

Pre-Bid Conference

Request for Proposals No. 2024- 14

Washington State Board of Education
Diversity , Equity, Inclusion & Belonging RFP

Tribal Land Acknowledgement

I would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the S'kallam and the Suquamish.

Equity Statement

The Washington State Board of Education centers educational equity as a guiding principle in fulfilling its statutory charge, strategic planning, and policymaking.

The Board believes that the state's school system exists to empower each student to develop the skills articulated in [Washington's Profile of a Graduate](#) and ensure they are caring, contributing, and civically engaged community members. Our students will learn in inclusive environments where each student experiences belonging, thrives, and is on a path to reach their full potential.

The Board is committed to ensuring that every student meets the goals of basic education (RCW [28A.150.210](#)). Access and opportunity gaps must be eliminated in order to narrow academic achievement gaps and eradicate disproportionality and predictability in student outcomes by factors such as race, ethnicity, gender identity, sexual orientation, disability, caste, and socioeconomics.

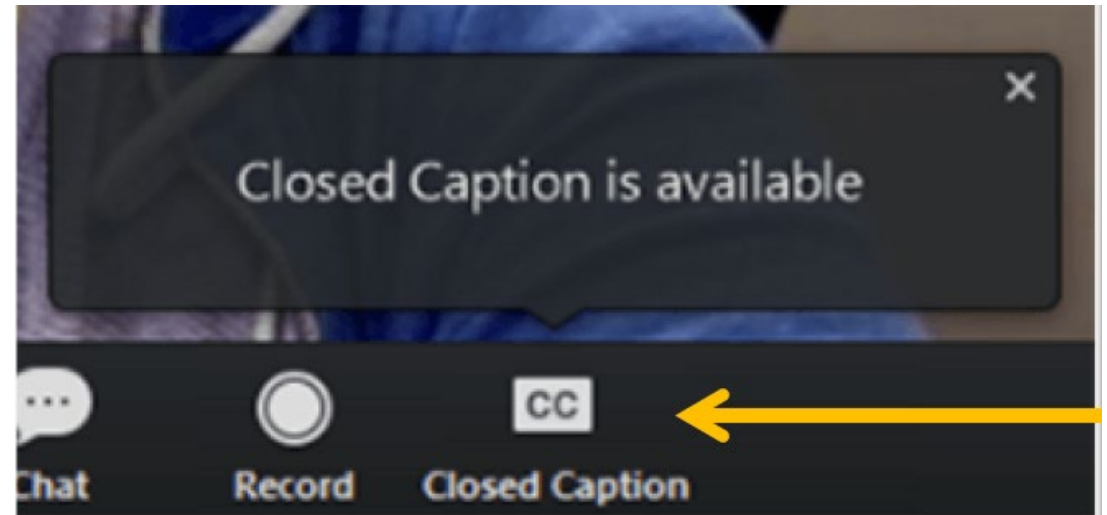
To accomplish this, the Board will act with transparency and consult with students, educational, and community partners in culturally appropriate ways to:

- Ensure that educational equity is understood as a process to identify and eliminate structural and institutional racism manifested through existing policies, practices, and procedures that reinforce and perpetuate predictably disparate educational outcomes;
- Honor and actively engage with Washington's underserved communities as partners in developing and advocating for educational equity-driven policies, practices, and resources that meet the needs of each student; and
- Use educational equity as a lens to assess and improve policymaking to support our school system's commitment and ability to meet the needs of every student.

Closed Captions are Available

If using Zoom, consider including this slide.

Options can be found in the “Live Transcript” button options in the Zoom toolbar.



Disclaimer

Aside from this Pre-Bid Conference, any questions or communications concerning this procurement must be directed only to the Procurement Coordinator. Questions and/or inquiries must be sent via email and should include the procurement number. Consultants are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

Questions arising at the pre-bid conference or in subsequent communication with the Coordinator will be documented and answered in written form. A copy of the questions and answers in the form of an Addendum will be published on the OSPI website and released on WEBS.

Submit Questions to:

Contact Information	
Name:	Marion Kariuki
Email Address:	contracts@k12.wa.us

Background

- The [State Board of Education](#) (SBE) is seeking proposals for a series of equity trainings and enrichment for Board members and agency staff. The Board has determined that in order to carry out its [mission and duties](#) effectively, and in alignment with Washington State's focus on diversity, equity, inclusion, and belonging (DEIB), the Board and staff should participate in specialized training as it relates to equity in education.
- The Board is made up sixteen (16) members, some elected and some appointed, and thirteen (13) staff, all with varying levels of DEIB knowledge and training. As SBE continues to transform its work to authentically engage, and build, with community, it must work to ensure that Board members and staff are in alignment with respect to its understanding and commitment to DEIB issues.
- SBE works within a complicated state system but recognizes that there are ways in which its work can be more relevant and connected to the communities it serves. However, in order to successfully do so, it must first learn about the historical and present day inequities that have shaped our systems and the how those inequities have impacted the communities we serve.

