

# Request for Proposals No. 2024-13

## 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 March 12, 2024.

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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- Question:** Will this PowerPoint be available to us?

**Answer:** Yes, the PowerPoint is attached to this Addendum. (Consultants viewing this addendum from WEBS may need to download the attachment from [OSPI's website](#) as the file exceeds WEBS size limitations.) Additionally, everything in the PowerPoint is in the RFQ, or available on our Continuous School Improvement website, where information about WSIF identification can be found: [Continuous School Improvement Resources \(ospi.k12.wa.us\)](#)
- Question:** Are there particular targeted areas of support of highest priority?

**Answer:** Not really. A lot of this has to do with what are the highest priorities for the individual school district that you are supporting and their unique context. A lot of that about targeted areas of support of highest priority is decision making that happens at that local level, but within the school improvement framework and district goals and the primary needs that are identified through a Comprehensive Needs Assessment for that particular community and for those student groups that they are serving.
- Question:** Do the application materials need to be scanned as one document?

**Answer:** We will accept proposals as either one large attachment, or multiple smaller attachments, so long as each section is clearly labeled, and they are listed in the order required by the RFQ. To streamline the review process, one larger, compiled document is typically easier for us. However, please be aware the maximum file size that can be received via email at OSPI is 35MB.
- Question:** What type of pre-engagement assessments of the local context will already be gathered. Or will the partner gather this information for data?

**Answer:** School data for The Washington School Improvement Framework has been gathered. That is the data that has driven the identification of schools who are eligible



for support. WSIF Cycle 3 will be publicly released on March 19, 2024. That will be available on the OSPI website on the School Report Card. The data for Cycle 2 is available there. As Continuous Improvement Partners work with schools and districts through the completion of their Comprehensive Needs Assessments, they will reference this data as well. All schools that are identified as Tier 1 through Tier 3+ are required to conduct a Comprehensive Needs Assessment. Also, we work in collaboration with our Title 1 team. So any Title 1 school, either school-wide or targeted assistance schools that are required to do a needs assessment, use the same document. Again, though, the Comprehensive Needs Assessment begins with the pre-engagement assessment of the local context to help them identify what they need for their school improvement.

5. **Question:** Do organizations providing online only services to students qualify?

**Answer:** All schools in the state of Washington are reviewed in the state and federal accountability process. Any school with a school code is identified for participation in the Washington School Identification Framework as long as they have 3 years of data.

6. **Question:** Roughly how many schools or districts will a partner serve?

**Answer:** That varies. It varies by educational service district region, the number of schools that are identified in each ESD region and how many other continuous improvement partners are working in that region. We can't speak to 2024-25 conclusively yet because that data hasn't been released, so we don't have the number of schools.

7. **Question:** Do organizations have to be registered in Washington to apply? We are registered in IL and TX but provide online services to students all over the US.

**Answer:** Consultants awarded contracts as a result of this RFP will be required to register with the Washington Secretary of State and/or Washington State Department of Revenue and obtain a Washington state business license if registration requirements set forth by the [Department of Revenue](#) apply.

Consultants awarded contracts as a result of this RFP will be required to register as a Statewide Vendor (SWV). The SWV file is a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. This allows vendors to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. For online registration, visit the [Office of Financial Management website](#).

8. **Question:** How prepared are the schools for engaging, providing the necessary time to engage, implement, gauge progress?

**Answer:** The answer to that varies dramatically, from being very new in understanding of continuous improvement processes and implementation, to being very seasoned, and everything in between.

9. **Question:** For the education requirement described in the minimum qualifications section, what are some examples of related field for Masters or Doctorate degree (outside of Education)?

**Answer:** Leadership, organizational leadership, policy, data. There are lots of different examples. But again, the minimum qualifications do require someone to have either a teaching or administrative license, as well as at least 5 years of experience working in an educational leadership role and that can be anywhere from administrative and district level administration to also classroom leadership – so, for example, an instructional coach or a division department head. Any kind of leadership within the context of education.

10. **Question:** Besides the contracted fee of \$85/ hr, are routine travel expenses - mileage, airfare, lodging, meals covered?

