

# Request for Proposals No. 2024-05

## Addendum 01 – Pre-Bid Conference Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on December 8, 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](mailto: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.

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1. **Question:** RE: *Host at least a three- (3-) day teacher professional learning workshop (in person or hybrid) to support full SCA curriculum development for implementation in fall 2024*

Does this mean one 3-day session, or 3 days of professional development? If this means a 3-day workshop, is the intent to hold this three-day PD for the pilot teachers during the spring semester, or could it be held in the summer with a group of teachers (including some or all of the pilot teachers) to continue work on the curriculum and plan for implementation in the fall of 2024? Consultant Question

**Answer:** The professional learning can follow any format, as long as it is at least 3 days (does not have to be consecutive) in total (contractor will determine the number of hours and/or clock hours) and as long as it supports the full SCA curriculum being implemented in the fall of 2024. The professional learning can take place during spring and/or summer.

2. **Question:** On page 20, in reference to the letter of intent, it says to include applicable certifications. Is this Exhibit A? Do we submit Exhibit A in the letter of intent and the final proposal? Do we submit any other Exhibits in the LOI?

**Answer:** Instructions for the Letter of Intent are found on page 13: *"It is recommended that Consultants intending to submit a proposal provide a Letter of Intent to propose no later than 3:00 p.m. PT on December 13, 2023. The letter must be submitted via email to the RFP Coordinator"*.

The Letter of Intent does not need to contain any additional information or certifications.

The Letter of Submittal, however, referenced on page 20, is separate from the Letter of Intent, and does require "introductory remarks, contact information for the Bidder's point of contact for the proposal, and applicable certifications" including Certification



and Assurances (Exhibit A), Qualification Affirmations (Exhibit B), and Contractor Intake Form (Exhibit F).

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.