

Request for Qualifications No. 2020-31

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2020-31, issued December 24, 2020.

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. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

1. **Question:** I just want to clarify that the Special Education Complaint Investigator Request for Qualifications (RFQ) is requiring letters of recommendation and not references. I know in 2017 the requirement had included letters of reference, but then changed to including references. Was it intentional to go back to requiring letters of recommendation instead of references?

Answer: Letters of Reference or references will work for this requirement.

2. **Question:** The minimum requirements include bar membership in good standing. It is my understanding that this contract is not considered the practice of law. Question: would a person with Emeritus status be considered eligible?

Answer: Yes, a person with Emeritus status is considered eligible.

3. **Question:** Do I need to simply email you a proposal consisting of: cover letter, resume, and three letters of recommendation or are there other documents needed for a completed submission?

Answer: Other documents are needed. The complete list of what is required can be found in Section C (page 15) of the RFQ. You will need a Letter of Submittal, a Technical Proposal, and a Management Proposal in order to apply.



4. **Question:** Is there anything that I need to submit to you to show my woman owned Washington micro business status?

Answer: Yes, the Contractor Intake Form and the accompanying Small Business Self Certification are all we need at this time.

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