

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**REQUEST FOR PROPOSALS
RFP No. 2017-03
Addendum 03 – Complaint Response**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2017-03, issued January 12, 2017.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

As required by RCW 39.26.170, OSPI's Request for Proposal includes procedures to handle consultant complaints. Per the process, OSPI's response, and any changes to the RFP will be posted to WEBS prior to the proposal due date. The procedure, the complaint, and OSPI's response are as follows:

COMPLAINT PROCEDURE

The complaint process is available to Consultants interested in this RFP. The complaint process allows Consultants to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow an agency to correct a problem before proposals are submitted and time expended on evaluations.

A Consultant may submit a complaint based on any of the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Consultants may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Consultants are encouraged to submit complaints as soon as possible so OSPI can rectify the issue(s) early in the process. Complaints must be submitted to the RFP Coordinator. In order to be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.

Complaints not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by OSPI.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will review valid complaints and respond to the submitter in writing. The response, and any changes to the RFP will be posted to WEBS prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

COMPLAINT

The complaint is regarding the addition of the following specification as listed in Amendment 01: “[T]he contractor is expected to attend the first advisory committee meeting, which will be held on March 9, 2017 (9:00 a.m. to noon), in Tacoma, WA to present their initial plan per their application and to engage in discussion,” on the basis that this requirement unnecessarily restricts competition.

REMEDY and OSPI RESPONSE

OSPI accepts the consultant’s proposed remedy and will allow the selected contractor to attend the first advisory committee meeting, held on March 9, 2017 (9:00 a.m. to noon), via webinar or video conference.