

Request for Proposals No. 2022-14

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2022-14, issued December 6, 2021.

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:** Pages 1 and 9 of the RFP specifies that the submission deadline is Jan. 18, whereas page 11 specifies that the deadline is Jan. 17. Could you clarify the submission deadline?
Answer: Since Monday the 17th is a holiday, proposals are due on Tuesday, January 18th. Thanks for pointing out the inconsistency.
- 2) **Question:** Does OSPI have an approximate desired number of districts in mind to include in this project, or will that be determined with the Contractor during the planning phase?
Answer: No, have an approximate desired number of districts in mind. We want to sample as many districts as feasible, with appropriate representation including, but not limited to, geographic region, size, student population, socio-economic status, and racial demographics.
- 3) **Question:** Could you clarify the level of information desired in the report due on May 16, 2022, versus the summative report due on June 13, 2022?
Answer: The report on May 16 may include high level summaries of previous work but is primarily focused on the findings of district surveys. The summative report submitted on June 13 should be a detailed synopsis of all work completed by the contractor throughout the project and encapsulate all prior progress reports.
- 4) **Question:** Our indirect cost rate is above 10%. We are wondering if OSPI is willing to make an exception for us so that we could use our Negotiated Indirect Cost Rate Agreement (NICRA) rates that we develop annually with the US Department of Labor, which are higher than the limit in the RFP.
Answer: Our policy limits indirect rate to 10%. However, if you prepare a performance-based deliverable schedule and budget, the indirect rate would be built into the cost, not identified as a separate line-item. In this type of payment structure, you are not



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required to identify the indirect rate because it would be built in to the cost of the deliverable(s).

- 5) **Question:** The general objective of the project is to collect “qualitative and quantitative data” about civic education materials and instructional practices. In terms of qualitative data, were you hoping for a bid that would include individual or focus group interviews? Or are you thinking primarily in terms of qualitative data from open-ended survey questions? Given the time frame for the dissemination of the survey and the deadline for reporting results, I anticipate that you are looking for the latter (qualitative data from survey questions)—but I did want to confirm our understanding of the basic contours of the project.

Answer: We are open to both; however, providing open ended response questions is more in line with our thinking.

- 6) **Question:** Our Office of Research will likely be responsible for crafting the “Letter of Submittal.” Beyond a basic cover letter, is there any information you would like them to include in that letter?

Answer: Along with the information required in Section C, the Letter of Submittal may include additional introductory remarks, but please keep in mind this section will not be scored, so pertinent information about the contractor’s expertise should be contained within the Management Proposal.

- 7) **Question:** Do you have any recommended page or word lengths for the technical proposal or the elements within it?

Answer: No, not unless specified in Section C of the RFP.