

Request for Qualifications No. 2023-17

Addendum 03 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2023-17, issued April 21, 2023.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

- Question:** I looks like it will take 4-6 weeks to get a copy from [University]. Is there any chance I can supply it when it comes, assuming I am still a candidate going through the process?

Answer: Proof of diploma is required for me to deem your application responsive and pass it on to the evaluation team. If submitted without it, the entire proposal will be held until complete.
- Question:** Do you need copies of my certificates, expired or otherwise?

Answer: Yes, a copy of the applicable certification(s), current or expired, is required.
- Question:** Do the signatures need to be hand signed and scanned back? Or will typing in twice (signature and name) suffice?

Answer: We prefer to see an actual signature, but we will accept typed signature.
- Question:** The internal controls section is a completely new concept to me and as such is there any specific checks you'd like me to include as a sole proprietor?

Answer: Please provide a description of the proposed process that you will use during the course of the contract term to ensure delivery of service, adequate administrative practices to ensure timely and accurate reporting of effort, and compliance with laws, regulations, and policies.
- Question:** I am curious as to the timeline for hiring. Any info you could share would be helpful.

Answer: The evaluation process typically takes approximately 4 weeks, but can take more or less time depending on the number of current applications, programmatic workload, scheduling of interviews, reference checks, etc.



6. **Question:** I see that one of the requirements listed is a copy of the Masters diploma. I cannot locate my actual diploma; however I do have both official and unofficial transcripts showing my completion of a Master's in Education as well as my Principal Certification. Would these transcripts suffice?

Answer: A copy of masters and/or doctorate diploma is required. We've unable to accept transcripts.

7. **Question:** We are King County based. We can cover the Puget Sound area. Is there a chance we might be assigned to a region on the east side of the state?

Answer: We assign Continuous Improvement Partners according to a formula that accounts for regional supports needs. There is a chance that an Apparent Successful Bidder will be asked to serve in one of any of the nine Educational Service Districts and we cannot guarantee service areas prior to final negotiations of the contract. We do attempt to take regional preference into account during these negotiations, though ultimately, we assign Continuous Improvement Partners according to number of total Continuous Improvement Partners contracted with OSSI and the supports needs of our state's ESD regions.

8. **Question:** On the Certification and Assurances page, what are you looking for under Title and Organization Name?

Answer: Your professional title and business name should be listed. If you are an independent contractor, you may list your name and business name if you have one; if not, "N/A" or "independent consultant" is acceptable.

9. **Question:** There are questions on the Contract Intake form I can not answer at this time, nor can I access the statewide vendor system. I hesitate to leave things blank on the form. Is there any guidance you can give me concerning how to address completing the form while still in the process of becoming a business?

Answer: A few things on the form such as business license, small business certification, and Statewide Vendor Number are not required during the application phase and will not preclude you from submitting a proposal. Many of these, however, will be required if you are identified as an Apparent Successful Bidder. You may note in your Letter of Submittal, or on a separate exhibit, that you are still in process obtaining some of the requirements.