

# Request for Proposals No. 2027-04

## Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2027-04, issued August 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](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.

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1. **Question:** For each APCAC meeting held during the past three calendar years, how many individual cases were scheduled for review, and how many ultimately required a Final Order?

**Answer:** Unless a case is withdrawn or settled, every APCAC case requires a Final Order.

**2023:** 1 appeal in May and 2 appeals in November

**2024:** 2 appeals in May and no appeals in November

**2025:** 2 appeals in May and no appeals in November

2. **Question:** Approximately how many pages are typically contained in the case file for an individual matter?

**Answer:** The hearing officer does not review the case file; they review the submissions for each appeal. Submission size varies, but a good estimate would be around 500 pages.

3. **Question:** Approximately how many hours did the prior Review Officer spend annually performing the scope of work described in A.4.ii, if OSPI has that information?

**Answer:**

**2023:**

May appeals: 18.25 hours

November appeals: 15.5 hours

**2024:**

May appeals: 15 hours

No November appeals

**2025:**

May appeals: 18.5 hours

No November appeals



4. **Question:** What was the total annual compensation paid to the Review Officer for each of the last three completed contract years?

**Answer:**

**2023:**

May appeals: \$1095.00

November appeals: \$930.00

**2024:**

May appeals: \$900.00

No November appeals

**2025:**

May appeals: \$1100.00

No November appeals

5. **Question:** Does OSPI anticipate that a performance-based cost proposal may assign separate fixed fees to case review/preparation, APCAC meeting participation, and preparation of Final Orders, provided the total not-to-exceed amount remains \$9,000?

**Answer:** To the extent practicable, Washington State agencies should enter into performance-based contracts, so a payment method that aligns different fixed fees to separate tasks is acceptable. Hourly billing for completed work is also an acceptable payment method.

6. **Question:** If a scheduled APCAC meeting is cancelled after the Review Officer has begun reviewing case materials, may the Contractor invoice for the completed preparatory work?

**Answer:** Yes.

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