

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

**Informal Solicitation No. 2019-06
Addendum 01 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2019-06, issued July 17, 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:** Would you consider a bid for special education training for administrators?
ANSWER: No. OSPI's approved Charter School Program grant application stipulates that the training is for charter school boards and operators and must focus on charter school board governance and charter school operation. Special education training for administrators is too narrow in scope.
2. **QUESTION:** The budget is indicated at \$14,000.00 and the scope of work indicates a 2 year commitment (September 2018 to June 2020). Is that \$14,000.00 per training, per cycle, per year, for the full contracted term, or something else?
ANSWER: The \$14,000 budget is for the entire term of the contract: September 2018, through July 2020.
3. **QUESTION:** Can you clarify the purpose of an informal solicitation as potentially different from the more common request for proposal?
ANSWER: OSPI uses Informal Solicitations as expedited abbreviated of Request for Proposals, generally for low-risk contracts.
4. **QUESTION:** Is it anticipated that this contract will be awarded to a single entity or is this to create a pool from which to perform the work?
ANSWER: The intent is to award to a single entity.
5. **QUESTION:** To clarify the training requirement, is it for five days of training for new school leaders and board members and seven days of training for existing school leaders and board members?
ANSWER: It is 2 days of training for new and existing school leaders and board members. There will then be an additional 3 days of training for new school leaders and board members, and 2 days of training for existing school leaders and board members.
6. **QUESTION:** Must any mileage, meals, lodging, or travel-related expenses fall within the anticipated contract amount, or if necessary could those to be budgeted separately and still fulfill the anticipated amount?
ANSWER: Yes, any applicable mileage, meals, lodging, travel, or other contract-related expenses must be within the \$14,000 budget. They will not be reimbursed separately.

7. **QUESTION:** Is the anticipated contract amount to include any amount budgeted for indirect costs, or if necessary could that amount be budgeted above the anticipated contract amount?

ANSWER: Yes, indirect costs must be incorporated into the \$14,000 budget.

8. **QUESTION:** Is the expectation or preference for the webinars that they be live and interactive, or recorded and available to participants online, or is this a detail left to the discretion of the bidder in the Project Work Plan?

ANSWER: This detail is left to the discretion of the bidder, however, there should be a combination of both live and interactive and recorded opportunities available. Ideally, current school leaders and board members should be able to participate in some real-time, interactive training. Additionally, online components (webinars) will be made available so that future school leaders and board members can use it as resource for technical assistance and professional development.

9. **QUESTION:** Is there an expectation or preference as to the number of, or proportion between, live trainings and webinars, or is this a detail left to the discretion of the bidder in the Project Work Plan?

ANSWER: This detail is left to the discretion of the bidder, however, there should be a combination of live and virtual training opportunities. Ideally, all or part of the live trainings will be recorded and incorporated into any virtual training (webinar).

10. **QUESTION:** Are the trainings envisioned to be designed for, and/or available exclusively to, staff and board members of schools authorized by the Washington State Charter School Commission, or will they, or might they potentially be, also for staff and board members from schools authorized by other authorizers?

ANSWER: This training should be designed for any Washington-based charter school regardless of the authorizer.