

# Request for Proposal No. 2014-14

## Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period for RFP No. 2024-14, issued March 27, 2024.

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](mailto:contracts@K12.wa.us). Communication directed to other parties will be considered unofficial and non-binding on OSPI and State Board of Education, and may result in disqualification of the Consultant.

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1. **Question:** Is a Masters or Doctorate Degree required?

**Answer:** Knowledge of/ experience with Washington’s education system could be shown in a number of ways, including, but not limited to, expressing why certain training focuses may be necessary given the nature of the educational landscape, including staff who have done research into the ways Washington’s educational landscape impacts students from varying communities, having worked with other educational entities in Washington, etc. We will look for a training plan that shows an understanding of what is currently happening in Washington and why those trainings would make sense for The State Board of Education

2. **Question:** Does having done our own personal research to understand Washington’s education system meet the minimum requirement?

**Answer:** Knowledge of/ experience with Washington’s education system could be shown in a number of ways, including, but not limited to, expressing why certain training focuses may be necessary given the nature of the educational landscape, including staff who have done research into the ways Washington’s educational landscape impacts students from varying communities, having worked with other educational entities in Washington, etc. We will look for a training plan that shows an understanding of what is currently happening in Washington and why those trainings would make sense for The State Board of Education

3. **Question:** I know pre intent was due already, but to verify it’s too late to bid on this if we didn’t get a pre-intent letter in?

**Answer:** The requirement was to submit letter of intent as per below snapshot.

### **LETTER OF INTENT**

Consultants intending to submit a proposal must notify the RFP Coordinator via Letter of Intent to propose no later than **5:00 p.m. PT on April 15, 2024**.

The letter must be submitted via email to the RFP Coordinator. Proposals will not be accepted from consultants who do not submit a Letter of Intent.

4. **Question:** We are in the process of submitting a proposal for the No. 2024-14 DEIB Training and I have a question regarding Exhibit B. The document states a list of minimum requirements that are not explicitly outlined in the RFP and I am wondering which document should be referenced?

**Answer:** Thank you for your question regarding the document states a list of minimum requirements. Here is the response.

5. **Question:** In responding to the RFP 2024-14 Diversity, Equity, Inclusion and Belonging Training and had a specific question around the minimum qualification: Knowledge of/experience with Washington's education system.

**Answer:** Knowledge of/ experience with Washington's education system could be shown in a number of ways, including, but not limited to, expressing why certain training focuses may be necessary given the nature of the educational landscape, including staff who have done research into the ways Washington's educational landscape impacts students from varying communities, having worked with other educational entities in Washington, etc. We will look for a training plan that shows an understanding of what is currently happening in Washington and why those trainings would make sense for The State Board of Education.

6. **Question:** While reviewing the above-referenced RFP, Section C.4.ii asks about "Related Contracts". I am a new micro business and have not had any contracts as of this writing. My previous work experience (including the last five (5) years, will show my ability to perform the services needed under this RFP. Is it okay to include that experience and list references for the work, or should I not include it and only submit the business references under C.4.iii?

**Answer:** Please list your relevant experience that documents your ability to perform the services needed under this RFP in the "Relevant Experience" piece of C.4.ii.. For the "Related Contracts" piece of C.4.ii., indicate that you have no previous contracts. Lack of contact(s) does not necessarily mean lack of experience, as long as the experience is documented in the "Relevant Experience" piece of C.4.ii. Related Contracts and Relevant Experience are scored together under C.4.ii. Yes, please include business references under C.4.iii; they are scored separately from Related Contracts and Relevant Experience.

No questions or responses included in this document require any changes to the solicitation document, this document stands alone.