

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

**REQUEST FOR PROPOSALS
RFP No. 2018-16: Transportation Funding Formula Study
Addendum 01 – Q&A**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2018-16, issued December 8, 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.

1. **QUESTION:** Will the consultant's work include data collection (such as data required to analyze the allocation calculation as well as data required to evaluate district's actual costs) or is data already collected by OSPI and available within OSPI data and reporting systems?
ANSWER: OSPI currently collects all data that we believe is necessary to complete the task. If the contractor desires additional data, collection by the contractor may be necessary.
2. **QUESTION:** Does OSPI have a minimum number of participants in mind for the user group? If yes, what is the count?
ANSWER: We have not placed a cap on the number of participants for the user group.
3. **QUESTION:** Does OSPI have an existing list of individuals to participate in the user group?
ANSWER: We do not have an existing user group, but we do have a number of users of the system that would like to be involved.
4. **QUESTION:** There is no mention of a project sponsor. Is there one individual in charge of this project and to whom the contractor reports?
ANSWER: Yes, upon award, the Contractor will be provided information for the Contract Manager who will be point of contact for the remainder of the project.
5. **QUESTION:** Under section 29.4.2 it states that the proposal should include a description of travel costs not just for the contract period but also for the "maintenance period, and three (3) year total." In light of this RFP, could you provide clarification for the request of maintenance period and 3 year total cost information?
ANSWER: There is no maintenance; the statement regarding maintenance will be removed via amendment.