

**STATE OF WASHINGTON
PROFESSIONAL EDUCATOR STANDARDS BOARD**

**REQUEST FOR PROPOSALS
RFP No. 2018-15
Addendum 01 – Q&A**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2018-15 for Continuing Education Opportunities through Micro-credentials, issued December 7, 2017.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

The solicitation schedule is hereby amended to extend the Question and Answer period through January 5, 2018. A final Question and Answer Addendum (if necessary) will be posted on January 9, 2018. The proposal due date remains January 16, 2018.

ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES:

Item	Action	Date
1.	OSPI issues RFP (On behalf of the PESB)	December 7, 2017
2.	Optional Letter of Intent due	December 18, 2017
3.	Question and Answer period	December 8-21, 2017 December 8-January 5, 2018
5.	Last date for questions regarding RFP	December 21, 2017 January 5, 2018
6.	Complaints due	December 28, 2017 January 8, 2018
7.	OSPI posts final Question and Answer Addendum or Amendment (if necessary)	December 26, 2017 January 9, 2018
8.	Proposals due	January 16, 2018
9.	PESB conducts evaluation of written proposals	January 17 – 19, 2018
10.	PESB conducts oral interviews with finalists (if determined necessary by PESB)	January 22 – 25, 2018
11.	OSPI announces “Apparent Successful Bidder” and sends notification to unsuccessful Bidder(s)	January 26, 2018
12.	PESB conducts debriefing conferences (if requested)	As requested, per debriefing instructions
13.	Contract negotiation begins	January 26 – February 2, 2018
14.	Anticipated contract start date	February 12, 2018

QUESTION: Will those educators using the Micro-Credentialing platform be required to upload responses to the training for review?

ANSWER: Yes, educators will be required to upload materials for review.

QUESTION: Does the OSPI envision the supporting platform scoring the work of Educators or will work be submitted to a human for scoring?

ANSWER: The educators' work will be scored by humans.

QUESTION: If work/Credentials will be scored by a human will the OSPI provide scorers?

ANSWER: The Contractor will provide the scorers.

QUESTION: If the consultant/contractor is to provide scorers what are necessary qualifications to adequately score responses?

ANSWER: Qualifications for the scorers, and other scoring procedures, will be proposed by the bidder. Please see RFP: B.5 Proposers will provide micro-credentials that are competency based, with the evidence participants provide scored by trained evaluators.

QUESTION: If the consultant/contractor is to provide scorers, what is the number of positions required and their estimated yearly work-load in hours?

ANSWER: The Contractor will need to provide for the scoring of the micro-credentials submitted by participants in the project as described in B.8 of the RFP, "In coordination with the PESB, the proposer will develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organizations for phase 3, Fall 2018 of this micro-credential project."

Please also see RFP: B.5 Proposers will provide micro-credentials that are competency based, with the evidence participants provide scored by trained evaluators.

QUESTION: Does the OSPI have a desire to continue using the Moodle LMS?

ANSWER: The PESB is the agency offering this RFP. (OSPI is posting the RFP and facilitating the RFP process on PESB's behalf.) Bidders should propose the platform they identify as the best possible solution for this RFP.

QUESTION: Does the state have a preferred hosting provider for the platform resulting from this RFP?

ANSWER: This hosting is the responsibility of the Contractor. Bidders should propose the solution they feel would best meet the needs of this RFP.

QUESTION: Will the state provide the hosting?

ANSWER: No, the state will not provide hosting.

QUESTION: If the state provides hosting will they also assume bandwidth and storage costs?

ANSWER: No, the state will not provide hosting.

QUESTION: If they state provides hosting, what are the specifications of the current hosting environment?

ANSWER: No, the state will not provide hosting.

QUESTION: What are the projected usage levels monthly/yearly for the platform?

ANSWER: Please see B.8 of the RFP, "In coordination with the PESB, the proposer will develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organizations for phase 3, Fall 2018 of this micro-credential project."

QUESTION: In paragraph B.6 is the state requesting a permanent help desk?

ANSWER: Paragraph B.6 states, “The proposer will provide micro-credentials available in a cohort model, with online or in-person support available to support educators in successful completion of their micro-credential.” Also, see B.3.c, “The proposal must include a quote for annual maintenance of content on the proposer’s platform, interoperability across multiple platforms, and continued availability to Washington state educators beyond the contract end date,” and B.4.a, “the proposer will make this guidance information available to micro-credential participants.”

The purpose of the cohort model in B.6 is to support and encourage the participants in completion of their micro-credential.

Also, please see B.9, “The proposer will provide a training plan, training materials, and training opportunities for trainers and other representatives from each district, ESD, or organization for the purpose of providing information on implementing and sustaining the micro-credentialing project.”

QUESTION: Should a help desk be priced into the cost of on-going maintenance?

ANSWER: The RFP, in B.3.c on p. 8 states, “The proposal must include a quote for annual maintenance of content on the proposer’s platform, interoperability across multiple platforms, and continued availability to Washington state educators beyond the contract end date,” and, in B.4.a, “the proposer will make this guidance information available to micro-credential participants.”

QUESTION: What is the expected volume of user/scorers/administrators needing support and training on the platform?

ANSWER: As noted in B.8 of the RFP, “In coordination with the PESB, the proposer will develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organization for phase 3, Fall 2018 of this micro-credential project.”

Also, please see B.9, “The proposer will provide a training plan, training materials, and training opportunities for trainers and other representatives from each district, ESD, or organization for the purpose of providing information on implementing and sustaining the micro-credentialing project.”

