

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

**REQUEST FOR PROPOSALS
RFP No. 2018-16: Transportation Funding Formula Study
Amendment 01**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2018-16, issued December 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.

Section C. Proposal Contents shall be amended to read as follows:

29.4 COST PROPOSAL (SCORED)

29.4.1.1 Cost to Complete Deliverables

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. The Consultant is to submit a fully detailed budget including staff costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the Contract. Bidders are required to collect and pay Washington State sales tax, if applicable. Please include taxes in your estimate if necessary.

29.4.1.2 Travel Costs

If the Bidder's proposal includes any travel-related expenses as a line item, break them out separately. 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. ~~Describe the costs for the contract period, maintenance period, and three (3) year total.~~

29.4.1.3 Subcontractor Costs

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

Please also refer to Addendum 01 to this RFP for Q&A.