

Request for Proposal No. 2014-14

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period and during the Pre-Bid Conference for RFP No. 2024-14, issued March 27, 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. Communication directed to other parties will be considered unofficial and non-binding on OSPI and State Board of Education, and may result in disqualification of the Consultant.

- Question:** I am interested in attending the pre-bid conference for the 2024-14 Diversity, Equity, Inclusion and Belonging on April 8, 2024. However, I am unable to locate the meeting link in the document or online?

Answer: The meeting link is listed on page 14 in the Pre-Bid Conference section.
- Question:** Is there an option for our organization to subcontract when this RFP is awarded to a prime?

Answer: Yes, subcontracting is allowed. However, you must consult with a Prime Contractor to submit a proposal for consideration. OSPI cannot be involved in facilitating that process between Prime Contractors and subcontractors.
- Question:** Is there a template that I might use to submit my "Letter of Intent"?

Answer: No, the agency does not provide a template.
- Question:** if there is any additional information you require to comply with the Letter of Intent requirement outlined in the RFP.

Answer: No additional information required to comply with the Letter of Intent outlined in the RFP
- Question:** How many people will be in each training? - Is there a desired number of touch points?

Answer: We currently have 16 Board members and 12 staff so that would be the most people at one time. There is not a desired number of touchpoints, it will depend on how the contractor feels it best to address the desired topics.

6. **Question:** How will knowledge of/experience with Washington's Education System be measured for out-of-state bidders?

Answer: Out of state bidders are welcome to share examples of their knowledge of/experience with Washington's education system through the management proposal where they can speak on staff qualifications and experience as well as relevant experience that as had them engage with Washington's education system or research into it.

7. **Question:** Also, will a recording of the conference be made and shared for access?

Answer: Recording is not available, but PowerPoint presentation used during the pre-bid conference will be made available with this Addendum.

8. **Question:** In responding to the RFP 2024-14 Diversity, Equity, Inclusion and Belonging Training and had a specific question around the minimum qualification: Knowledge of/experience with Washington's education system.

How do you define what constitutes knowledge and experience of Washington's education system and how will you evaluate it?

Answer: Knowledge of/ experience with Washington's education system could be shown in a number of ways, including, but not limited to, expressing why certain training focuses may be necessary given the nature of the educational landscape, including staff who have done research into the ways Washington's educational landscape impacts students from varying communities, having worked with other educational entities in Washington, etc. We will look for a training plan that shows an understanding of what is currently happening in Washington and why those trainings would make sense for The State Board of Education.

9. **Question:** Is this training required to be in person or can it be virtual?

Answer: There is flexibility in the modality of the trainings. It is preferred that trainings with Board members happen in person during Board meetings.

10. **Question:** Are you looking for a single vendor or are you open to multiple vendors?

Answer: We are open to multiple vendors.

11. **Question:** Has the SBE Board and/or Staff engaged with any DEI&B training prior to this RFP? If so, will we have access to any findings?

Answer: There have been a few brief trainings, though most of the Board has turned over since then. We'd be happy to discuss what has been done previously with the successful bidder.

12. **Question:** What is the expectation of time for training beyond the 4 hours listed for the June retreat?

Answer: There are no set time expectations, we would leave it up to the contractor to ensure ample time is given for the training needs to be met.

13. **Question:** What has caused the interest now? Have there been any challenges or tensions related to DEIB?

Answer: Given the Board's renewed focus on ensuring that those furthest from educational justice are included in the policy making process, it has become evident that there are training needs for Board members and staff to ensure we do this work with fidelity, respect and inclusion. In order to really meet community where they are at and ensure relationships are mutually beneficial, we recognize that there is learning that needs to take place in order to do that work well. We also got out of the habit of doing trainings during covid and are looking forward to starting it again.

14. **Question:** Do you want the board and staff to do the same trainings?

Answer: Board and staff may do the same trainings, but there may also be training needs that vary between the two groups since the nature of their work differs.

15. **Question:** Is there a format for the letter of intent?

Answer: There is not a set format for the letter of intent, but you can find templates online.

16. **Question:** the RFP says " see Board meeting schedule" where could we find it?

Answer: The schedule can be found on the [State Board website](#).

17. **Question:** The budget of \$40000, does that include the travel reimbursements?

Answer: Any proposed travel costs must be included in the budget, not to exceed \$40,000.

18. **Question:** Do you have to be a Washington State agency/organization to apply for this RFP? Or can you be out of state?

Answer: Out of state bidders are encouraged to apply.

19. **Question:** Would you have an internal person on the team to transfer knowledge?

Answer: We do not have a formal process set up for this but will be exploring how we can effectively transfer knowledge as we move forward as part of this work.

