

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

**Informal Solicitation No. 2017-04
Addendum 01 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2017-04, issued January 10, 2017.

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.

QUESTION: Regarding getting a statewide vendor number, can I apply for the number if and **after** I am awarded a contract?

ANSWER: A Statewide vendor number is required to issue payments to a contractor after services have been completed, so you may wait to find out if you have been awarded the contract before applying.

QUESTION: For #2 listed in the SOW (attend a task and item development meeting slated Feb 28 - Mar 3), how long is this meeting slated to be?

ANSWER: The Contractor will be required to be on-site at the Vancouver meeting location on the following dates and times:

March 1st and 2nd: 8:30-4:30

March 3rd: 8:30-3:30

QUESTION: For the resumes, I assume that this should be for each person on the project team. How detailed/long do you think these should be?

ANSWER: Information may include details on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.

QUESTION: For the "Project Work Plan", what information are you looking for?

ANSWER: Information may include project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this solicitation. It should contain sufficient detail to convey to members of the evaluation team the Consultant's knowledge of the subjects and skills necessary to successfully complete the project.

QUESTION: Under Scope of Work, the artist is asked to "provide the **initial** images of up to 225 specific items." Following an April feedback meeting edits are likely. Does the creation of 225 images and edits to those images come close to covering the quantity of images requested, or does "initial images" imply that more images are expected to be called for? If more images will likely be requested, approximately how many?

ANSWER: The result will be up to 225 final, approved images. Images may require alterations based on committee review and feedback.

QUESTION: In the scope of work it states the contractor will provide image for up to 225 specific items. Are these total images to deliver or might the 225 require multiple options (thus greatly increasing the total number of deliverable images).

ANSWER: 225 final approved images. Images may require alterations based on committee review and feedback.

QUESTION: Where will the task and item development meeting take place?

ANSWER: March 1-3, 2017, in Vancouver, WA. The address will be provided to selected vendor.

QUESTION: Are you accepting Agency bids, or are you looking to work with an independent contractor? The RFP has the requirement of a Contractor Intake Form, and would not be sure how to handle this as an agency?

ANSWER: We will accept proposals from individuals as well as agencies, corporations, LLCs, etc. Governmental entities/agencies are required to complete the Contractor/Governmental Entity Intake Form; some fields are noted that they are not applicable to agencies.

QUESTION: Is the kick-off meeting for this in person? Just that the timeline is tight between award and the development meeting. Could it be done via phone?

ANSWER: Kick-off meeting can be virtual or on-site at OSPI in Olympia, WA

QUESTION: Whether companies from Outside USA can apply for this? (like, from India or Canada)

ANSWER: Yes, any company that meets the qualifications and can successfully provide the services is eligible to apply.

QUESTION: Whether we need to come over there for meetings?

ANSWER: Onsite meeting requirements include:

- Item Writing Workshop: March 1-3, Vancouver, WA
- Bias and Sensitivity Review: TBD Spring 2017

Kick-off meeting can be virtual or on-site at OSPI in Olympia, WA

QUESTION: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

ANSWER: Yes, except for the required onsite meetings noted above.

QUESTION: Can we submit the proposals via email?

ANSWER: Per the solicitation, proposals are required to be submitted via email to contracts@k12.wa.us.

QUESTION: Does the project have an MWBE goal?

ANSWER: In accordance with our other agency procurements, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.