Board Members

Officers



**Bill Kallappa
Chair**
Appointed –
Tumwater
*Lifelong educator
who has worked
in both public
school districts
and tribal schools*



**Mary Fertakis
Vice Chair**
Elected – Tukwila
*Former WSSDA
President, former
Tukwila school
board, Equity
Policy design at
PSESD*



**Harium Martin-
Morris**
Appointed –
Seattle
*Software
development,
local school
board member,
teacher*



**Dr. Dana Riley
Black**
Appointed –
Seattle
*Vice President,
Museum of Flight.
Business, labor,
and non-profits*



**Patty Wood
Member at
Large**
Elected – Kelso
*High School
coach, member of
WSSDA board of
directors, school
board member*



Ryan Brault
Elected –
Pasco
*Financial
advisor, local
school board
president*



Jan Brown
Private Schools
Representative
– Tacoma
*Former
principal, Seattle
Pacific
University*



Ron Mabry
Elected – Tri-
Cities
*School board,
WSSDA past
president*

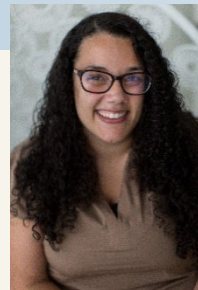
Students



Castulo Gonzalez
Appointed—
Chehalis
*Western WA student
representative*



Donalda Brantley
Appointed—
Spokane
*Eastern WA student
representative*



Brooke Brown
Appointed –
Tacoma
*Former state
Teacher of the
Year, ELA, ethnic
studies educator*



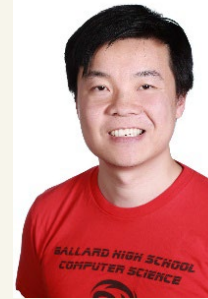
Paul Pitre
Appointed –
Seattle
*Chancellor and
associate
professor at WSU
Everett*



**Dr. Susana
Reyes**
Appointed –
Shoreline
*Superintendent
former operations
for the Pasco SD*



**Chris
Reykdal**
Elected – OSPI
*Teacher, local
school board
member & state
legislator*



Kevin Wang
Appointed –
Bellevue
*Educator,
engineer, social
entrepreneur*



**Dr. Angela
Griffin**
Elected - Seattle
*Non-profit CEO,
PhD in
Educational and
Organizational
Leadership*

Staff



Randy Spaulding
Executive Director



Jacki Verd
Executive Assistant



Mark Bergeson
Operations Manager



Stephanie Davidsmeyer
Communications
Manager



Linda Drake
Director of Career- and
College-Readiness



Alissa Muller
Director, Mastery-based
Learning Collaborative



J. Lee Schultz
Director of Advocacy
and Engagement



Nicole Mulhausen
Private Schools
Manager



Viktoria Bobileva
Basic Education
Manager



Seema Bahl
Senior Policy Analyst



Andrew Parr
Research Director



Arielle Matthews
Community, Family,
& Engagement
Coordinator

Advocacy and strategic oversight of public education

- Provides a public forum to develop policies
- Provides advocacy to support a system of education that responds to individual student goals and community needs

Basic education compliance

- Adopts rules and monitors compliance with a standards-based program of basic education
- Approves private schools operating in Washington
- Approves and monitors districts wishing to authorize charter schools

High school graduation requirements

- Establishes credit and non-credit requirements for high school graduation
- Determines threshold scores for assessments
- Determines alternatives to meet graduation requirements

Accountability and improvement

- Adopts goals for the system
- Consults with OSPI to develop, maintain, and report on the state assessment system
- Establishes the index for system accountability and metrics for system health
- Identifies criteria and approves districts for recognition and improvement

Purpose of Procurement

SBE is looking for proposals from diversity, equity, inclusion, and belonging (DEIB) training providers or teams to work with SBE as we transform how we interact with the students, families, and communities we serve across Washington. In addition, SBE seeks to improve the processes by which its members and staff interact with one another within the agency. This work will include structured DEIB training sessions, individualized DEIB training opportunities and guidance provided to SBE as it learns how to include and build policy and practices with communities most impacted by failures in the education system.

