

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

**Request for Qualifications No. 2018-29
Addendum 01 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of RFQ No. 2018-29, 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.

1. **QUESTION:** I meet all of the qualifications, except I have not completed Day 3 of the Mentor Academy.
ANSWER: The minimum qualifications require “Recent (within last five (5) years) successful completion of all three (3) days of the OSPI Mentor Academy in Washington State **or equivalent.**” If you feel you have a training that is an equivalent/comparable, please explain in your application why/how it is comparable. The evaluation team will review the equivalent. They screen out any whose training is not comparable or who fail to make it clear how it is comparable.
2. **QUESTION:** Page 25 (Exhibit A) - I'm not sure what to write for my Title and Organization Name. Is this my DBA? Contractor Intake Form - Same question... What should be entered for my Title on the bottom?
ANSWER: If you have a business name, it should be entered as the DBA name on the Contractor Intake Form. If you have a title in your business/organization (president, partner, etc.), you may list that. If not, you may leave the title blank.
3. **QUESTION:** I am wondering about the business license. Does it need to be a part of the initial application packet, or is it something that can be done if I get one of the positions?
ANSWER: You may wait to find out if you are awarded a contract before obtaining a business license.
4. **QUESTION:** I am curious about time away from my building and how that may be covered. I will need a full day sub for each day. Is that covered through BEST funding?
ANSWER: BEST does not cover the cost of substitutes for contractors participating in this work.
5. **QUESTION:** In the Past Performance section of the application - do we write that ourselves? ask someone else to write this? ask our "boss" from participating in the BEST work prior to this?
ANSWER: This should be answered by the consultant/bidder.
6. **QUESTION:** ...the Letter of Submittal. Is it basically a cover letter?
ANSWER: Yes, the Letter of Submittal is basically a cover letter.

7. **QUESTION:** I filled out the Contractor Intake Form but do I need to get it signed and dated by a person authorized to legally bind it?

ANSWER: If you are operating as a sole proprietor, you are the person legally authorized to sign for your business. Alternatively, individuals who work for corporations may have a CEO or finance person sign.