

**STATE OF WASHINGTON  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**Request for Qualifications No. 2018-10  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFQ No. 2018-10, issued on September 12, 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:** Should I embed my CV in the Management Proposal or is including it as an attachment OK?

**ANSWER:** We'll accept the CV either way; no preference on this end.

**QUESTION:** If I submit a proposal and it is accepted, am I guaranteed 150 days of work?

**ANSWER:** No. Contractors will be awarded *up to* 150 days of work. Assignments are made based on district need and their request for assistance in certain content areas (mathematics, reading, etc.).

**QUESTION:** If I submit a proposal and it is accepted, can I determine a number of day below 150 to work (for example 20 days)?

**ANSWER:** Yes, this is negotiable. Please include the request in your proposal.

**QUESTION:** Exhibit B Sample Contract: is this needed in the application process or just an example of a contract that may be issued?

**ANSWER:** This is a sample of what your contract might look like. No action is required.

**QUESTION:** Contractor Intake Form: Do I need to have a statewide vendor number now to apply? Or could I get one if awarded a contract?

**ANSWER:** No, this number is only required for the state to issue payment to vendors, so you may wait to see if you are identified as a contractor before you apply for a vendor number.

**QUESTION:** Are there any required trainings and/or meetings for OSPI Instructional Coaches?

**ANSWER:** Yes, Instructional Coaches are required to attend Statewide Professional Learning meetings/trainings (approx. 3), Regional Improvement Network meetings/trainings (approx. 4), and Content Improvement Network meetings/trainings (approx. 6).

**QUESTION:** Compensation: Is planning time compensated for instructional work? If so, how does compensation work? Does the coach track planning time spent? Is there a formula used?

**ANSWER:** Contractors are paid at an hourly rate of \$75.00/hour. This includes time for planning, delivery of PD, and any follow-up to a school. All hours are tracked in a program called Service Tracker (developed by ESD 113) where information is inserted by the contractor on time/travel and verified through monthly invoicing.

**QUESTION:** Schedule: If my proposal is accepted and my contract begins on Nov 1<sup>st</sup>, how quickly would my specific schools be identified?

**ANSWER:** Successful contractors whose contracts begin on November 1<sup>st</sup> should expect to be assigned school assignments with 10 days (based on content area and unfilled requests). There will be some on-boarding by the Instructional Coach Coordinator and Contracts Manager prior to official placement.

**QUESTION:** I am a sole contractor and the only employee of my Washington consulting firm. I do not intend to use any subcontractors in my proposed project. The language in this section refers to the “project team structure”. Is the team structure a reference to the team I intend to create within a school, given that I am the sole service provider?

**ANSWER:** No. This section should tell us what your business team structure looks like. If you are a sole proprietor and plan to do all of the work yourself, please state that in your response.

**QUESTION:** My second question relates to the term “internal controls”. Does this reference relate to how I intend to structure the monitoring of results during the school year?

**ANSWER:** No. This section is in relation to your business team structure. If using staff and/or subcontractors, we want to know what internal controls will be in place throughout the term of the contract. However, if you are a sole proprietor and plan to do all of the work yourself, please state that in your response.

**QUESTION:** On p. 27 it looks like there is a staff involved etc and I am not sure what I need to do as an individual to apply for this position.

**ANSWER:** Page 27 refers to your business team structure. If using staff and/or subcontractors, we want to know who they are and what internal controls will be in place throughout the term of the contract. However, if you are a sole proprietor and plan to do all of the work yourself, please state that in your response.