Scope of Work

- Provide differentiated instruction to Board members and staff based on the trainer's assessment of the individual's DEIB knowledge and understanding.
- Provide opportunities for individual and collective self-assessment and reflection on implicit and explicit bias
- Facilitate a shared understanding of terms and meanings.
- Understand and distinguish between intent and impact.
- Develop an understanding of how DEIB operates within the classroom, districts and regions of Washington.
- Provide relevant historical context of how institutionalized racism shapes our education system and the resulting need for DEIB implementation.
- Develop an understanding of the need for culturally responsive practices related to SBE's work.
- Develop a set of tools to implement culturally responsive practices related to SBE's work.
- Equip Board and staff with tools to meaningfully and authentically engage with one another and varied communities across the state (such as how to have Courageous Conversations).
- Proposals should include an initial training experience of up to 4 hours to be held during SBE's Retreat between June 25- 27, 2024.
- Proposal deliverables should include in-person activities for SBE Board meetings, please see [Board meeting schedule](#).

Minimum & Desired Qualifications

Minimum Qualifications:

- Knowledge of/experience with Washington's education system
- Experience facilitating team DEIB trainings with diverse participants.

Desired Qualifications:

- Ability to provide relevant examples of topics discussed.
- Ability to provide interactive activities to adults for learning.
- Ability to lead discussions with diverse audiences.
- Knowledge of the historical context of educational system and its current impact federally and across Washington state.

Submitting Proposals

- Proposals must be submitted by **3:00 p.m. PT on >>April 26, 2024<<**
- Proposals must be submitted via email to contracts@k12.wa.us
- Note the RFP number in the email



Proposal Checklist

- Ensure that you have included all required materials in your proposal.
- The Proposal Checklist will provide a list.
- It is not required that you include this list with your proposal.

Included in Proposal	Component
<input type="checkbox"/>	Letter of Submittal
<input type="checkbox"/>	Management Proposal
<input type="checkbox"/>	References
<input type="checkbox"/>	Certifications and Assurances
<input type="checkbox"/>	<i>Contractor Intake Form</i> Download an editable version on the CPEP's website
<input type="checkbox"/>	Washington State Business License, if applicable (see <i>Contractor Intake Form</i>) For more information about this, visit the Department of Revenue website.
<input type="checkbox"/>	<i>Business Enterprise Certification Form</i> , if applicable (see <i>Contractor Intake Form</i>) For more information about certification, visit the Office of Minority and Women's Business Enterprises website or Department of Veterans Affairs website .
<input type="checkbox"/>	Copy/proof of past or present K-12 teaching and/or administrative certification (as appropriate)
<input type="checkbox"/>	Copy of masters and/or doctorate diploma
<input type="checkbox"/>	CV/Resume that includes a minimum of 5 years of experience in an education leadership role (majority within last 7 years)

Scoring & Evaluation

- RFP Coordinator will first review for minimum qualifications.
- Responsive proposals are passed to the Program for written evaluation.
- Program may conduct reference checks
- Oral presentations (interviews) will be required for finalists

Category	Maximum Points Possible
Responsive to Minimum Qualifications and Requirements	Pass/Fail
Responsible Bidder	Pass/Fail
Technical Proposal	60 points
Project Approach/Methodology	15 points
Quality of Work Plan	25 points
Project Schedule	10 points
Project Deliverables	10 points
Management Proposal	30 points
Project Team Structure/Internal Controls	10 points
Staff Qualifications/Experience	10 points
Experience of the Consultant	10 points
Cost Proposal	10 points
Subtotal	100 points
Oral Presentation	10 points
Reference Checks	5 points
GRAND TOTAL FOR PROPOSAL	115 points

Selection of Apparent Successful Bidder

OSPI reserves the right to award contract to the bidder whose proposal is deemed to be in the best interest of and most advantageous to OSPI and the State of Washington.

The Apparent Successful Bidder (ASB), and bidders that have not been selected for further negotiation, will be notified via email by the RFP Coordinator.

OSPI will enter into negotiations with the ASB. Should negotiations fail to be completed within 2 weeks after initiation, OSPI may cease negotiations, declare the Bidder with the second highest score as the new ASB, and enter into contract negotiations with that Bidder.

Complaints, Debriefs, & Protests

- Complaints
 - Complaint period ends five (5) business days before the bid due date.
- Debrief Conferences
 - Bidders will have three (3) business days to request a Debrief Conference after announcement of ASB.
- Protests
 - Must have participated in debrief conference
 - Bidders may protest the award of the Master Contract **only** for three reasons:
 - Bias, discrimination, or conflict of interest on the part of an evaluator;
 - Error in computing evaluation scores; or
 - Non-compliance with any procedures described in the Competitive Solicitation.

