

Request for Qualifications No. 2026-24

Addendum 01 – Pre-Bid Conference

This document is posted to capture the questions received, and agency answers provided, during the pre-bid conference for RFP No. 2026-24. The RFP was issued on July 28, 2026 and the Pre-Bid Conference was held on August 11, 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:** Will the Administrator Government-to-Government Relationships Training be provided by OSPI if the contractor has not already completed the training?

Answer: A bidder is not required to have completed the Administrator Government-to-Government Relationships Training at the time of proposal submission if the bidder either commits to complete the training prior to the contract start date or demonstrates expertise in Tribal government-to-government curriculum or policy development.

RFQ Reference: Section A.5, Bidder Qualifications, page 11.

2. **Question:** Is completion of the Administrator Government-to-Government Relationships Training required before becoming a trainer, and would OSPI provide access to the training?

Answer: Section A.5 allows a bidder to meet this qualification by:

1. completing the Administrator Government-to-Government Relationships Training;
2. committing to complete the training prior to contract start; or
3. demonstrating expertise in Tribal government-to-government curriculum or policy development.

The RFQ does not state whether OSPI will provide access to the training. Therefore, that part of the question cannot be answered based solely on the RFQ.

RFQ Reference: Section A.5, Bidder Qualifications, page 11.



3. **Question:** Can training by a contractor be provided virtually, or must it be in person?

Answer: The RFQ states that professional development workshops will be delivered in in-person and hybrid formats, as determined by OSPI, with an emphasis on hands-on learning. Training sessions will be conducted across Washington State regions, and locations will be determined by OSPI.

The RFQ does not specifically state that the presenter must always be physically present in person.

RFQ Reference: Section A.4.ii, Scope of Work – Training Delivery Requirements, pages 9–10.

4. **Question:** Is subcontracting under one prime contractor allowed?

Answer: Yes. The RFQ contemplates the use of subcontractors. Bidders must identify any known or potential subcontractors who will be assigned to the potential contract. Subcontractors are subject to OSPI requirements, including applicable approval and Access Equity reporting requirements.

RFQ References: Section C.4.vi, Subcontractors, page 25; Exhibit C, Section I.E, pages 39–40; and Exhibit D, Section 37, Subcontracting, page 53.

5. **Question:** Can the contractor bring on subcontractors or a co-facilitator to help deliver the training?

Answer: The RFQ permits subcontractors, subject to OSPI approval and the applicable subcontracting requirements. Known or potential subcontractors must be identified in the proposal.

RFQ References: Section C.4.vi, page 25, and Exhibit D, Section 37, page 53.

6. **Question:** Is the contractor required to complete four one-hour trainings each year, at locations throughout Washington State?

Answer: The RFQ states that each workshop is one hour per subject-matter area, and contractors are expected to present their assigned training topic a minimum of four times annually. Training sessions will be conducted across Washington State regions, with locations determined by OSPI.

RFQ Reference: Section A.4.ii, Scope of Work – Training Delivery Requirements, page 9.