

Request for Qualifications No. 2026-18

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2026-18, issued 02/10/2026.

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.

1. **Question:** Is this just for Washington? I am in Illinois.

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. As long as this requirement is addressed in the response, the consultant is eligible to participate regardless of location.(As referenced in section A.5. BIDDER QUALIFICATIONS).

2. **Question:** Could you please let me know if there is a way to view the list of vendors who have accessed or downloaded this RFP on the procurement website? Also, was the pre-bid meeting required?

Answer: Solicitation documents are publicly accessible once posted. OSPI does not track or maintain a report identifying which vendors have viewed or downloaded a solicitation from the procurement website.

The pre-bid meeting was informational only and was not required. Attendance was optional and does not affect eligibility or evaluation.

The purpose of the pre-bid meeting was to provide an overview of the RFQ and allow vendors an opportunity to ask clarifying questions. All official questions and responses, including any clarifications, will be issued in writing and posted publicly on the OSPI website.

The written questions and responses discussed during the pre-bid conference have been issued in writing and are posted publicly on the OSPI procurement website at: <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>



3. **Question:** Regarding Section A.4.ii and the \$500 participant stipends (up to \$90,000 total), will OSPI provide these funds as an upfront advance, or should the Contractor pay participants and request reimbursement? Additionally, who is responsible for issuing any required IRS Form 1099-NEC?

Answer: The contractor must pay participants the stipends upfront and then be reimbursed after the fact. OSPI will issue the apparent successful bidder a 1099 form for this contract.

4. **Question:** Does the total contract amount of \$116,500 (Section A.7) include compensation for administrative tasks related to stipend processing and distribution, or must those costs be absorbed within the fixed contract amount?

Answer: The total contract amount of \$116,500 pays for everything included in the Scope of Work – stipend processing and payment and administrative tasks.

5. **Question:** Section A.4.ii states that participants must complete at least four (4) of eight (8) sessions to receive a stipend. What specific documentation or verification does OSPI require before stipends are issued?

Answer: OSPI requires signature sheets from the sessions which falls under point 6 in the Scope of Work – Partner with BEST Program Staff to track participation of the participants.

6. **Question:** Does OSPI have a required or preferred payment method for stipend distribution (e.g., ACH, check)? Are there specific state compliance or data security requirements for collecting participant banking or tax information?

Answer: No, there is no required or preferred payment method for stipend distribution. The Contractor should refer to the Department of Revenue for specifics about data security requirements for collecting participant banking or tax information.

7. **Question:** I was made aware of the opportunity to be a part of this past Tuesday's info session in regards to the OSPI soliciting consultant for instructional support for mentor academies. I was unable to attend due to teaching requirements at that time.

Is there a recording of the video that I can be presented with due to my inability to attend?

Answer: OSPI did not record the pre-bid conference. A recording is not available. The written questions and responses discussed during the pre-bid conference have been issued in writing and are posted publicly on the OSPI procurement website at: <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>

8. **Question:** I missed the Pre-Bid Conference. How can I access the information needed to submit a proposal?
Answer: All solicitation documents, addenda, and related information for this procurement are available on WEBS and on the OSPI webpage at the following link: <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>
Any additional questions must be submitted in writing to contracts@k12.wa.us and should reference RFQ 2026-18.
9. **Question:** Will the required stipends be provided by the district, with the provider responsible for issuing checks or direct deposits?
Answer: The contractor will be responsible for issuing checks or direct deposits for the stipends.
10. **Question:** Are the stipends expected to be paid from the budget and approved RFP contract that is awarded to the provider?
Answer: The total contract value includes the full amount for the stipends for all cohorts.
11. **Question:** Is this remote?
Answer: The RFQ does not state that the work is fully remote. Under Section A.4, the contractor is expected to support recruitment, selection, event logistics, participant communication, collaboration with OSPI program staff, participation tracking, and data analysis for the three cohorts.
For additional details, please review the RFQ and the pre-bid Q&A available at the following link:
<https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>

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