

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

**REQUEST FOR PROPOSALS  
RFP No. 2019-01: Charter School Authorization and Oversight Application  
Addendum 1**

*Note to potential respondents:*

*This addendum is intended to revise, clarify and become part of RFP No. 2019-01, issued June 15, 2018.*

*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:** Please specify if total budget amount is \$20000 or \$80000? Can we quote above \$20000?

**ANSWER:** The Commission has budgeted an amount not to exceed twenty thousand dollars (\$20,000) for the initial term of this project. Proposals in excess of this amount will be rejected as non-responsive and will not be evaluated.

**QUESTION:** Please specify if the contractor past performance contract breach information in the past 5 years is mandatory or not?

**ANSWER:** The contract past performance contract breach information in the past 5 years is not scored, however, is required as a piece of the Technical Proposal.

**QUESTION:** Please specify is there any hardware requirement?

**ANSWER:** There are no hardware requirements.

**QUESTION:** Please specify is there any certification or licenses requirements?

**ANSWER:** You must be licensed to do business in Washington State.

**QUESTION:** Please specify is any preferences for COTS(Commercial-off the shelf) or custom application?

**ANSWER:** We are currently interested in an 'off-the-shelf' platform.

**QUESTION:** Please specify if charter school authorizers experience is compulsory or would any private firm experience and past performance be considered for this project?

**ANSWER:** As a minimum qualification, we have indicated "Previous experience in creating authorization and oversight applications to manage charter school portfolio".

**QUESTION:** Please specify if services/training/meeting/interview is to be performed on-site or off-site?

**ANSWER:** Services/training/meeting/interview (if applicable) can all be performed off-site.

**QUESTION:** We noticed the following in the “minimum requirements” list:

- Must have experience working with charter school authorizers
- Previous experience in creating authorization and oversight applications to manage charter school portfolios

We are interested in bidding on this contract, but do not have prior experience working with your office or a similar one. This is not unusual in custom app development, so we need to ask, is this truly a ‘must have’ or is there some flexibility on these requirements?

**ANSWER:** Currently, the needs of this project require charter school experience. We are not flexible on these requirements.

**QUESTION:** Does OSPI have any incumbent contractor(s) or available candidates currently working for OSPI? Is the incumbent eligible to respond to this solicitation?

**ANSWER:** No, The Commission does not have any incumbent contractors or available candidates currently working.

**QUESTION:** Are you interested in a custom software solution/software development or is your preference towards an 'off-the-shelf' platform?

**ANSWER:** We are currently interested in an 'off-the-shelf' platform.

**QUESTION:** If you are interested in development, do you accept offshore development services for this project?

**ANSWER:** We accept domestic development services for this project, you must be able to do business in Washington State.

**QUESTION:** Will onsite visits be required during development?

**ANSWER:** We do not require onsite visits during development.

**QUESTION:** Is there an incumbent? If so, is it with internal teams or are you outsourcing current development?

**ANSWER:** There is no incumbent to this work currently.

**QUESTION:** How long after the submission due date will you issue an award?

**ANSWER:** Per the Estimated Schedule of Procurement Activities in the RFP, the Proposals are due on July 9, 2018 and the Apparent Successful Bidder will be notified on July 17, 2018.

**QUESTION:** When are you expecting to engage with the vendor after the award has been given?

**ANSWER:** We plan to engage with the vendor immediately after the award has been given.

**QUESTION:** I understand that the preferred launch date for the application is October 1<sup>st</sup>, 2018. Is this the “go-live” date of the project?

**ANSWER:** October 1, 2018 is the go-live date of the project.

**QUESTION:** To the best of your knowledge, are there any circumstances that will cause you to:

- a. Cancel the RFP?
- b. Not move forward with the winning bidder?
- c. Lower the budget for the project?
- d. Prolong the evaluation process or reissue the RFP?

**ANSWER:**

- a. We will not be cancelling the RFP.
- b. We plan on moving forward with the winner of this RFP.
- c. We do not intend to lower the budget for the project.
- d. We do not plan on prolonging the evaluation process or reissuing the RFP.

**QUESTION:** Section 4 (pg 7 of RFP) – Objective and Scope of work

Provide the quote and service agreement. Exhibit B & C I believe are samples of your agreement, do we need to complete this and send back or is it for information only?

**ANSWER:** Exhibit B & C are just samples for informational uses only.

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

**ANSWER:** We accept domestic development services for this project and you must be able to do business in Washington State.

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

**ANSWER:** Meetings can all be performed off-site

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

**ANSWER:** Development services and the scope of work for this project must be done domestically.

**QUESTION:** Can we submit the proposals via email?

**ANSWER:** Per Section B.4. of the RFP, Consultants shall submit proposals as an attachment to an email to the RFP Coordinator noted in Section B.1.