

Request for Qualifications No. 2021-01

Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2021-01, issued May 26, 2020.

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:** On the final check off page for the RFQ for CIP it asks for our Master Degree Diploma. Is it possible to attach my College Transcript instead of the diploma?
Answer: Yes, the agency will accept an official or unofficial transcript verifying graduation and program completion in lieu of the Diploma.
2. **Question:** We were wondering if any of the components had an exception, especially in the area of education. The previous RFQs listed Masters as a desired but not this time, therefore, will non-Masters applicants be considered for these positions? Would an applicant with anticipated Master's Degree be considered?
Answer: No. Consultants who do not meet the minimum qualifications will be rejected as non-responsive and will not receive further consideration.
3. **Question:** On pg. 56, Exhibit G, Proposal Check List, in the second to last box, it states that a copy of masters and/or doctorate diploma must be included in the Proposal. I have a transcript stating the master's degree was completed/awarded from [College], but I do not have a diploma as such. Will the transcript be acceptable?
Answer: Yes, the agency will accept an official or unofficial transcript verifying graduation and program completion in lieu of the diploma.
4. **Question:** Under the staff qualifications/experience section, when I applied last year, I stated the number of days I wanted to contract for. Do I need to include that same information in this section, in another section, or not at all?
Answer: Staff Qualifications/Experience requires a current resume but does not require a statement of days. No other section of the Management Proposal requires the applicant to identify their preferred number of days. Selected contractors will provide a minimum of 180 days of service, as outlined in section A.7 of the RFQ, with the specific number identified in the executed contract after negotiation.



5. **Question:** When submitting a completed RFQ application, should the attachment be one PDF with everything in it or can it be a few PDFs sent in the sequence that is recommended in the RFQ?
Answer: It is preferred the documents be compiled into one document, if possible, for ease of reading during the evaluation phase, but we will accept them as multiple, separate documents as well.
6. **Question:** Given the current stay-at-home recommendations due to COVID-19, would electronic signatures be accepted for proposal submissions during this time?
Answer: Yes; in fact, the RFQ requires all proposals be submitted electronically.
7. **Question:** Under the References section (C), it asks for references for those I have provided services for. I have done some contracting work but my references are from the school district and ESD. Can I use these?
Answer: Yes. Other than current OSPI staff, all business references are welcome.
8. **Question:** Section B.5. asks to include a list of contracts I have had in the last 5 years. Again my work has been at the school district and OSPI. I have one contract with work I did outside of my work day. Please advise what I should include in this section.
Answer: Please indicate contract work in response to Section B.5. All other work experience should be listed in Section A.2.
9. **Question:** The previous RFQs listed Masters as a desired qualification but not this time, therefore, will non-Masters applicants be considered for these positions? Would an applicant with an anticipated Master's Degree be considered?
Answer: A Master's and/or doctorate degree is a minimum qualification for this RFQ. Consultants who do not meet the minimum qualification will be rejected as non-responsive and will not receive further consideration.
10. **Question:** For the question under the Management Proposal, Section D, "Past Performance", if I have never had a contract breach, what is the expectation of what I include in this section.
Answer: Please include a statement that says you have never had a contract breach.
11. **Question:** I have submitted for a Statewide Vendor #, but I have not received it yet - it sounds like they are backlogged - can I submit my Contractor Intake Form without this?
Answer: Yes, you can submit the proposal with the Statewide Vendor Number – that number is needed to make payment to contractors, not to initiate contracts.
12. **Question:** Section B, Question 5 says, "Include a list of contracts the Consultant has had during the last five (5) years that relate to the Consultant's ability to perform the

services needed under this RFQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses."

I do not have current email addresses and/or phone numbers for some of the people I worked for. Should I just include as much contact information as I have or do I need to track people down?

Answer: Submit as much contact information as possible. The evaluation team will need at least one way to contact each contact provided.