



Request for Proposal No. 2023-23

Addendum 01 – Pre-Bid Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2023-23, issued August 5, 2023.

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 the Charter School Commission (CSC) and may result in disqualification of the Consultant.

Commission Staff Present: Jessica de Barros, Executive Director, Kara Lowe, Director of Operations; Chantelle Petrone Marker, Director of Strategic Initiatives & Policy; Charmaine McCladdie, Executive Assistant

1. Q: Will the contract be a 12-month term from the start date?

A: *any contract resulting from this RFP is tentatively scheduled to begin on or about October 2, 2023, and end on or about June 30, 2024, through the end of the FY - June 2024.*

2. Q: What is the actual total number of people that will participate in this process – the RFP mentions 5 commissioners and staff.

A: *The Strategic Planning Advisory Committee is made up of 5 commissioners and 2 staff members. We will also be engaging with other staff members (7 total staff) and internal and external partners.*

3. Q: What content is supposed to be included in the letter of submittal – is it meant to be a cover letter?

A: *Per Section C.2. of the RFP, the Letter of Submittal is outlined must include the applicable certifications, and be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship). Content may include high-level information similar to what is typically included in a cover letter.*

- 4. Q: Are there any components of the existing strategic plan that the commission is intending we follow/keep in place or are we looking for a brand-new strategic plan?**
A: *This has not been determined.*
- 5. Q: Will whoever is awarded be able to get access to the current strategic plan?**
A: *Yes. The most recent [Strategic Plan](#) is already included in Section A.3. of the RFP.*
- 6. Q: Can this work be done completely remote, or is the commission looking for strictly in person, or a hybrid fashion? (They are certified to work in Washington, although they do not reside here)**
A: *This has not been determined.*
- 7. Q: Is there an existing framework in place on the approach for implementing engagement strategies and external partners?**
A: *Nothing in place currently; open for discussion through bidders' proposal.*
- 8. Q: Do you have an existing strategic plan management software, and can that be shared?**
A: *The Commission does not have Strategic Planning software.*
- 9. Q: The goal is to guide implementation – is there a vision for us to actually manage and implement engagement?**
A: *The consultant will lead a strategic planning process with an Advisory Committee comprised of five CSC Commissioners and staff, engaging internal and external partners. The goal of that process is a comprehensive three-year strategic plan and guidelines for implementation and progress monitoring, with considerations for future directions and a vision beyond three years including iterative mechanisms. The strategic plan will help to guide the CSC's work moving forward and partnership strategies to fulfill its mission.*
- 10. Q: Are there any specific priorities that are high level priorities that the commission has that was not communicated in the RFP?**
A: *3- year focus with a 5-year north star goal as determined by the Strategic Planning Advisory Committee and the collection of community voices through an equity lens.*
- 11. Q: Are there any existing community conditions that put implementation of this plan at risk?**
A: *As noted in the RFP, contextual factors such as the authorization window being currently closed and impacts of Covid on education and opportunity gaps.*
- 12. Q: Once the contract is awarded, will we have access to demographic data and achievement gaps data to help guide and facilitate this process?**
A: *[Performance Framework](#)*

13. Q: Is there a goal for the number of charter schools you would like to have by the end of the 3-year term?

A: *Currently we are not able to authorize the opening of new charter schools. Our goal is to get into a space where we can authorize new charter schools again. The goal during the open window was up to 40 charter schools but we did not reach that number.*

14. Q: What is the total number of schools that are actively open to date?

A: *Currently there are 18 actively open charter schools; 16 by the commission and 2 by the Spokane district.*