

# RFQ No. 2020-36

## 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. 2020-36, issued May 7, 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](mailto: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.

- Question:** PAST PERFORMANCE (SCORED) On a maximum of one (1) page, provide a brief statement (1-2 paragraphs) describing past performance by indicating **1) whether Consultant has served in one or more of the four (4) roles in the past five (5) years and 2) if the Consultant has received notification of contract breach in the past five (5) years.** Points will be awarded for Consultants with relevant past performance. A breach of contract does not lead to automatic disqualification. However, OSPI reserves the right to disqualify Consultant proposals based on the Consultant's historical performance.

Are the "four roles" the Mentor Academy, Induction Coach, etc?

**Answer:** Yes, this is referring to the following four roles:

1. Mentor Academy Faculty
2. Preservice Mentor Academy Faculty
3. Induction Coach
4. Regional Mentor Roundtable Facilitator

- Question:** In Section C "Proposal Contents" of the BEST RFQ Template, it states that proposals must "provide information in the same order as presented in this documents with the same headings" (p. 17/45). Can you help me understand how other do this, logistically? Since some of the documents are PDF, others are in WORD, some part of the RFQ template, I am unsure how to put this together. Do folks print everything out, then scan it in order?

**Answer:** Yes, bidders often scan the documents in order and submit as one document. However, we are willing to accept the fillable forms (exhibits) as separate documents.

- Question:** I have a question about the 3 business references. I have only have one reference so far as a contractor (I'm new to this). Would I then list my last Principal at the



school I worked at, and one more school district reference? Unsure if those qualify as business references.

**Answer:** Previous employers or colleagues in the school/district will suffice as references.

4. **Question:** Exhibits A, D, and E are embedded in the RFQ which is in PDF format. How are these exhibits typically attached to the application for potential candidates? Do I fill them out on the RFQ PDF and then submit the entire form?

**Answer:** Exhibits A and E have been uploaded as fillable forms. Exhibit D is available on the [OSPI website](#) as a fillable form (above the chart of procurements). If a bidder does not have access to a scanner to print, sign, and scan, we will accept a typed signature on the forms.

5. **Question:** Regarding Exhibit E, page 1: "3 years as a mentor or instructional coach" - do these have to be formal mentor or coach positions or could this also include informal positions (ie: the roles were part of my full time position)?

**Answer:** It could be part of a position. It does not have to be full-time mentoring or full-time coaching.

6. **Question:** Regarding page 3 Exhibit E: "ongoing participation in Mentor Roundtable" - is this asking about the future or the past participation?

**Answer:** Past participation.

7. **Question:** Is there any opportunity to have one of the minimum qualifications for all positions waived?

**Answer:** No. All minimum qualifications are required for all applicants.

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