

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

**Request for Qualifications No. 2018-28
Addendum 03 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of RFQ No. 2018-28, issued May 2, 2018.

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.

All communications concerning this RFQ must be directed only to the RFQ Coordinator at contracts@k12.wa.us. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the RFQ Coordinator. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the Consultant.

1. **QUESTION:** When applying as a team, do each consultant listed in the team need to complete and submit a separate:
 - a. Certifications and Assurance Form
 - b. Contractor Intake Form
 - c. Resume and Experience
 - d. Responses to questions #1-6 in question 2b (under Management Proposal)
 - e. References
 - f. Past Performance

ANSWER: If applying as a partnership, corporation, LLC, etc., meaning there would be one contract for *all* team members, the Certifications and Assurances and Contractor Intake Form should be signed by one individual legally allowed to obligate your business. Experience, resumes, responses to the questions, references, and a statement about past performance should reflect all individuals on the proposed team.

If applying as individuals, each person should submit their own proposal that speaks to all of the required information noted above.

2. **QUESTION:** would you prefer individual documents attached to the email, or one long scanned single pdf, or a zipped folder with individual documents?
ANSWER: Either way works for me – I receive both way from vendors and don't have a preference.
3. **QUESTION:** Are individuals applying as single contractors for RFQ NO. 2018-28 expected to submit a management proposal? They are identified in the Phase I scoring component and appear necessary to reach the threshold of 12 or more points to qualify for an oral interview. But the Management proposal prompt does not appear to be directed to a sole proprietor answering.
ANSWER: Yes, a Management Proposal is a required piece of the application. Your proposal would be deemed non-responsive without it. If you are proposing to complete this work as a sole proprietor, your answers for questions A.1 and A2 (regarding Project

Team Structure/Internal Controls and Staff qualifications/Experience) would need to state that.

4. **QUESTION:** I was contacted yesterday by a Leadership coach who said the RFP had been amended to allow for out of state applicants for the 2018-18 RFP.
ANSWER: Yes, the RFQ was amended last week to remove the requirement that individuals or companies/firms must reside within Washington State.
5. **QUESTION:** With the deadline today at 3:00, this may not be feasible. If I do not meet that deadline, may I still submit?
ANSWER: To be considered for a contract beginning July 2, 2018, Consultants are encouraged to submit proposals prior to 3:00 p.m. on May 23. After May 23, proposals will be evaluated upon receipt.
6. **QUESTION:** On question 3 [B. Experience of the Consultant], is that 250 words total, or 250 for each sub-letter?
ANSWER: 250 words for each sub-letter.
7. **QUESTION:** I live in Eastern WA/ESD 105 and the travel time within ESD 105 can be 2 plus hours and to other regions, longer. Does the contract cover travel time to the sites?
ANSWER: No, the contract will not cover travel time (payment of the hourly rate while in travel status). The contract does contain a travel allowance to pay for mileage, meals, lodging, etc. per OFM rules and regulations.
8. **QUESTION:** If given a contract for 180 days, is there a guarantee for that number of days?
ANSWER: The contract is for “up to” number of days. The number of days worked is determined by the needs of the schools to which you are assigned and the number of visits/time spent with each throughout the year.
9. **QUESTION:** Do I propose a contract for a range of days or a set number of days?
ANSWER: Either way will suffice.
10. **QUESTION:** How is preparation time handled for contractors? Paid time?
ANSWER: Preparation time for school visits or follow up to schools is an allowable expenditure and will be paid at the hourly rate.
11. **QUESTION:** Do continuous improvement partners typically maintain a position within their current school district?
ANSWER: Assignments will be based on need/requests from schools. There is no guarantee that continuous improvement partners will maintain a position in their current school district.
12. **QUESTION:** Are teams only sent to districts/buildings that request assistance? What if the requests are not made and a contract has been generated?
ANSWER: Yes, teams are only sent to districts/buildings that request assistance. Although there is a possibility that there are more continuous improvement partners than requests, we don't feel that this is going to occur.

Please also refer to previous addenda posted May 11, May 17, and May 18, 2018.