Work.
- Question:** Is the department seeking to hire only one (1) consultant? And are the stipends paid out of the contract total?
Answer: Yes, OSPI is only seeking to hire one (1) consultant, per RFQ Section D.6 – Selection of Apparent Successful Bidder, and yes, the stipends are paid out of the contract total as described in RFQ Section A.4 – Objective and Scope of Work.



6. **Question:** What are the requirements for out-of-state businesses?
Answer: Out-of-state consultants may submit a response to this RFQ. The minimum qualifications require that the consultant be licensed to do business in the State of Washington; however, if not currently licensed, the consultant may provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder, per RFQ Section A.5 – Bidder Qualifications. As long as this requirement is addressed in the response, the consultant is eligible to participate regardless of location.

7. **Question:** Can the bidder submit a proposal with in-kind funds?
Answer: No, in-kind funds are not necessary. The contract total will cover everything required in the Scope of Work, per RFQ Section A.4.

8. **Question:** Is there a prescribed, OSPI-approved, way of advertising?
Answer: OSPI relies on the successful bidder to oversee promoting and recruiting participants within Washington State. See desirable qualifications regarding statewide reach in BIPOC educator communities within Washington State, per RFQ Section A.4 – Objective and Scope of Work.

9. **Question:** Does the successful bidder have to front load the costs?
Answer: Yes, payment to the contractor will be based on successful completion of the contract duties. Washington state agencies are prohibited from pre-paying for goods/services, per RFQ Section B.17 – Commitment of Funds and Sample Contract (Exhibit C , Section III – Invoicing & Payment).

10. **Question:** Is there some time to attend a Mentor Academy 101 (desired qualification)?
Answer: This is not a required qualification. However, OSPI will review both required and desired qualifications to select the successful bidder based on the submitted applications, per RFQ Section A.5 – Bidder Qualifications.

11. **Question:** As far as recruitment, what are the eligibility requirements for Nakia - educators/teachers? What systems do they need to work with? Do they need to have certificate numbers?
Answer: OSPI BIPOC Mentor Academies serve certificated and classified educators within the K-12 public school system in Washington state. The successful bidder will recruit and select those eligible to receive a stipend provided by this RFQ, per RFQ Section A.4.

12. **Question:** How do you envision the contractor's relationship with WEA and existing Nakia Academy faculty?
Answer: This RFQ selects a successful bidder to partner with OSPI to build and increase retention of BIPOC educators in Washington per RFQ Section A.4. Nakia Academy is the current partnership between OSPI and WEA to provide a cohort-based Mentor Academy to BIPOC educators. The successful bidder of this RFQ would not have a formal relationship with WEA, though they may find it helpful to reach out and discuss how this work and contract with OSPI has gone in the past. Nakia Academy faculty are contracted through OSPI and would not have a formal relationship with the successful bidder.
13. **Question:** Is this the first time this RFQ has ever come out of this system?
Answer: Yes, this is the first time OSPI has released an RFQ for this Scope of Work.
14. **Question:** Is the facilitation of the cohorts in-person or online or hybrid?
Answer: The facilitation structure of the cohorts is managed by the BEST (Beginning Educator Support Team) and ONE (Office of Native Education) Program Staff, per RFQ Section A.4.
15. **Question:** Can OSPI pay the stipends instead of me?
Answer: No, the main objective of this contract is to provide stipends to participants that complete at least four (4) of the eight (8) scheduled sessions, per RFQ Section A.4.
16. **Question:** Can you clarify the parameters surrounding "Other Duties as Requested" responsibility listed on page 8?
Answer: "Other Duties as Requested" will include necessary collaborations that arise during the partnership. For example, communications to support participant needs and/or collaborations to streamline process, per RFQ Section A.4.
17. **Question:** Are you able to bill for staff time on the project? And not just indirect?
Answer: The resulting contract will include a separate invoiceable deliverable encompassing all eight (8) points as follows:
- BIPOC Mentor Cohort - \$83,500
 - BIPOC School Counselor Mentor Cohort - \$16,500
 - Indigenous Educator Mentor Cohort - \$16,500
18. **Question:** Would the bidder be responsive for providing clock hours? And paying for facilities? Could this be across the state?
Answer: No, OSPI will provide the clock hours for all cohorts and sessions. If the successful bidder and OSPI agree that sessions will be held in person, then yes, the bidder would be responsible for providing the facilities and it could be held across the state, per RFQ Section A.4.

19. **Question:** Will OSPI manage and incur any costs associated with the online platform for the training?
Answer: Yes, per RFQ Section A.4
20. **Question:** The period of performance, what does the renewal process look like? And when do the sessions start/end?
21. **Answer:** The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin on or about July 1, 2026, and end on or about June 30, 2027. The option to extend any contract resulting from this procurement shall be at the discretion of the OSPI. As such, OSPI reserves the right to amend to extend the contract for three (3) additional contract years through 2028, 2029, and 2030, per RFQ Section A.6 – Period of Performance. The sessions for each cohort normally begin in October and end in February. **Question:** Where do we submit the RFQ?
Answer: Submit the proposal to contracts@k12.wa.us, per RFQ Section C.1 – Submission Of Proposals.
22. **Question:** Do we need to submit all the exhibits?
Answer: Yes, please submit all exhibits. Incomplete proposals may be deemed non-responsive and excluded from evaluation, per RFQ Section B.11.

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