

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

**Informal Solicitation No. 2017-09  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2017-09, issued on May 8, 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:** I am filling out the form, there is a section that asks if my business is small, minority, women owned and then refers me to complete a form. Is this part necessary?

**ANSWER:** If you would like your business officially certified as a small, women/minority, or veteran-owned business, as defined in Chapter 39.26.010 RCW, please complete the proper paperwork. In the meantime, we can accept the Contractor Intake Form without the official certification. Or, you could wait to see if you are awarded a contract before you pursue formal certification.

**QUESTION:** Can Educational Service District (ESD) employees apply for this work?

**ANSWER:** Yes, any entity that meets the minimum qualifications is eligible to apply. The applicant should clearly indicate if they are applying as an ESD entity, or as an individual contractor, separate from their ESD role.

**QUESTION:** First, I have a business license, but is registration with the office of women and minority businesses required?

**ANSWER:** In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, 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). 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.

**QUESTION:** When I submit the proposal, would you like it as one big pdf or as separate pdf documents?

**ANSWER:** We will accept documents either way.

**QUESTION:** Is this above and beyond our contracts with school districts as teachers? If so, I would think we'd need release time from districts?

**ANSWER:** This work is separate from teacher contracts. These roles are for planning and teaching of Mentor Academies, shadowing, and co-training, among other duties. Contractors must work the release arrangements with their own districts, as applicable.

**QUESTION:** [Is this] a full time position?

**ANSWER:** No, these are not a full-time positions. As an example, the Mentor Academy Faculty role requires teaching up to 12 days of Mentor Academies and 3 planning days, among other

tasks. However, each role varies. Please refer to the scope of work for each role in the solicitation.

**QUESTION:** Is it based out of Olympia?

**ANSWER:** The work is not geographic-specific and can be done from any location. Statewide travel is required. For a representation of where trainings and/events may be located, please visit the [OSPI website](#).

**QUESTION:** I am interested in applying for the Mentor Academy, but am not aware of OSPI's Mentor Academies and therefore have not yet attended. Could you please give me more information on those? When and where?

**ANSWER:** Please see the [OSPI website](#) for more information on the trainings and events.

**QUESTION:** Would you entertain an ESD applying to provide one of the services in the RPF?

**ANSWER:** Yes, any entity that meets the minimum qualifications is eligible to apply. Please clearly indicate on the Contractor Intake Form if the applicant is the ESD, or as an individual contractor, separate from their ESD role. If the ESD, the form should contain the ESD's business information; if an individual, the form should contain the applicant's personal information.

**QUESTION:** Which are the requirements?

**ANSWER:** Please review the solicitation on the OSPI [website](#) for requirements and submission instructions.

**QUESTION:** It looks like I have to apply for a business license?

**ANSWER:** You must register with the Department of Revenue if you meet any of the following conditions:

- Your business is required to collect sales tax.
- Your gross income is \$12,000 per year or more.
- Your business is required to pay taxes or fees to the Department of Revenue.
- You are a buyer or processor of specialty wood products.

Please visit the [Department of Revenue's website](#) for additional information.

**QUESTION:** I was hoping I could talk to someone to get more information about the mentor academy. Is there a number I can call?

**ANSWER:** If you have questions after reviewing the solicitation, please submit them in writing to [contracts@K12.wa.us](mailto:contracts@K12.wa.us). All questions must be asked and answered in writing.