**Answer:** Yes, within the state of Washington, those are covered: mileage, airfare, lodging, meals, and routine travel expenses. We cannot reimburse for any travel expenses or mileage outside the borders of Washington State. Any such reimbursable expenses will follow [Washington State travel regulations](#) established by the Office of Financial Management

11. **Question:** So, if I live in Idaho, and travel by plane to Washington for business, this is NOT covered?

**Answer:** That is correct. Out-of-state consultants awarded a contract will be responsible for the cost of travel to Washington to fulfill the duties of their contract.

12. **Question:** Is there an opportunity to submit questions to the coordinator ahead of the Q&A addendum?

**Answer:** You can submit questions at any time while the procurement is open. The last day for questions on this procurement, assuming it is not all filled before this date, will be December 15, 2024. All questions and answers, including those from today, will be posted on the open procurement page of the OSPI website.

13. **Question:** Does OSPI work and the regional service providers already work from an established framework for how each partner will engage and provide the work? Or, how much freedom do partners have for using materials from their own well of experience in working with diverse districts?

**Answer:** Contractors and the regional service providers already work from an established framework on how each partner will engage and provide the work. Our contractors have a great deal of expertise in various aspects of OSPI's continuous improvement framework. Our contractors align with OSPI's framework and extend it in their work with schools and districts throughout the state. But, yes, there is variability. They bring their own unique talents and expertise to it. They also share that expertise with other contractors and with OSSI. But this would not be a good fit for someone

with their own agenda and their own program about how to do school improvement, unless it has a really strong alignment with the state’s framework.

Also shared during the pre-bid conference was an inconsistency in the RFQ for the submission date for consideration of and August 1 start date: On page one we encourage submission by 3:00 pm on Monday, April 15, 2024. However, in the timeline table on page 17, section B.3., and Submission of Proposals section C.1. it is stated as 3:00 pm on Friday, April 12. **Monday, April 15, 2024 is the correct date by which we encourage proposals be submitted** for an initial round of evaluation (although they will be accepted before and after that date as well).

**Section B.1. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES** is hereby amended to read as follows:

Action	Date
OSPI issues RFQ	February 26, 2024
Question and Answer period <i>Q &amp; A will be updated as needed throughout the RFQ posting period.</i>	February 26, 2024, until RFQ closes December 31, 2024.
<b>OSPI hosts Pre-bid Conference Webinar</b>	<b>11:00 a.m. PT March 12, 2024</b>
OSPI posts Question and Answer Addendum or Amendment resulting from Pre-Bid Conference (if necessary)	March 19, 2024
Last date for questions regarding RFQ	December 15, 2024
Complaints due	April 5, 2024
OSPI posts final Question and Answer Addendum or Amendment (if necessary)	December 17, 2024
<b>Proposals due</b> to be considered for initial round of evaluation	<b>3:00 p.m. PT <del>April 12, 2024</del> April 15, 2024 (for an August 1 start date)</b>
OSPI conducts evaluation of written proposals	April 12-May 3, 2024 ( <i>or as proposals are received after initial screening</i> )
OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	May 6-May 24, 2024 ( <i>or as proposals are received after initial screening</i> )
OSPI announces “Apparent Successful Bidder” and sends notification to unsuccessful Bidder(s)	June 3, 2024 ( <i>or as proposals are received after initial screening</i> )
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions

Action	Date
Contract negotiation begins	June 3, 2024
Anticipated contract start date	August 1, 2024

OSPI reserves the right to revise the above schedule.

**Section C.1. SUBMISSION OF PROPOSALS** is hereby amended to read as follows:

Consultants shall submit proposals as an attachment to an email to the RFQ Coordinator noted in Section B.1. **Proposals must arrive by 3:00 p.m. PT on ~~April 12, 2024~~ Monday, April 15, 2024** to be included in the initial round of evaluations for a contract with a start date of August 1, 2024. Proposals received after this initial due date will be evaluated ad-hoc as necessary, which may take longer than planned, so August 1 start date cannot be guaranteed. The RFQ number must be noted in the email subject line. Attachments to the email shall be Microsoft Word format or in Portable Document Format (PDF). Zipped files may be received by OSPI and can be used for submission of proposals. OSPI does not assume responsibility for any problems with the electronic delivery of materials.

Proposals not received by the deadline will not be reviewed. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.