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WSIPC RFP 26-01
Technology Devices, Related Products and Services

RFP Bid Addendum III

August 31, 2026

The following corrections, questions, and clarifications are provided concerning **WSIPC RFP 26-01 Technology Devices, Related Products and Services**. Paraphrasing of the relevant questions posed to the WSIPC RFP Contract Administrator have been included as appropriate.

QUESTIONS AND CLARIFICATIONS:

Q1 – Does the scope of this RFP include the option for vendors to offer special education technology (SaaS), including the option for the school district members to purchase software licenses to use the vendor's browser-based proprietary teletherapy platform for the district's special education staff (examples: speech-language pathologists, school psychologists, etc.) to use to deliver and manage their own therapy and remote assessments?

A1 – No. Specialized special education SaaS platforms for teletherapy, remote assessments, or related clinical services are outside the intended scope of this solicitation. The intended scope is technology devices and related products and services, including device management, deployment, security, warranty, and lifecycle support.

Q2 – Does the scope of this RFP include the option for vendors to offer special education technology (SaaS), including the option for the school district members to purchase software licenses for their special education team to use a vendor's browser-based proprietary platform for special education management, compliance, and collaboration to track/develop IEP plans, visualize student progress, reporting, and maintain documentation?

A2 – No. Specialized special education SaaS platforms for special education management, compliance, IEP development and tracking, student progress reporting, or related documentation are outside the intended scope of this solicitation. The intended scope is technology devices and related products and services, including device management, deployment, security, warranty, and lifecycle support.

Q3 – Can a vendor still respond to the RFP even if it did not submit the Intent to Participate Form (Appendix A) before the deadline on 8/17/2026?

A3 – Yes. Submission of the Intent to Participate Form by August 17, 2026, was requested but is not a condition that prevents a vendor from submitting a proposal. The completed form should be included with the proposal.

Q4 – Would you accept electronic signatures on applicable forms with the electronic submission?

A4 – Yes

Q5 – Do you require the electronic emailed submission to have a specific subject line (e.g., "Response to WSIPC RFP 26-01 by [Company Name]")?

A5 – No specific email subject line is required. Vendors should use a clear subject line identifying RFP 26-01 and the submitting company.

Q6 – When offering a proprietary software, web-based SaaS product, several sections and rows under Appendix D do not apply (e.g., Warranty and Support, Lifecycle and Asset Management, etc.). Would the vendor be disqualified if it answers sections of Appendix D with "No" for requirements it does not meet and adds a comment stating, "Not applicable"?

A6 – No. Vendors will not be disqualified solely because certain Appendix D requirements do not apply to an otherwise in-scope offering. Vendors should select the response code that most accurately reflects their offering and provide a clear explanation in the Comments column. For a requirement that is not applicable rather than unmet, a “Q” response with an explanation of “Not applicable” is generally more informative than “No.” This response does not expand the solicitation’s scope to include standalone software solutions, platforms, or SaaS offerings.

Q7 – To attach to Appendix D, would WSIPC accept brochures, info sheets, and/or proposal narratives to explain more about the product/service?

A7 – Yes. Vendors may attach brochures, information sheets, product documentation, and proposal narratives to provide additional explanation. The applicable Appendix D response should clearly reference the attachment, and Appendix D must still be completed in full. Please include this information at the end of your response, after Appendix E – Vendor Cost Proposal.

Q8 – When completing Appendix E, if the vendor is offering a proprietary special education technology web-based platform, can the vendor list the name of the specific product under "Category"?

A8 – No. The specialized special education platform described is outside the intended scope of this solicitation. Appendix E categories should identify the technology devices and related products or services being proposed; standalone software solutions, platforms, and SaaS offerings are outside the intended scope.

Q9 – When completing Appendix E, can you confirm that the vendor should only explain the anticipated discounts offered and is not expected to list the actual MSRP and/or List Price dollar values for each product/service on the pricing form?