20. **Question:** What measurement or proof of under-represented community relationships will you use to evaluate applying organizations?
Answer: We will look at your bidder qualifications and past experience to evaluate your experience with under-represented community relationships. These are places in the RFP where you can share work and lived experience.
21. **Question:** Is there a budget for this project?
Answer: \$40,000 is the cap with travel included.
22. **Question:** Is there guidance for the length of proposal submitted (i.e. each component of the proposal)?
Answer: There is not a required length for the proposal. We just ask that you share all relevant information as briefly as appropriate.
23. **Question:** Do you have any expected markers for success or goals to measure at annual intervals?
Answer: We do not currently have them; however, we are currently working on our strategic plan and how we measure success. Part of that is around DEIB and how we measure community engagement so we are in the process of determining what those metrics should be. We are also hoping that this training can help us uncover what we should be looking at as markers for success a what goals we should be setting.
24. **Question:** Does the \$40k include all training site costs or are locations all DPI locations?
Answer: The State Board will secure training sites. Contractors do not need to pay for training sites.
25. **Question:** When trainings were held pre-COVID, about how much of the board meeting was devoted to training?
Answer: Though past trainings were limited, each training was either a half or full day. Occasionally there was a series of shorter one- or two-hour trainings. We are flexible on the amount of time per training.
26. **Question:** For those that may not have that historical knowledge, is there qualitative and/or quantitative data that has been collected and shared around inequities in education for the State of Washington? If so, will the information be shared with contractor?
Answer: There is statewide data, systems level metrics, that we can share with the contractor if there is data that would be useful in planning trainings.

27. **Question:** Will you set up the data transfer/security protocol or will you expect the contractor to set it up?
Answer: There should not be a need for a data sharing agreement as we would not be sharing a personally identifiable data.
28. **Question:** About how many Community Groups are vocal stakeholders?
Answer: We work with many community groups; however, these trainings are intended to be internal for the Board and staff.
29. **Question:** Are you able to provide an estimate of the total amount of hours of training or more specificity on topics you would like covered? That may help determine if it is feasible to provide a proposal and/or better prioritize what we can in our budget.
Answer: There is not an estimate for the total amount of time. Part of the proposal is for the contractor to tell us what we should be prioritizing and what we need in terms of training. Examples include learning about the historical context of how our system got to where it is now, having difficult conversations etc. There is a need for assessment upfront to gain an understanding of what we should prioritize.
30. **Question:** Will the Board meetings be open to the public?
Answer: The Board meetings are open to the public, though not all trainings have to take place in a public forum.
31. **Question:** It's giving open call for DEI providers, but is there anything that you need as the lead on this work where you see room for growth on community outreach? Feels like we need to have coordination with you in your role directly. What Dei initiatives and work are you engaging in that we can audit/provide guidance?
Answer: Once the bidder is selected, they will work closely with the community engagement coordinator to ensure they have full context of the work that is being done with and for community so that appropriate trainings can be developed. Examples of the work include hosting community forums for discussions, bringing community into Board meetings to engage in conversation, finding culturally appropriate ways to hear the needs of community, etc.
32. **Question:** Would you consider this a pilot project that will continue in a phased approach?
Answer: We would like to continue this work over a period.
33. **Question:** Does board/staff participate in any org-wide culture surveys that we might have access to in order to gauge where folks are at?
Answer: The Board does do a self-assessment survey, though it is no specific to DEI issues, but we could share the latest results of that survey with the bidder.

34. **Question:** Do you have a Public Communication person on your team?

Answer: We do have a communications specialist.

35. **Question:** Given the additional surrounding and important work such as community relations and assessment/analysis to clarify needs, strategy, and approach. Given that work is beyond the current scope of this RFP, do you have additional budget and/or intent for that work?

Answer: Assessment and analysis of differentiated needs is a part of this RFP, and you should speak to this in your work plan.

36. **Question:** I have noted you reference various community stakeholders. Who do you define those to be specifically?

Answer: We work with other state agencies, districts, and schools. We also work with community organizations who either do frontline work or who work on behalf of communities. This work is intended to help us reach the communities who may not be as connected to our work, we are looking at different racial groups, low income, students with special needs, LGBTQIA+, etc.

37. **Question:** If a company is out of state do you know how long it will take to receive a license with the State of Washington to do work in Washington?

Answer: We're unable to say how long it will take because the processes are handled by different state agencies. Washington State Business Licenses are handled by the Department of Revenue; their website indicates this could take 10 days to 5 weeks depending on the business structure.

Statewide Vendor Number is handled by the Office of Financial Management; their website indicates this process typically takes 3-5 business days to process a registration form that is complete.

38. **Question:** How are board members selected? Appointed? Elected? If elected, by whom? Length of service?

Answer: We have 16 members, 7 appointed by the Governor, 5 elected by local school board members, our Superintendent of Public Instruction a statewide elected official, 1 private school representative elected by private school directors and 2 student members selected by a group of student representatives.

Students serve one 2-year term and adults have 4-year terms. Terms are staggered.

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