

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

**Request for Qualifications and Quotations No. 2019-17  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFQQ No. 2019-17, issued February 29, 2019.*

*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:** On page 12 of the RFQQ it states that there is a contractor intake form (exhibit D) that the vendor would need to complete. However, I do not see this exhibit in the RFQQ. Can you please confirm if this form is required and if so, please provide me with an electronic copy of the form that needs to be completed?

**ANSWER:** A Contractor Intake Form is not required.

**QUESTION:** Is the purpose of this RFQQ to identify tools for early screening of dyslexia (as stated in Section 4 on page 6)? Or, is this intended to identify people to administer the screener?

**ANSWER:** OSPI is looking to identify entities that can provide the screening tools/assessments.

**QUESTION:** Would the state considered virtual services for this RFP?

**ANSWER:** If this is in reference to an online assessment system, then yes, we would consider virtual services.

**QUESTION:** The RFQ states that a contract will not be awarded with OSPI, however, it also has several references to an award of a contract with OSPI. Could you please provide clarification?

**ANSWER:** This RFQQ will not result in a contract with OSPI.

**QUESTION:** I noticed that it is to be included in the letter of submittal a detailed list of all materials and enclosures, I'm just a little confused regarding specially what that is referring too(Section c. > 1. > c.). Is that in reference to the proposal, such as a table of content?

**ANSWER:** The detailed list of all materials and enclosures included in the Proposal refers to the Management Proposal, Cost Proposal, any examples/supplemental documents, etc.

**QUESTION:** What is the bill rate you have worked with in the past for these services?

**ANSWER:** WA State is local control and OSPI does not negotiate on behalf or with districts on assessment and curriculum contracts, and therefore, is unable to provide rates.

**QUESTION:** Are your needs full time, part time or on call?

**ANSWER:** This RFQQ is no looking to hire individuals, but to curate a list of screeners that meet the criteria outlined in the RFQQ.

**QUESTION:** Are you looking for independent contractors or agencies to respond to the bid?

**ANSWER:** Any entity or individual who meets the minimum qualifications is welcome to apply, but all successful bidders must be able to serve diverse sized districts in a timely and professional manner.

**QUESTION:** Do we need a local office to be awarded?

**ANSWER:** No.

**QUESTION:** Are you looking to award multiple Vendors?

**ANSWER:** Yes, the Advisory Council will select all tools that meet the criteria outlined in the RFQQ.

**QUESTION:** Is this RFQQ for consultants for teachers or for assessment software?

**ANSWER:** The RFQQ is for assessment software. Consultants for teachers will be negotiated by the individual districts and their respective contracts.

**QUESTION:** The pre-bid conference date is set for March 15<sup>th</sup> and March 19<sup>th</sup>, however the due date for submission is February 29<sup>th</sup>. Can you please confirm what the dates are for the pre-bid conference?

**ANSWER:** The pre-bid conference dates have been corrected to February 15 and February 19.

**QUESTION:** The RFQQ currently lists the pre-bid conference as scheduled on March 15 - after the proposal due date of February 28. Please confirm the date of the pre-bid conference and the proposal due date.

**ANSWER:** The pre-bid conference dates have been corrected to February 15 and February 19.