

# *Request for Proposals No. 2024-20*

## *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. 2024-20, issued July 26, 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](mailto: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.

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- Question:** Will consenting be a requirement for the study? If so, does OSPI have a process that they would like the evaluator to employ?

**Answer:** OSPI can work with the consultant to develop a consenting study.
- Question:** Should all listed contracts only be in reference to the evaluator, or would it be helpful to include contracts for our collaborators in a different department?

**Answer:** The listed contracts should only be those in which the evaluator participated in executing or completing.
- Question:** Can one of our references be directly from OSPI?

**Answer:** If the reference reflects similar work to be completed in this proposal, yes, we would accept an OSPI reference.
- Question:** Will OSPI establish connections between the Dept. of Agr, and Dept. of Labor? Is that part of the monthly OSPI meetings?

**Answer:** Yes, OSPI will work collaboratively with Department of Agriculture and Department of Labor to establish connections with the vendor. These would not be part of the OSPI monthly meetings to gauge contract progress or answer any questions.
- Question:** Can funds be used for youth and families, as an appreciation for their participation?

**Answer:** Yes.
- Question:** Should the scope of the study include tribal communities in WA?

**Answer:** If these communities are within agricultural communities that conduct seasonal or temporary work activities, yes, they could be considered as part of the seasonal agricultural community.



7. **Question:** Who are the key OSPI program staff we would regularly meet with, and what is their availability?  
**Answer:** The consultant will work mainly with staff from the Title I, Part C Migrant Education Program.
8. **Question:** Does OSPI desire a formal final presentation to stakeholders beyond the OSPI core project team at the end of the project?  
**Answer:** The final report will be submitted to the state legislature for further review and considerations. There may be a presentation to the legislature 2026 but that has not yet been determined at this time.
9. **Question:** Should our submission consist of 1 single PDF, or should we create a separate PDF for each of the 4 sections (submittal letter + attachments, technical proposal, management proposal, cost proposal)?  
**Answer:** We can accept either, but for ease of reading by the evaluation team, one electronic proposal that contains all requested components of the RFP is preferred.
10. **Question:** Should we use exact headings only, or do we also need to use exact order and wording of subheads? Can we combine subheads?  
**Answer:** The proposal should align to the structure of the RFP scoring rubric to ensure the reviewers do not inadvertently miss a component of the proposal and affect final score.
11. **Question:** Should the format of the final deliverable be a PowerPoint or a narrative?  
**Answer:** The Technical Proposal section of the RFP should contain the methodologies to be used to complete this objective and delivery of results of the study.
12. **Question:** For "Provide quarterly progress reports including data, narrative and comments from all stakeholders," does a summary suffice or would OSPI like the raw data?  
**Answer:** Quarterly Progress would be in summary and could contain samples of the data collected but not the full set of raw data.
13. **Question:** Are there specific regions of the state OSPI the partner selected for this work should include in the study?  
**Answer:** The selected vendor will work with OSPI to identify the agricultural regions of the state to be included in the study.
14. **Question:** Are you defining 'nonseasonal farmworker children' as all students besides seasonal farmworker children, or as farmworker children who are just not seasonal?  
**Answer:** All students besides children of seasonal farmworker children or who are identified as migratory (agriculture or fishing)

15. **Question:** Will the winning firm have access to Washington state school databases? Or will there be WA staff dedicated to run queries for the info we need to identify possible participants for the study? Due to the limited time frame of the study, will data requests made on behalf of this study be given priority for faster turnaround times?
- Answer:** The agency will work with the selected firm to develop appropriate data sharing agreements and also assist in facilitating access to data in partnership with other state agencies such as Department of Agriculture and Labor and Industries.
16. **Question:** What data does Washington state have on the areas you are asking for (school and program access, school readiness, attendance, grade promotion and retention, performance on state assessments, academic growth, graduation rates, discipline rates, and teacher qualifications and years of experience, student access to postsecondary education and career opportunities)? Will we have access to identified or de-identified data?
- Answer:** There is currently no data at OSPI that specifically focuses on seasonal non-migratory farmworker children.
17. **Question:** What is the bidding process?
- Answer:** The bidding process, including minimum qualifications, proposal structure, and submittal instructions, is outlined in the RFP, which can be downloaded from WEBS or [OSPI's website](#).
18. **Question:** Do we have to be registered in the State of Washington to bid?
- Answer:** Registration is not required to submit a bid, but may be required if you are selected as the Apparent Successful Bidder.
- Statewide Vendor (SWV) registration is required to receive payments from OSPI. For more information or online registration, visit the [Office of Financial Management website](#).
- Registration with the Washington Secretary of State and/or Washington State Department of Revenue if registration requirements set forth by the [Department of Revenue](#) apply.
19. **Question:** Are there any required vendor certifications?
- Answer:** No certifications are required to complete the scope of work described in this RFQ. However, if the vendor has certifications applicable to this work, or OMWBE certification, they should be included with the proposal.
20. **Question:** Are firms outside of the state eligible to compete for this RFP?
- Answer:** Any entity who meets the minimum qualifications and can provide the services outlined in the RFP is eligible to apply. Experience working in Washington schools and districts is one of the required minimum qualifications.

21. **Question:** Federal indirect rates are accepted for school districts in section C6., Cost Proposal, subsection C6.iv, Indirect Costs. Similarly, will NICRA rates agreed with the U.S. Department of Labor be acceptable for a private organization?

**Answer:** At this time, our policy does not allow us to accept any indirect rate higher than 10% for a private organization.