QUESTION: Can the OSPI provide qualifications for the developers they envision doing the development work on each requested micro-credential module?

ANSWER: For the RWT micro-credential, most of the development work would be completed by a PESB sub-contractor, not the contractor selected as a result of this RFP. The selected as a result of this RFP will work then work for final operationalization of the micro-credential on the contractor’s proposed platform.

The SEL micro-credential will be based on existing material as described in B.12.2 of this RFP. The elementary computer science micro-credential will be based on standards described in B.12.1 of the RFP.

The contractor will propose qualifications for the developers of the SEL and elementary computer science micro-credential.

QUESTION: Does the OSPI desire formatting or structure or presentation methodology significantly different than the formatting and visual aids found in the currently available training modules?

ANSWER: The elementary computer science micro-credential would need to be developed from existing standards--there are no modules available. The SEL micro-credential has text, sample exercises, and some graphics available. The RWT micro-credential will have the majority of the content ready to go for this micro-credential.

QUESTION: Does the OSPI envision consultant personnel traveling to each district to assist with pilot-program training and roll-out?

ANSWER: Yes.

QUESTION: If travel is required, does the OSPI have an estimate to the length of training and involvement needed from consultant personnel?

ANSWER: This would be a cost the vendor would assume as part of the contract.

As noted in B.8 of the RFP, "In coordination with the PESB, the proposer will develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organization for phase 3, Fall 2018 of this micro-credential project."

B.9 The proposer will provide a training plan, training materials, and training opportunities for trainers and other representatives from each district, ESD, or organization for the purpose of providing information on implementing and sustaining the micro-credentialing project.

QUESTION: For travel pricing purposes, can the OSPI provide an estimated list of districts that the pilot program/roll-out might involve?

ANSWER: As noted in B.8 of the RFP, "In coordination with the PESB, the proposer will develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organization for phase 3, Fall 2018 of this micro-credential project."

QUESTION: Is the consultant responsible for the cost of development, materials, and distribution of the awareness campaign of the micro-credentialing effort?

ANSWER: As noted in the RFP:

B.7 In coordination with the PESB, the proposer will develop communication plans and materials to create awareness and delineate implementation expectations for the micro-credential project by March 31, 2018.

B.8 In coordination with the PESB, develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organization for phase 3, Fall 2018 of this micro-credential project.

B.9 The proposer will provide a training plan, training materials, and training opportunities for trainers and other representatives from each district, ESD, or organization for the purpose of providing information on implementing and sustaining the micro-credentialing project.

QUESTION: If the consultant is responsible for the cost of the awareness campaign is there additional budget set-aside for this effort to be billed against and what are the OSPI's expectations for an effective awareness campaign?

ANSWER: The consultant is responsible for the costs noted in the RFP, including the items delineated in B.7, B.8, B.9.

As noted in B.8 of the RFP, “In coordination with the PESB, develop a plan for engaging a minimum of three (3) districts, ESDs, or organizations for phase 2, Spring 2018, and a minimum of ten (10) districts, ESDs, or organization for phase 3, Fall 2018 of this micro-credential project.”

QUESTION: Will PESB require any proposed systems to integrate with or through SSO or ESB or ETLs, etc.?

ANSWER: PESB expects integration with OSPI’s Education Data System (EDS) using OAuth. The delivered product in this project must be developed to allow for future connection to OSPI authentication systems. There are multiple approaches this integration might take. The successful bidder will collaborate with PESB and PESB’s partners to develop an approach. We do not anticipate the need for an Enterprise Service Bus (ESB) or Extract, Transform, and Load (ETL).

QUESTION: Are there any systems PESB will require integrations with for this solution?

ANSWER: PESB expects integration with OSPI’s Education Data System (EDS) using OAuth. The delivered product in this project must be developed to allow for future connection to OSPI authentication systems. There are multiple approaches this integration might take. The successful bidder will collaborate with PESB and PESB’s partners to develop an approach. We do not anticipate the need for an Enterprise Service Bus (ESB) or Extract, Transform, and Load (ETL).

QUESTION: Can you describe any specific technical requirements around the format of data or its import/export?

ANSWER: The successful bidder will collaborate with the PESB and the PESB’s partners to ensure that digital files provided by the proposer are compatible with existing systems used by the PESB and the PESB’s partners. As noted in B.4.b of the RFP, “This will include a .csv file or a Microsoft SQL database file which meets the file and field structure necessary for the program, or another file type as determined by the PESB or PESB’s partners.”

QUESTION: The RFP requests the development of three (3) micro-credentials, and seems to contemplate a single Elementary Computer Science micro-credential and a single SEL micro-credentials. However, the RFP references the possibility for a stack of micro-credentials under the RWT topic. Could you please clarify whether the PESB is requesting the creation of only three micro-credentials total at this time (with potentially more to be developed in the future when additional funding becomes available)? Or, is the PESB's intention to develop stacks of multiple micro-credentials for each of the three content areas under this RFP?

ANSWER: The successful bidder will work with a PESB sub-contractor to operationalize existing RWT content into a single micro-credential. The SEL and elementary computer science will each be a single micro-credential.

QUESTION: Section C.4, Cost Proposal, p. 21: The RFP indicates that pricing should be disaggregated by deliverable as outlined in section 4B of this RFP. However, Section A.4.B, *Introduction, Objective and Scope of Work, Scope of Work/Deliverables* does not include a table of deliverables, and the subparagraphs in are not clearly aligned to one specific deliverable. Will a table of deliverables be provided?

ANSWER: The deliverables are as described in Section B of this RFP, found on pp. 7-11.