Spokane Public Schools

PURCHASING DEPARTMENT
200 N. Bernard St., Spokane, WA 99201
(509)354-5900
www.spokaneschools.org/page/purchasing

Request for Qualifications No. 32-2526
Indoor Air Quality

Submittal Deadline
July 15, 2026 at 2:00pm

Request for Qualifications for Work Related to OSPI Indoor Air Quality Grant.

Introduction / Project Description:
Spokane Public Schools is seeking a firm to advise SPS during the determination of air quality levels for various facilities. This work is related to an Indoor Air Quality Grant award by OSPI. This scope of work is limited to a predetermined list of facilities owned by SPS.

Statements of Qualifications will be submitted electronically via Public Purchase *publicpurchase.com BID #32-2526* no later than July 15th at 2:00pm. Questions should be submitted through the bid link on Public Purchase.

Statements of Qualifications should include the following information:

1. One-page letter of interest including primary contact email/phone number, office location(s), small and/or disadvantaged businesses identification, and expressed interest in this project.
2. One-page narrative as to firm's areas of expertise, particular abilities, and qualifications related to this project.
3. Resumes of key personnel to be assigned to this project.
4. Current workload/ability to perform this work.
5. Similar project experience.
6. Three (3) Letters of Reference from past clients relative to similar efforts.

An anticipated Schedule of Activities is listed below. This schedule is subject to change.

Schedule of Activities:

- Last day to submit questions — July 8, 2026
- Q&A's posted to Public Purchase — July 10, 2026
- Submit Statement of Qualifications: — July 15, 2026 @ 2:00pm
- Select Firm/Issue Notice of Award: — July 22, 2026

Evaluation Criteria Will Include:

1. Specialized experience or technical expertise of the personnel in connection with the scope of services to be provided.
2. Capacity of the organization to perform the work.
3. Familiarity of the organization with this type of project.
4. Content and relevancy of Letters of References.
5. The District Equity Policy will be used in the scoring.

1.1. **Right to Reject**

1.1.1. SPS reserves the right to reject any and all submissions and to re-advertise the project at any time prior to SPS Board of Directors approval of the recommended firm and the execution of the agreement. All costs incurred in the preparation of the RFQ process shall be borne by the proposing firm. Submissions in response to this RFQ shall become the property of SPS and be considered public documents under applicable Washington State laws.

1.1.2. If SPS and the selected firm cannot agree on the contract, the negotiations will be terminated, and SPS reserves the right, but is not obligated to, begin negotiations with the next highest ranked firm.

1.2. **Procedures Requirements**

1.2.1. Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

1.2.2. All costs incurred by firms choosing to participate in this RFQ process shall be borne by the proposing firms.

1.3. **Protest Procedures**

1.3.1. Any actual or prospective firm who is aggrieved in connection with the solicitation or award of this contract may protest to SPS in accordance with the procedures set forth herein.

1.3.2. Protests based on the terms in this RFQ must be labeled on the envelope as a “Protest” and must be received within seven (7) calendar days prior to the submittal deadline.

1.3.3. Protests based on the scoring must be labeled on the envelope as a “Protest” and must be received within two (2) working days from the announcement of the apparent winner.

1.3.4. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the RFQ title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. In addition, if the protesting party asserts "responsibility" as a ground for protest, it must address in detail each of the matters addressed in RCW 43.19.1911(9) in its written protest.

1.3.5. The written protest shall be labeled “Protest” and delivered to: Cindy Coleman, Chief Finance and Business Services Officer Spokane Public Schools
200 N. Bernard Street Spokane, WA 99201

1.3.6. Upon receipt of written protest, SPS shall promptly consider the protest. SPS may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by a mutual agreement of the aggrieved party and SPS, SPS will promptly issue a final and binding decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. If the protester receives no decision within six (6) working days, the protest shall be deemed rejected.

1.3.7. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

1.3.8. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.