

Request for Proposals No. 2025-03

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, regarding RFP 2025-03 for School Construction Assistance Program Revision (SCAPR) Planning.

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.

The following represent questions received, and agency answers provided, during the Pre-Bid Conference, which was held on September 13, 2024.

- Question:** Is the intention of the case studies to see how the strategy proposed would play out in a small, medium, and large district?

Answer: Yes. For example, if the proposal includes a different space allocation, we will ask the contractor to pick three districts – small, medium, and large – so we have specific examples that we could extrapolate out to the larger system. OSPI will provide guidance on what school districts should be selected to be included in case studies.
- Question:** What is the definition of indirect costs? For example, if there is a specific product that is developed to support the final recommendation, would that be an indirect cost? Or does indirect cost include subconsultant costs that should be broken out separately?

Answer: OSPI defines indirect costs as those elements of cost incurred by the entity or organization as whole and are not generally allocable to programs. Such costs are often referred to as overhead or administrative. Indirect costs can be one line item. The contractor should subtotal the indirect costs.
- Question:** How often and when should meetings with the steering committee take place?

Answer: The meetings will be with legislators during legislative session, so meetings will probably only be quarterly or as needed by the consultants.
- Question:** Who are the legislators that requested this study?

Answer: The chair of the House Capital Committee, Representative Steve Tharinger.



5. **Question:** When would the successful bidder sit down with OSPI to talk about next steps?
Answer: After contract negotiations begin on October 7, 2024.
6. **Question:** What are the desired deliverables for the prototypical design?
Answer: OSPI thinks this request is coming from the House, which is interested in stock plans. School districts can use either state stock plans or district level stock plans. That is one thing the consultant and the stakeholder group will have to define at their first meeting.
7. **Question:** Can you define stock plan?
Answer: That is something that will need to be defined with the stakeholder group with the legislature.

The following represent questions received, and agency answers provided, during the written Q&A period.

8. **Question:** Could you please clarify your expectations for the case studies? Specifically, are you looking for case studies exclusively from within the State of Washington to validate the issues or solutions relevant to your needs, or are you open to broader case studies that may provide a strong foundation for our recommendations, even if they are from outside the state?
Answer: Case studies will be required for each proposal which will change or modify current SCAP funding allocations and formulas. In addition, a case studies will be required for any new requirements to receive SCAP funding assistance.

Case studies will need to be created to show any impacts to a sampling of Washington state school districts based on factors such as student enrollment, geographic location, financial resources, and other factors requested by the stakeholder group. Other case studies can be used as the foundation to create the required case studies for Washington school districts.

9. **Question:** Could you please provide some guidance on your expectations for the length of the proposals? Is there a specific page limit or range you prefer?
Answer: There is no requirements or preference of the length or page limitations of proposals submitted.
10. **Question:** Could you please clarify which stakeholders we will be coordinating with? What are the expectations for the SCAPR work group's responsibilities, and how are we, as consultants, expected to engage with them?

Answer: The stakeholder group consists of representatives of entities outlined in Section 5011, Chapter 375, Laws of 2025. OSPI has created a workgroup composed of these representatives:

Legislative and Office of Financial Management (OFM) Members

Senator Mark Mullet
Senator Yasmin Trudeau
Senator Mark Schoesler
Representative Steve Tharinger
Representative Lisa Callan
Representative Peter Abbarno
Representative Stephanie McClintock
Kelsey Rote - OFM Capital Budget Analyst

Large School District Members

Morris Aldridge - Tacoma Public Schools
Greg Forsyth - Spokane Public Schools

Medium School District Members

Lisa Grant - Centralia School District
Becky Berg - Eastmont School District

Small School District Members

Ron Moag - Quilcene School District
Lisa Gredvig - Union Gap School District

OSPI Technical Advisory Committee Members

Steve Murakami
Melissa Mc Fadgen

Educational Service Districts Member

Dax Logsdon

School Districts Located on Tribal Lands

Curt Guaglianone - Mount Adams School District

11. **Question:** Could you please specify the statewide employee organization that was mentioned?

Answer: Currently, a statewide employee organization has not been appointed to be a member of the stakeholder group. If a proposal or recommendation impact school employees, then possibly a statewide employee organization could be appointed to the stakeholder group.

12. **Question:** Could you provide more details regarding the indirect costs?

Answer: OSPI defines indirect costs as those elements of cost incurred by the entity or organization as whole and are not generally allocable to programs. Such costs are often referred to as overhead or administrative.

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