

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

**Request for Proposals No. 2020-03  
Addendum 02 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFP No. 2020-03, issued August 28, 2019.*

*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:** Do you have specifications for the educational curriculum? Number of lessons, etc?  
**ANSWER:** There are no specifications. We are open to Bidders' ideas/suggestions.
2. **QUESTION:** Why are there two articles and videos for #3 and one for the others? Do you want us to separately address technology and obstacles? It seems that these two could be interconnected.  
**ANSWER:** OSPI expects two (2) articles on same topic. As an example, the two projects might cover specific time periods: (1) 1850 to 1950 and (2) from 1950 to present.
3. **QUESTION:** What length/style are you thinking for the videos? Is this open for collaboration as we design the curriculum?  
**ANSWER:** OSPI is not stipulating a duration/length/volume of each deliverable. We are open to Bidders' ideas/suggestions.
4. **QUESTION:** How will content on the OSPI website be published? PDFs? Web pages? And if it is web pages, will you do the publishing and design? If you want the vendor to do this, what are the specifications?  
**ANSWER:** OSPI will either post the materials on our website, or provide a link to the vendor's website where the materials are hosted.
5. **QUESTION:** On page 16, it says, "Please Note: Mere repetition of the work statement in Section 1 will not be considered responsive." I don't see a "Section 1," but I think it is referring to the "Work Plan" under Section D, Number 2, Part B. Is that correct, or am I missing a "Section 1"?  
**ANSWER:** Thank you for pointing out this error. Section 1 is meant to refer to Section A., which contains the Objective and Scope of Work.
6. **QUESTION:** We see that the full award is not to exceed \$150,000. We assume then that our travel costs need to be included in our budget. In the RFP it says: "**Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in accordance with Washington State travel regulations established by the Office of Financial Management.**"

Our question has to do with the phrase “will be reimbursed”. Won’t we receive the full award of \$150,000 inclusive of our travel expenses? I’m assuming we won’t need to send in travel expenses to OSPI to be reimbursed. How does this work?

**ANSWER:** Within the maximum consideration of \$150,000, if travel is included as a separate line item in the budget, OSPI must reimburse the contractor in accordance with Washington State travel regulations established by the Office of Financial Management. This would require submission of depart/return times for travel, and applicable receipts. Alternatively, bidders can submit a performance-based budget (the state’s preferred payment method) wherein the cost of travel is factored into a fixed price for a specific deliverable.