

**STATE OF WASHINGTON
WASHINGTON STATE CHARTER SCHOOL COMMISSION**

**REQUEST FOR PROPOSALS
RFP No. 2017-08
Addendum 01 – Q&A**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2017-08, issued May 5, 2017.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

QUESTION: Do these federal [VOSB] certifications mean anything in the Washington state procurement process?

ANSWER: We encourage the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). However, no preference will be included in the evaluation of proposals.

QUESTION: Whether companies from Outside USA can apply for this? (like, from India or Canada)

ANSWER: If the consultant is able to conduct in person meetings at the Commission, they may apply.

QUESTION: Whether we need to come over there for meetings?

ANSWER: Yes. The Contractor must be able to conduct in person meetings at the Commission.

QUESTION: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

ANSWER: The Contractor must be able to conduct in person meetings at the Commission.

QUESTION: Can we submit the proposals via email?

ANSWER: Per the RFP, proposals are *required* to be submitted via email.

QUESTION: Is the maximum budgeted amount of \$20,000 just for Phase I or for Phase I and Phase II combined?

ANSWER: The \$20,000 budget is for Phase I only. At this time, Phase II is being provided for informational purposes only. Consultants should not include a work plan or cost proposal for Phase II.

QUESTION: Are any reimbursed travel-related expenses separate from the \$20,000 budget maximum? For example, if the budgeted amount for the project were \$20,000 and travel costs were \$5,000, the Consultant would be compensated \$20,000 and reimbursed \$5,000 for a total payment of \$25,000?

ANSWER: The maximum consideration is \$20,000, *inclusive* of any travel related expenses. If the consultant proposes travel-related expenses, they must be within the \$20,000 budget.

QUESTION: What level of commitment are CSC staff willing to state about their availability? Timely access to agency staff and stakeholders is critical to completing deliverables on-time.

ANSWER: The CSC recognizes the aggressive timeline on this work, so they will make themselves available and accessible to the contractor.

QUESTION: Have the values or the vision statement in the CSC Strategic Plan 2014 changed? If so, what are the current versions?

ANSWER: The values and vision remain the same.

QUESTION: Is it expected that the consultant will include in the new goals all of the incomplete deliverables mentioned in the RFP Background section?

ANSWER: Yes.

QUESTION: Where (physical location) will the work in this RFP take place? Where are key stakeholders located? Where will meetings take place? How much work can be performed “off-site”?

ANSWER: The Contractor must be able to conduct in person meetings at the Commission, in Olympia, Washington.

QUESTION: What does CSC view as potential risks to successful completion of this project?

ANSWER: Time and availability of stakeholders.

QUESTION: What is the current number of staff members working for the Commission?

ANSWER: Six (6).

QUESTION: [Please provide a] list of current “partners”, assisting the Commission

ANSWER: Office of Superintendent of Public Instruction, State Board of Education, State Auditor’s Office, National Association of Charter School Authorizers, Washington State Charter Schools Commission

QUESTION: [Please provide a] list of names and addresses of current charter school operators

ANSWER:

- **Excel Public School:** 19300 108th Ave SE, Kent, WA 98031
- **Rainier Prep:** 10211 12th Ave S, Seattle, WA 98168
- **Summit Sierra:** 1025 S King St, Seattle, WA 98104
- **Green Dot Destiny Middle School:** 1301 E 34th St, Tacoma, WA 98404
- **Soar Academy:** 2136 Martin Luther King Jr Way, Tacoma, WA 98405
- **Summit Olympus:** 409 Puyallup Ave, Tacoma, WA 98421

QUESTION: [Please provide a] list of names and addresses of districts impacted by charter schools

ANSWER:

- **Seattle Public Schools:** 2445 3rd Ave. S, Seattle, WA 98134
- **Highline Public Schools:** 15675 Ambaum Blvd. SW, Burien, WA 98166
- **Tacoma Public Schools:** Central Administration Building, P.O. Box 1357, Tacoma, WA 98401-1357
- **Kent Public Schools:** 12033 SE 256th Street, Kent, WA 98030-6503
- **Spokane Public Schools:** 200 N Bernard, Spokane, WA 99201

QUESTION: [Please provide a] list of known community support organizations

ANSWER:

- League of Education Voters
- Democrats for Education Reform
- Stand for Children

QUESTION: Are you assuming that the contractor will attend any Commission meetings or to present the results of the assessment to them?

ANSWER: Yes.

QUESTION: Who will be reviewing the contractor's work, such as the summary of questions raised by the assessment, and how many reviewers will there be?

ANSWER: The Commission's Executive Director.