A9 – Appendix E is used to identify the applicable discount off MSRP/List Price and any volume discounts, fees, or charges. Vendors are not required to list every SKU or dollar price directly on the Appendix E form; however, they must also submit a catalog, price list, SKU file, or active URL showing the manufacturer, product description, SKU/model number, and applicable MSRP/List Price as of the proposal submission date.

Q10 – If you require the rates/pricing for each product with Appendix E, the table did not define separate columns for these details. Can you provide more instruction on how the vendor would add the specific List Price for each product/service to the table?

A10 – Specific MSRP/List Price information should be provided in the separate catalog, price list, SKU file, or active URL submitted with Appendix E. Vendors may add rows or use the Comments/Clarifications column in Appendix E as needed to explain the pricing structure, but the required discount information must remain clear.

Q11 – When completing Appendix E, if the vendor only offers volume discounts, should the vendor list a "0% discount" for the column for "WSIPC Contract Discount Off MSRP/List Price"?

A11 – Yes. If no standard WSIPC contract discount applies outside of volume-based pricing, the vendor may state "0%" in the WSIPC Contract Discount Off MSRP/List Price column and fully describe the available volume discount structure in the applicable columns.

Q12 – When completing Appendix E, if the vendor's volume discount depends on the amount of volume, can the vendor specify "up to X% discount" for the "Volume Discount Description" and then add "Comments/Clarifications" to explain how the actual discount % for each district member would depend on the volume and/or tiers related to the volume discount purchase?

A12 – Yes. A vendor may state “up to X%” in the Volume Discount Description and use the Comments/Clarifications column or an attached schedule to explain the applicable volume tiers and conditions. The pricing structure must be sufficiently detailed for WSIPC to validate and evaluate the proposed discounts.

Q13 – As a foreign corporation, do you require proof of the vendor's business registration in the State of Washington as well as their incorporated home state to be attached as the active Business Licenses for Appendix C?

A13 – The vendor must provide evidence that the legal entity submitting the proposal is actively registered or licensed to transact business in Washington State. Documentation from the vendor’s state of incorporation may also be included, but it does not replace the Washington State registration or licensing requirement.

Q14 – For Appendix C, Item C2. Organization Experience:

1. What kind of "evidence of minimum sales of $500,000.00 in the last 18 months for educational customers" do you require?
2. If you require financial statements, can the vendor include a statement that it is financially stable and that any proof requiring these proprietary/confidential financial statements may be provided separately upon award and signed NDA?

A14 – An attestation summary is sufficient. The vendor may state that it met or exceeded $500,000 in sales to educational customers during the preceding 18 months and may provide a brief supporting breakdown by customer sector or relevant product/service category. Audited financial statements are not required with the proposal; WSIPC may request reasonable supporting documentation or clarification during evaluation.

Q15 – For Appendix C, Item C14. Minimum Product Sales Volume: Is there a minimum sales volume requirement for this optional use contract, and if so, what is the sales volume required?

A15 – No separate minimum sales volume is stated for Item C14. The minimum revenue qualification identified elsewhere in the RFP is evidence of at least $500,000 in sales during the preceding 18 months to educational customers. Under C14, the vendor must demonstrate its ability to manage the potential sales volume of the optional-use contract and state its 2025 sales volume within the RFP category.

Q16 – For Appendix C, Item C14. Minimum Product Sales Volume: Is the vendor expected to explain the projected sales volume for the products/services being offered, which may or may not be from this optional use contract?

A16 – No. The vendor is not being asked to forecast sales that will result from this optional-use contract. The response should demonstrate the vendor's capacity to support potential contract volume and state the vendor's actual 2025 sales volume for the products or services within the category covered by this RFP.

Q17 – For Appendix C, Item C14. Minimum Product Sales Volume: If the vendor must state the "Vendor's 2025 sales volume", can the vendor explain the approx. percentage of sales volume within the last fiscal year based on the product/services offered, taking into consideration that the vendor's sales may cover products/service categories not covered in this RFP?

A17 – Yes. If the vendor's 2025 sales include categories outside this RFP, the vendor may provide a reasonable estimate or percentage attributable to the products and services being proposed. The basis for the estimate should be explained clearly.

