

Request for Proposals No. 2025-15

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question-and-answer period, and Pre-Bid Conference which was hosted on December 02, 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.

1. **Question:** If we're already on the [OSPI approved list](#), do we need to submit to this bid?
Answer: No, they are not required to submit on this bid.
2. **Question:** I did not understand the reason for the large cost of \$5150. What is this cost for, and am I supposed to pay this amount? Also, I would like to ask about the application process
Answer: Potential bidders should be aware that the bidding amount is set at \$5,150. Additionally, there is no application fee required to participate in the bidding process. Please visit our website [Competitive Procurements](#)
3. **Question:** How many hours per week or month should we assume?
 - **Answer:** There are 15 applications that will require initial review and appeal review sessions for. Reviews will not be scheduled to have more than two per week. Each review session is 2.5 hours plus the time that it takes to do the independent review, which can take 2 or more hours. It is dependent on the quality of the application, and it also depends on the ability of the reviewer to complete the review of the application.
 - Additionally, the appeal review sessions typically are one hour in length, with the additional time to do the independent review of the application which can take 1 or more hours to complete, again that is dependent on the quality of the application and that ability of the reviewer.
 - The feedback from previous reviewers is that for the initial application review, it takes approximately 7 hours total, that includes the review session and the time they have spent on their independent review. Since we plan on two application reviews per week, it would be approximately 14 hours.



4. **Question:** For each review cycle, how many reviews would each reviewer complete?
Answer: In the past we have had reviewers on average between five to seven applications, with 9 being the most. Because we are adding to our applicant pool, we do not have a finalized schedule. We do not anticipate any reviewer exceeding nine application reviews. But again, the schedule is still being finalized. We apologize for not having a more specific number at this time.
5. **Question:** What does time flexibility look like with the review cycle? Are most tasks flexible?
Answer: We schedule reviews around the availability of the review team, recognizing that some reviewers will have vacation and other commitments. We will take into consideration the availability of each reviewer. The reviewer's availability is combined and then the schedule will be determined by ensuring that based on availability each application will have three available reviewers to complete that review and appeal process.
- Flexibility is the consideration of each person's schedule and availability. If there are scheduling conflicts, we will work with you to accommodate those times. Additional flexibility is independent review. That time is not structured on a combined schedule, so it is flexible to be done according to your availability within the due dates.
6. **Question:** Does the budget change based on the number of reviews completed? Based on the bid there is a fixed max.
Answer: Reviews are paid based on the number of applications reviewed.
The initial review rate is \$350 per review.
The appeal review rate is \$250 per review.
7. **Question:** The bid asks for competitive cost estimates, but it seems to already be determined. So, is a budget required as part of the bid?
Answer: The RFP does not request a cost estimate as part of the proposal. The proposal contents can be found in Section C. of [RFP 2025-15](#).
8. **Question:** Is there compensation for the training to become a reviewer?
Answer: Compensation for the review training is embedded into the initial and appeal review fees.
9. **Question:** Can you describe the amount of time training might take?
Answer: Reviewers attend a training course that consists of two, three-hour zoom sessions. These sessions provide orientation to the process and the application criteria. We then give you independent time to review the applications. Then we will meet collectively as a team to conduct a mock application review.
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No questions or responses included in this document require any changes to the solicitation document; this document stands alone.