

Request for Qualifications No. 2023-17

Addendum 02 – Pre-Bid Q&A

This document is posted to capture the questions received, and agency answers provided, as a result of the Pre-Bid Conference for RFQ No. 2023-17.

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.

A PowerPoint of the slides shared during the Pre-Bid Conference can be found at the above-mentioned sites.

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- Question:** How large is a typical assignment are? How many are there?
Answer: There are nine (9) Educational Service Districts, which vary in density and types of schools we serve; CIP contractors are assigned to work in only one (1) of those regions.
 - Question:** Just diploma, or do we also need transcripts?
Answer: Only copy of diploma is needed as per the RFQ.
 - Question:** If you are just starting out in this field, the requirements for references are very business-oriented. Are there ways to get through that?
Answer: We will work with a CIP candidate who passes cutoff scores through all previous phases of the procurement to utilize references that best reflect their experiences and potentials as a successful independent contractor, even if they have not served in that capacity before.
 - Question:** How many CIPs are you looking for at this time?
Answer: A total of twenty-five (25) statewide.
 - Question:** Preferred method for submitted docs in order in a Word document or zip file?
Answer: We will accept Microsoft Word, Portable Document Format (PDF), or Zipped files. Generally, PDF files containing all documents in one file is easiest for us.



6. **Question:** The internal controls portion of it – I am confused by what this looks like. I am assuming that it is how can I guarantee that, if I were given a contract, that I would be able to produce the work following the requirements. Am I off on that?

Answer: The RFQ explains what “internal controls” means for this contract.

7. **Question:** Follow-up to above – And I can submit [a question about this RFQ to the Procurement Coordinator] by email? Because I can’t access the web one until I become a business, it looks like.

Answer: You may access the email to our Procurement Coordinator through our public OSPI website on the Competitive Procurements page:

<https://www.k12.wa.us/about-ospi/contracting-ospi>

Questions must be submitted to contracts@k12.wa.us.

8. **Question:** Is there a reporting process to OSSI? It sounds like there are regular meetings...

Answer: This is described clearly in the RFQ—particularly in the Objectives and Scope of Work section A(4) in the RFQ. If an Apparent Successful Bidder is offered a contract as a CIP, that contract will include a Deliverables Schedule that outlines clearly all minimum and necessary/required points of contact between the contractor and OSPI throughout the period of performance.

9. **Question:** Follow-up to above – So when we’re framing our internal controls, this is what we’re thinking about, is how is that going to be evident to you?

Answer: In summary, and this is detailed in Section C(2)(1) of the RFQ under the Management Proposal outline: we are looking for you to describe processes you have in place as a contractor over the course of the period of performance of the contract to produce on time all deliverables outlined in the final contract, whether you are a sole proprietor or working with staff you have employed and who have also, as required, applied to the RFQ and passed cutoff scores and been announced as Apparent Successful Bidders.