

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

**Request for Qualifications No. 2018-28
Addendum 01 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of RFQ No. 2018-28, issued May 2, 2018.

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.

All communications concerning this RFQ must be directed only to the RFQ Coordinator at contracts@k12.wa.us. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the RFQ Coordinator. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the Consultant.

1. **QUESTION:** Do I understand correctly that the RFQ has the expectation that individuals assemble their own team prior to potentially being identified as an Apparent Successful Bidder?
ANSWER: It is not an expectation that individuals assemble their own team prior to applying. The teams will be assembled by the Office of System and School Improvement and will be comprised of apparent successful binders in various content areas.
2. **QUESTION:** I just want to double check that I am sending all of these documents via email and that the docs that require a signature will be scanned PDFs.
ANSWER: Documents (and all communication concerning this RFQ) are required to be submitted via email to contracts@k12.wa.us.
3. **QUESTION:** [Regarding references:] It shows on the checklist that they are a separate document, yet it shows it is required in the Management Proposal. Is that sufficient to have my references in the Management Proposal or do you really want another separate document?
ANSWER: References embedded in the Management Proposal is correct. The checklist shows them separately just to draw attention to them.
4. **QUESTION:** For the 220 days contract, what is the range of hours per day/week expected?
ANSWER: OSPI does not set an expectation on number of hours per day/week. Total number of hours are set by the Contractor based on school visits, meetings, etc. A recommendation is to set a “maximum” monthly based on 220 days (averaging 18 per month) and schedule your time within this range.

5. **QUESTION:** Section C Proposal Contents, Subsection 2 Management Proposal, Part B Experience of the Consultant, Item number 6: Would I list the OPSI contracts? I had three contracts but there are no contract numbers.

ANSWER: If the OSPI contracts relate to your ability to perform the services needed under this RFQ, please list them. If they did not have contract numbers to reference, you can note that as a comment.

6. **QUESTION:** Is this a job where, if chosen, I would resign my position as a teacher and become an employee of OSPI? Would I be able to work in Eastern WA?

ANSWER: OSPI is soliciting for consultants who satisfy the minimum qualifications stated within the RFQ. Successful bidders will become contractors of OSPI, not employees.

Historically, our consultants have not had full time teaching positions while on contract with OSPI.

Assignments are made based on requests from individual school districts identified for Comprehensive or Targeted 3+/EL. When a request is made, OSSSI will form a support team to serve this district throughout 2018-19. It is the desire of OSSSI to have the same support team support all identified schools in a district.

While the city of residence of all support team members (contractors) will be considered, assignments may be located in Western Washington and/or Eastern Washington.

7. **QUESTION:** Is it a minimum qualification that an applicant hold a Master's degree in education or a specific content area to apply for this RFQ?

ANSWER: No, a Master's degree is not a minimum qualification; it is a desirable qualification only.

8. **QUESTION:** Will a Comprehensive Support Team be required to be on-site at the school/district all at the same time?

ANSWER: No, the Comprehensive Support Team will not be required to be on-site at the school/district all at the same time. The Comprehensive Support Team will make up the support of people for that specific district. The same team will serve the same school/district the entire year, but it will be up to the successful bidders to calendar their individual time with the district/school.

9. **QUESTION:** If I would like to apply for a contract for consulting for [two positions], does that require two different proposals? If it is only done on one proposal, do I speak to my experiences in both areas within the within the documents required in the "Experience of the Consultant" section or can two written experiences be done for each position for numbers 1, 2, and 3?

ANSWER: One proposal is preferred. Please detail experiences within the required "experience of the consultant" section, clearly stating which content you are referencing.