RFP Schedule

- OSPI reserves the right to revise the schedule.
- Any revisions will be posted via Addendum to the OSPI website and WEBS.

Item	Action	Date
1.	OSPI issues RFP on behalf of SBE	March 27, 2024
2.	Letter of Intent due	5:00 p.m. on April 15, 2024
3.	Question and Answer period	March 27-April 19, 2024
4.	SBE hosts Pre-bid Conference	2:00 p.m. on April 8, 2024
5.	Last date for questions regarding RFP	April 19, 2024
6.	Complaints due	April 25, 2024
7.	OSPI posts final Question and Answer Addendum or Amendment (if necessary) on behalf of SBE	April 24, 2024
8.	Proposals due	3:00 p.m. April 26, 2024
9.	SBE conducts evaluation of written proposals	April 29 -May 3, 2024
10.	SBE conducts oral interviews with finalists (if determined necessary by SBE)	May 8 & 10, 2024
11.	OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s) on behalf of SBE	May 15, 2024
12.	SBE conducts debriefing conferences (if requested)	As requested, per debriefing instructions
13.	Contract negotiation begins	May 15, 2024
14.	Anticipated contract start date	June 10, 2024

Period of Performance

- Tentatively schedule to begin on >>June 10, 2024<< and end on or about >>June 30, 2025<<.
- OSPI reserves the right to amend to extend (renew) the contract for >>1<< additional contract year through >>June 30, 2026<<.



Diversity Inclusion

- OSPI supports the Office of Minority and Women's Business Enterprises' (OMWBE) efforts to increase state procurement with small, minority-, women-, and veteran-owned businesses.
- Consider registering to get access to additional state-level resources.
 - [OMWBE](#)
 - [Small Business Assistance](#)
 - [Veteran Affairs](#)



APPLICATION ASSISTANCE

Please contact our technical assistance line for any questions about the state or federal certification program.
Technicalassistance@omwbe.wa.gov
(360) 664-9750 | Toll Free (866) 208-1064

SMALL BUSINESS SUPPORT SERVICES

If you are OMWBE certified and want to learn more about utilizing your certification, please contact our small business advocate, Julie Campos.
JulieC@omwbe.wa.gov | (360) 561-7261

LINKED DEPOSIT LOAN INQUIRIES

L.D.L.P@omwbe.wa.gov | (360) 561-7261



OMWBE BUSINESS NEWSLETTER

Keep up with OMWBE events and information by subscribing to our monthly newsletter.
public.govdelivery.com/accounts/WAOMWBE/signup/30047

BIDS & CONTRACTING OPPORTUNITIES

omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities

CERTIFIED FIRMS DIRECTORY

Is your agency or business looking to contact with an OMWBE certified business? Visit our certified firms directory.
omwbe.wa.gov/directory-certified-firms

CALENDAR OF EVENTS

Are you looking for courses, events, and resources? Visit
omwbe.wa.gov/resources/calendar

USING OMWBE LOGOS

To download logos and a certified business badge visit
omwbe.wa.gov/about-omwbe/use-logos

A graphic titled "Washington State Office of Minority & Women's Business Enterprises" with three main sections: "WHY CERTIFY?", "WHO IS ELIGIBLE?", and "WHERE CAN I LEARN MORE?". The "WHY CERTIFY?" section lists three benefits: "Be visible to agencies, local governments, and prime contractors", "Gain access to valuable government contracts", and "Appear on our Directory of Certified Firms". The "WHO IS ELIGIBLE?" section states: "For-profit businesses owned and controlled by minorities, women and socially/economically disadvantaged people are eligible to be certified." The "WHERE CAN I LEARN MORE?" section says: "Start your application by visiting omwbe.diversitycompliance.com. You can also call our office at (360)-664-9750." To the right of these sections is a photograph of a smiling Black man and woman standing together. Below the graphic is the "Linked Deposit Loan Program" section, which states: "Certified businesses can apply for a low interest business loan through participating lenders. Save up to 2% on interest rates in this state government backed program. Visit our website at omwbe.wa.gov to learn more."

Resources

- [WEBS](#) | to receive automatic notifications about this and other RFPs
- [Statewide Payee Desk](#) | to register as Statewide Vendor
- [OMWBE](#) | for registration information
- [WA Department of Veteran's Affairs](#) | for registration information
- [Washington Department of Revenue](#) | review business requirements
- [Washington State Secretary of State](#) | review business requirements

Question & Answer Time

Contact Information

Website: www.SBE.wa.gov

**Facebook:
www.facebook.com/washingtonSBE**

Twitter: [@wa_SBE](https://twitter.com/wa_SBE)

Email: sbe@k12.wa.us

Phone: 360-725-6025

