

Request for Proposals No. 2024-05

Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2024-02, issued December 1, 2024.

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.

- Question:** Exhibit G, Proposal Checklist, on p. 56 of the RFP provides links to three forms. All three of those links lead to a "Page not found" page on OSPI's web site. We were able to find and download the Contractor Intake form but not the other two forms. Could you either send them to us (preferred) or send a link to these forms?

Answer: Thank you for pointing out the broken links. The three documents can be found on the [OSPI website](https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements): <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>
- Question:** Section C.2. Letter of Submittal on page 20 of the RFP says the letter should include contact information for the Bidder's point of contact and "applicable certifications". We are not exactly sure what certifications this is referring to. Could you please clarify?

Answer: Applicable certifications refers to the Certifications and Assurances, Qualification Affirmations, and Contractor Intake Form, available on the [OSPI website](https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements): <https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>
- Question:** Section C.3.v. Performance-Based Contracting on page 21 of the RFP seems to be instructions rather than a specific section that we need to include in our proposal. Is this correct?

Answer: Yes, it is instruction about the preference for Bidders to structure Technical and Cost proposal and Deliverables in Section C.3.iv in a performance-based manner that identify payment(s) tied to deliverables.
- Question:** The Related Contracts subsection of section C.4.ii on page 22 of the RFP asks that we include a list of contracts the Consultant has had during the last five years related to their ability to perform the services needed under this RFP. It is our understanding that these could be both either contracts with OSPI and/or with other



organizations/businesses, correct? [...] we are assuming that you would like a list of contracts that she and I have worked on, or will you need a list of contracts that [Prime Contractor] has worked on in the last five years as well?

Answer: The requirement requests a list of previous contracts from the Consultant. The entity formally submitting a response to the RFP is technically considered the "Consultant," but previous contract information may also be submitted for any proposed subcontractors or partners if the Consultant desires.

5. **Question:** Section C.4.iii. References on page 22 of the RFP. Similar question - do you require only references from [the Prime Contractor] or for us as subcontractors as well? We are assuming we should submit both, correct? Also, the text of this section says to submit contact information for "three business references for whom work has been accomplished." We could provide references from organizations that have benefitted from our work but with whom we did not have a contract with. [Would that] count as a reference of a "business for who whom work has been accomplished" or do references need to be only from businesses or organizations we and/or PEI have directly contracted with?

Answer: The requirement requests references from the Consultant. The entity formally submitting a response to the RFP is technically considered the "Consultant," but references may also be submitted for any proposed subcontractors or partners. References from schools, businesses and/or organizations that you have worked with providing similar or applicable services would be acceptable references for this requirement.

6. **Question:** Section C.5.iv. Indirect Costs on page 24 of the RFP includes a table that indicates the maximum that non-profits, such as [the Prime Contractor], can receive from this contract is 10%. It is our understanding that this includes any accounting and fiscal responsibilities of [the Prime Contractor]. Is this correct, or are costs for these services considered a separate cost that we need to include in the Cost Proposal?

Answer: OSPI's policy describes indirect costs as those elements of cost incurred by the entity or organization as a whole and are not generally allocable to programs. Indirect costs are often referred to as overhead or administrative. What you have described sounds like administrative or overhead. For a federal definition, you may also refer to [eCFR :: 2 CFR 200.414 -- Indirect \(F&A\) costs](#).

7. **Question:** Lastly, we are wondering when your offices will be closed for the holiday break.

Answer: The agency will be closed on Monday, December 25, 2023, and Monday, January 1, 2024.

8. **Question:** RE: Section C.4.i. Project Management, Subsection Project Team Structure/Internal Controls on page 21 includes a request for a description of the "internal controls" to be used during the course of the project. Could you please explain what internal controls are? Are they control processes and procedures that will ensure for the quality of the end product? Please clarify.
- Answer:** Yes, a description of the proposed control processes and procedures that will ensure for the quality of the end product would be appropriate.
9. **Question:** Also, the rest of this section [Section C.4.i.] is a request for an organizational chart. We assume that this chart will only include employees of the Contractor and of the subcontractors and it does not need to include the teachers we will provide stipends for, or the yet to be identified curriculum writer or the yet to be identified Native American educator consultants. Is this assumption correct or will we need to include everyone we currently predict will receive any form of payment from the funds for this project?
- Answer:** To give the evaluation team an idea of the bidder's proposed team structure for the project, please provide as much information as you can about the planned/predicted personnel who will be involved in performance of the resulting contract.
10. **Question:** RE: Section C.4.i. Project Management, Subsection Staff Qualifications/Experience on page 21 asks to list staff and subcontractors to be assigned to the potential contract. There are two staff members of [the proposed Prime Contractor] and the executive director who will provide a minimal amount of support to this project but who's time will not be paid through this contract. Otherwise, all work will be completed by the subcontractors. Do we need to provide a list of these staff members and describe their qualifications? Also, we have yet to identify a specific person to serve as our curriculum writer. Is there a problem with simply stating that a curriculum writer will be subcontracted to write the final curriculum from the notes, materials and ideas collected from the pilot teachers?
- Answer:** Yes, please indicate all known and proposed staff who will assigned to the resulting contract, even if a majority of the work will be completed by subcontractor(s), since the entity formally submitting a responses to the RFP is technically considered the "Consultant" and will hold the main contract. A notation about a proposed, currently unknown, curriculum writer is sufficient.
11. **Question:** Regarding examples of work requested in Section C.4.ii. Experience of the Consultant, Subsection Examples/Samples of Related Projects/Previous Work on page 22, the two documents we are including are too large (70+ pages and 20+ pages) to be included in the proposal. We will provide links to them on the WA OER Hub. We assume this is acceptable, correct?

Answer: A link is acceptable so long as it is clearly indicated in the proposal. We can also accept PDF, compressed PDF, or zipped files, which could easily accommodate a 70+ page document.

12. **Question:** There are two sections that seem to be asking the same thing. They are sections on the bottom of p. 21 titled Staff Qualifications/Experience and the top of p. 22 title Relevant Experience. The first of these two sections asks for qualifications of the personnel, including subcontractors. The other asks to describe how the Consultant and subcontractors meet the minimum and desired characteristics listed on the Qualifications Affirmations form and to describe relevant experiences. I'm not understanding the difference between these two sections. Is there a difference? If so, please describe. Is the first section a request for general experience of the staff of the Consultant and subcontractors whereas the second section is a request for experience and qualifications specific to those listed on the Qualification Affirmations form?

Answer: For the *Staff Qualifications/Experience* section at the bottom of page 21, a listing of proposed staff/subcontractors citing their qualifications via resume is acceptable, whereas the *Relevant Experience* section on top of page 22 seeks more of a narrative description of how the Consultant/subcontractors meet the qualifications, showing they are capable of performance of the potential contract. (Thank you for pointing out this confusion; we will aim to clarify for future procurements.)

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.