

Request for Qualifications and Quotations (RFQQ) No. 2027-02

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 **August 3, 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:** How many examples of related work need to be submitted?
Answer: Three (3)
2. **Question:** Are responding firms required to provide fax numbers AND email addresses for each reference, or is one or the other sufficient?
Answer: E-mail address only is acceptable.
3. **Question:** Since the contract awarded pertains only to federal funds (not State issues), if a business is not registered in the State of Washington, is it sufficient for the business to provide their certificate of good standing from the State in which the business is registered?
Answer: No, you must be registered to do business in the State of Washington, if required by the [Department of Revenue](#).
4. **Question:** Are you looking for one consultant or more than one?
Answer: We are looking for only one consultant.
5. **Question:** What is the estimated budget for this effort?
Answer: \$55,200 or \$2,300/month
6. **Question:** Is there an incumbent or is this a new opportunity? If so, who is the incumbent?
Answer: We have an incumbent (The Bruman Group).
7. **Question:** Are there any travel requirements for this effort?
Answer: Yes, related to the one in-person training per contract year and it is included in the contract amount. However, we can look into having both training courses per contract year provided virtually.



8. **Question:** How does OSPI envision success for this contract over the first year?
Answer: Having the consultant meet the deliverables, including providing timely updates to federal grants via newsletters, monthly meetings and trainings.
9. **Question:** Approximately how many hours a month does OSPI envision utilizing under this contract?
Answer: There is no set number of hours, only to provide the deliverables.
10. **Question:** Are the programs under the Department of Agriculture just the Child Nutrition Act programs or are there others?
Answer: Mainly it is the Child Nutrition Act program.
11. **Question:** Are there other deliverables you are looking for?
Answer: Yes, the ability for OSPI staff to ask questions as needed.
12. **Question:** Is the intent for this consultant to serve as a policy analyst, technical advisor or a training, or a combination of all of roles?
Answer: It is a combination of all these roles.
13. **Question:** How would OSPI describe the preferred format and level of detail for monthly written updates?
Answer: We don't have a preferred format or level of detail; it just needs to be a professional layout and include all the relevant information