

Request for Qualifications No. 2026-24

Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2026-24, issued 7/28/2026.

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:** I am very interested in learning more about this opportunity, but I will be unable to attend the pre-bid conference on August 11th due to a schedule conflict. Will it be recorded? I'd love a chance to learn more if possible.

Answer: OSPI will not record the pre-bid conference. A recording will not be available. The written questions and responses discussed during the pre-bid conference will be issued in writing and posted publicly on the OSPI procurement website at: <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>
See Section B.4, Pre-Bid Conference, pages 15–16.

2. **Question:** I sadly missed the pre-bid conference. Was it mandatory to be on the pre-bid, or was it optional? If possible, would I be able to get the recording ?

Answer: Attendance at the pre-bid conference was optional and was not required to submit a response to this RFQ. OSPI did not record the pre-bid conference. A recording is not available. The written questions and responses discussed during the pre-bid conference will be issued in writing and posted publicly on the OSPI procurement website at:

<https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>
See Section B.4, Pre-Bid Conference, pages 15–16.

3. **Question:** I am submitting a proposal in response to OSPI RFQ No. 2026-24 and would like to complete the HB 1426-specific OSPI training prior to the contract start date of October 14, 2026. Could you confirm whether the October 2026 Administrator Government-to-Government Relationships Training session date has been set, whether it is open to non-district applicants, and how to register?

Answer: No. The ESD 123 is going through a remodel, and they are not sure it will be done in time. We are investigating other venues. Anyone can register in pdEnroller: pdEnroller.org



4. **Question:** I have served as an Administrator Government-to-Government Relationships presenter in previous years. Do existing presenters need to submit a proposal in response to the new RFQ, and what documentation is required to apply?

Answer: Yes. Individuals interested in providing services under RFQ No. 2026-24 must submit a proposal in accordance with the requirements of RFQ. The required proposal components and supporting documentation are identified in Section C, Proposal Contents, and the applicable exhibits. See Section C, Proposal Contents, pages 22–25, and Exhibit H, Proposal Checklist, page 63. The RFQ, exhibits, and Pre-Bid Conference Q&A are available on OSPI's Competitive Procurements webpage at: <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>

5. **Question:** I have previously served as an Administrator Government-to-Government Relationships presenter. For RFQ No. 2026-24, do I need to be registered in WEBS before submitting a proposal? I do not currently have a separate business name or Washington State business license. May I submit a proposal as an individual, and what licensing requirements apply?

Answer: WEBS registration is not required in order to submit a proposal. Consultants are encouraged to register in WEBS to receive automatic notifications regarding the procurement. Consultants who are not registered in WEBS are responsible for monitoring the OSPI website for addenda and amendments. See Section A.1, Definitions, pages 5–7, and Section B.7, Addendums and Amendments to the RFQ, pages 17–18. The RFQ permits individuals to submit proposals. See Section A.1, Definitions, pages 5–6.

A bidder without a Washington State business license may submit a proposal. If not currently licensed, the bidder must provide written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder. See Section A.5, Bidder Qualifications, page 11; Section B.19, Washington State Business Registration, page 21; and Exhibit H, Proposal Checklist, page 63.

The RFQ and related materials are available at:

<https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>