

# Request for Proposals No. 2027-01

## Amendment 01

This document is posted to capture an amendment to RFP No. 2027-01, issued July 29, 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](mailto: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.

*In an effort to accommodate any potential bidders being affected by wildfires across Washington, the Pre-Bid Conference date for this procurement has been pushed out. Please see the revised schedule below.*

**SECTION B.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES** is amended to read as follows:

| Action                                                                                                | Date                                                                  |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| OSPI issues RFQ                                                                                       | 7/29/2026                                                             |
| Letter of Intent due                                                                                  | <del>8/21/2026</del> <u>8/31/26</u>                                   |
| Question and Answer period                                                                            | 7/29-8/31/2026                                                        |
| <b>OSPI hosts Pre-Bid Conference</b>                                                                  | <del>8/17/2026 at 1:00 p.m. PT</del> <u>8/28/2026 at 9:00 a.m. PT</u> |
| OSPI posts Question and Answer Addendum or Amendment resulting from Pre-Bid Conference (if necessary) | 8/24/2026 <u>9/4/2026</u>                                             |
| Last date to submit questions regarding RFQ                                                           | <del>8/31/2026</del> <u>9/1/2026</u>                                  |
| Complaints due                                                                                        | <del>9/4/2026</del> <u>9/21/26</u>                                    |
| OSPI posts final Question and Answer Addendum or Amendment (if necessary)                             | 9/4/2026                                                              |
| <b>Proposals due</b>                                                                                  | <del>9/14/2026 12:00 p.m. PT</del> <u>9/28/2026 12:00 p.m. PT</u>     |
| OSPI conducts evaluation of written proposals                                                         | 9/14-28/2026<br><u>9/28-10/9/2026</u>                                 |
| OSPI conducts oral interviews with finalists (if determined necessary by OSPI)                        | <del>9/29-10/2/2026</del><br><u>10/12-10/13/2026</u>                  |



| Action                                                                                       | Date                                      |
|----------------------------------------------------------------------------------------------|-------------------------------------------|
| OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s) | <del>10/5/2026</del> <u>10/15/2026</u>    |
| OSPI conducts debriefing conferences (if requested)                                          | As requested, per debriefing instructions |
| Contract negotiation begins                                                                  | <del>10/5/2026</del> <u>10/15/2026</u>    |
| Anticipated contract start date                                                              | 11/16/2026                                |

OSPI reserves the right to revise the above schedule.

**SECTION B.4. LETTER OF INTENT** is amended to read as follows:

It is recommended that Consultants intending to submit a proposal provide a ***Letter of Intent by ~~August 21, 2026~~ August 31, 2026***. The letter must be submitted via email to the RFQ Coordinator.

**SECTION B.5. PRE-BID CONFERENCE** is amended to read as follows:

***A pre-bid conference is scheduled to be held on ~~August 17, 2026, at 1:00 p.m. PT~~ August 28, 2026, at 9:00 a.m. PT.*** The purpose of the pre-bid conference is to clarify the Competitive Solicitation as needed and raise any issues or concerns that bidders may have.

The pre-bid conference will be held virtually: <https://zoom.us/j/95619226261>

All prospective Consultants should attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFQ Coordinator. OSPI shall be bound only to written answers to questions. Any oral responses given at the pre-bid conference shall be considered unofficial until OSPI releases a written copy of the questions and answers from the pre-bid conference. A copy of the questions and answers in the form of an Addendum will be published on the [OSPI website](#) and released on WEBS under the commodity code(s) listed on the cover page of this RFQ within five (5) business days of the pre-bid conference.

Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator.

OSPI has the right to cancel or stop the pre-bid conference if no interested bidders join within thirty (30) minutes of the start.

**SECTION C.1. SUBMISSION OF PROPOSALS** is amended to read as follows:

Consultants shall submit proposals as an attachment to an email to the RFQ Coordinator noted in Section B.1. ***Proposals must arrive by 12:00 p.m. PT on ~~September 14, 2026~~ September***

**28, 2026.** The RFQ number must be noted in the email subject line. Attachments to the email shall be Microsoft Word, Portable Document Format (PDF), or a zipped file. The maximum file size that can be received via email at OSPI is 35MB. Bidders should also be aware of their own service provider's limits which may be more restrictive. Proposals that exceed such limits may be submitted via OneDrive. OSPI does not assume responsibility for any problems with the electronic delivery of materials, unless it is determined that OSPI's email system or server was at fault.

Proposals not received by the deadline will not be reviewed. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.

*Additionally, the anticipated funding for the initial term of the contract is being clarified to reflect \$205,000 per year of the initial term of November 2026, through September 2029.*

**SECTION A.7. FUNDING** is amended to read as follows:

OSPI has budgeted an amount not to exceed two hundred and five thousand dollars (\$205,000) per year, with a maximum of six hundred fifteen thousand dollars (\$615,000) for the initial term of for this project; however, OSPI does not represent or guarantee any minimum purchase from the resulting contract. Proposals in excess of this amount will be rejected as non-responsive and will not be evaluated.

Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in accordance with [Washington State travel regulations](#) established by the Office of Financial Management.

Any contract awarded is contingent upon the availability of funding. Bidders are encouraged to provide their most favorable and competitive cost estimate to perform the work.

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 84.027A (Award H027A260074). The selected contractor must therefore comply with *Federal Grant Terms and Conditions*.