

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

**Request for Qualifications No. 2018-28  
Addendum 02 – 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](mailto: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:** The Letter of Submittal asks for a description of the past 3 years of educational experience and areas of expertise. That same information will be contained in my resume under Management Proposal Part A and Part B, experience of the Consultant. Is it okay if I reference these other sections in the Letter of Submittal or is this asking for something different?  
**ANSWER:** We expect the Letter of Submittal to go into some detail about your educational experience rather than just referencing your resume.
2. **QUESTION:** Can you tell me where I should include my teaching certificate and business license? I am not sure where those two items fall under.: 1. Letter of Submittal; 2. Certifications and Assurances; 3. Contractor Intake Form; 4. Management Proposal  
**ANSWER:** It seems most appropriate to incorporate the teaching certificate into the Management Proposal as that section speaks to your experience and expertise. The business license should be attached to your Contractor Intake Form.
3. **QUESTION:** I am a bit confused about the due date for the proposal. The original posting stated May 23, but recent amendments indicate December 31. Can you please clarify the due date for these proposals and is it possible to turn in proposals early?  
**ANSWER:** This procurement will remain open until further notice. However, to be considered for a contract beginning July 2, 2018, Consultants are encouraged to submit proposals prior to 3:00 p.m. Pacific Standard Time on Wednesday, May 23, 2018. The WEBS system will not allow a blank date field, so the end date was entered as the last date of the calendar year. If the procurement is closed sooner or later than that, an addendum will be posted.
4. **QUESTION:** Page 25, section C: References “Do not include current OSPI staff as references.” Does previous or current OSPI contractors count as “OSPI staff”?  
**ANSWER:** Previous OSPI staff may be used as references.

5. **QUESTION:** Are 'contractors' considered "staff" under the RFQ? [As a follow up to Question #4.]

**ANSWER:** No, contractors are contractors, not staff.

*Please also refer to previous addenda posted May 11, and May 17, 2018.*