Q18 – Would the vendor be penalized in any way if it includes the requested redlines to the sample Purchasing Bid Contract and/or a copy of the vendor's sample agreement it would negotiate with district members as part of the proposal for WSIPC's review upon submission?

A18 – The Purchasing Bid Contract is included for reference and is not required to be completed with the proposal. A vendor may submit requested contract exceptions, redlines, or a sample customer agreement for WSIPC's review; however, inclusion does not constitute acceptance by WSIPC, and any exceptions may be considered during evaluation and contract negotiations. The proposal must otherwise remain responsive to the RFP requirements.

Q19 – Because the instructions for section 2.7 mention that all RFP documents must be combined into a single document, can you verify that this also includes the vendor converting the Appendix E spreadsheet into the single PDF document?

A19 – Yes. The completed Appendix E and its supporting pricing information should be included in the single combined electronic proposal document. The combined document should then be submitted in the required zip or compressed file format.

Q20 – Can the vendor's single PDF file include the vendor's own formatted title page, table of contents, and attachments, provided the main contents include the required sections listed under 2.10.1?

A20 – Yes. The combined proposal may include the vendor's own title page, table of contents, and attachments, provided the required sections are clearly labeled, organized in the order identified in Section 2.10.1, and easy for the evaluation team to locate and review.

Q21 – Can you describe the process for how the vendor would submit requests for price adjustments or increases either annually or during the life of the contract, as applicable and negotiated with WSIPC?

A21 – The awarded Vendor may lower prices or increase discounts at any time without an Addendum. Any proposed price increase must be submitted in writing to the WSIPC Contract Administrator with the affected products or services, current and proposed pricing or discounts, requested effective date, justification, and supporting documentation. Price increases require approval by the WSIPC CEO and, if approved, will be implemented through an executed Addendum to the Contract revising the awarded proposal's Appendix E. No price increase may take effect before the Addendum is fully executed by WSIPC and the Vendor.

Q22 – Regarding the "Sustainability & Environmental Considerations" requirement in RFP 26-01 Technology Devices, Related Products and Services , which requests "environmentally responsible disposal or recycling options," could you please clarify whether vendors are required to provide these options in order to be considered responsive, or whether the lack of such options would be grounds for disqualification?

A22 – No. Vendors are not required to offer every sustainability or environmental option in order to be considered responsive. Vendors should answer the applicable Appendix D requirements accurately and provide an explanation where the offering is qualified or not applicable. The responses will be evaluated as part of the Product/Service Requirements criteria, and the lack of a particular option is not, by itself, an automatic ground for disqualification.

Q23 – Will WSIPC consider proposals from vendors that are not offering the full scope outlined within the RFP? For example, will WSIPC consider proposals for software only?

A23 – No. Standalone software-only proposals, including software solutions, platforms, and SaaS offerings, are outside the intended scope of this solicitation. Vendors are not required to offer every technology-device category, but the products and related services proposed must align with the RFP's intended technology-device scope.

Q24 – Our organization is privately held and considers its financial information confidential. Would WSIPC sign the attached Mutual Non-Disclosure Agreement to allow this information to be shared as part of the RFP response?

A24 – An NDA is not necessary.

Q25 – What level of detail is required regarding organizational experience and revenue qualifications?

A25 – An attestation summary will be sufficient. A statement such as "Follett Software met or exceeded $500K in sales to education customers during the past 18 months" is acceptable. Revenue may also be broken out by customer sector, such as education and private sector.

Q26 – There may be overlap in the digital solutions requested in RFP 26-01 and prior WSIPC solicitations. If we have a current purchasing bid contract via RFP 24-01 Student Safety Solutions, should we submit a response to 26-01? Or is it preferred that we update our offerings from RFP24-01 via amendment instead of submitting a new proposal?

A26 – If products or solutions fall within categories that were not awarded under RFP 24-01, they may be offered in response to RFP 26-01. If products or solutions fit within an existing awarded RFP 24-01 category, they may be added through the addendum process to RFP 24-01.

The format above is representative only. Additional Question & Answer entries will be added as questions are received and addressed by WSIPC during the Q&A period.