



**STATE OF WASHINGTON  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)  
CHARTER SCHOOL COMMISSION (Commission)  
OLYMPIA, WASHINGTON**

**INFORMAL SOLICITATION No. 2019-15**  
Legislative Consultant

**DUE DATE:** 3:00 p.m., Pacific Standard Time (PST) on January 2, 2019.

**ESTIMATED CONTRACT PERIOD:** January 10, 2019 – December 31, 2019. Amendments extending the period of performance, if any, shall be at the sole discretion of the Commission/OSPI.

**BIDDER ELIGIBILITY:** This Informal Solicitation is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

***The Office of Superintendent of Public Instruction (OSPI) is the agency of the State of Washington that is issuing this solicitation on behalf of the Commission. In coordination with the Commission, OSPI will serve as the Coordinator for this solicitation. All communications concerning this Informal Solicitation must be directed only to the Informal Solicitation Coordinator via email. Any other communication will be considered unofficial and non-binding on the Commission/OSPI. Bidders are to rely on written statements issued by the Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.***

*This Informal Solicitation is available at the Office of Superintendent of Public Instruction (OSPI) website located at [OSPI's website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#). All Informal Solicitation amendments or Bidder questions and Commission/OSPI answers will be posted to these sites. All interested Bidders must be registered with WEBS under the following commodity codes in order to receive notifications: 924-05 Educational Advisory Services and 915-64 Media Clippings, Outtakes, Critiques, Summaries, Legislative Bill Tracking Services*

*OSPI, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*

## **INTRODUCTION**

The Washington State Charter School Commission (Commission) is an independent state agency whose mission, as memorialized in state law, is to authorize high quality charter public schools throughout the state, especially schools that are designed to expand opportunities for at-risk students, and to ensure the highest standards of accountability and oversight for these schools.

The Commission has two (2) core responsibilities: authorizing and overseeing charter public schools.

The Commission has completed their 2018-2021 Strategic Plan, which includes as a priority, strengthening the support for charter schools as an integral part of an effective, innovative, and responsive public school system, outcomes to include;

- Increasing public knowledge and awareness regarding Washington charter schools and Washington's charter law, to shift public perception to be *overwhelmingly favorable* of charter schools
- Attain equitable funding and resources for charter schools

The Commission believes that legislative engagement and advocacy is crucial in realizing this priority in the adopted Strategic Plan. A legislative consultant is needed for their expertise in order to obtain these outcomes.

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## **SCOPE OF WORK**

Contractors selected through this solicitation will be expected to, at a minimum:

1. Provide Monitoring and Reporting Services as follows:
  - a. Write a monthly written report, summarizing legislative, regulatory, and stakeholder activities of interest to the Commission as well as information on issues that could be significant during the 2019 legislative session;
  - b. Conduct at least monthly phone or in-person check-ins with Commission staff as appropriate;
  - c. Facilitate at least one (1) two- (2-) hour conversation with Commission staff to understand policy priorities;
  - d. Monitor relevant legislative work sessions and hearings;
  - e. Participate in regular meetings with relevant stakeholder groups on legislative activities and priorities;
  - f. Monitor relevant state agency rule-making activities;
  - g. Conduct general check-ins with the Governor's policy staff and budget staff on budget outlook and the Governor's policy priorities for 2019.
2. Provide Strategic Advice on Legislative Outreach and Priorities as follows:
  - a. Support the Executive Director in the role to provide educational outreach regarding the Commission and the performance of charter schools in Washington State;

- b. Facilitate at least one (1) two- (2-) hour conversation with Commission staff to review legislative priorities and discuss the intersection of those priorities with other major policy issues in Washington State; and
- c. Develop updates on legislative leadership decisions, legislative committee assignments, and legislation under consideration by the Legislature.

### **PERIOD OF PERFORMANCE**

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin January 10, 2019 and end on December 31, 2019. The option to extend any contract resulting from this solicitation shall be at the sole discretion of the Commission.

As such, Commission reserves the right to amend to extend the contract for an additional three (3) additional contract years through 2022. Decision to amend shall be based on sustained satisfactory performance as decided by the Superintendent's designee, successful completion of project objectives, and availability of funding.

### **BUDGET**

The Commission will reimburse consultant using as hourly billing rate on a monthly basis not to exceed twenty thousand dollars (\$20,000) for the 2019 calendar year.

Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in accordance with [Washington State travel regulations](#) established by the Office of Financial Management.

If the Commission determines it is necessary to increase the Contractor's involvement, the Commission may amend any awarded contract to increase the Contractor's involvement. Such amendment, if any, to increase or decrease the dollar value and extend the period of performance, shall be at the sole discretion of the Commission.

### **MINIMUM QUALIFICATIONS**

This solicitation is open to individuals that meet the following minimum criteria:

1. Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder. Visit Department of Revenue for license requirements: <http://dor.wa.gov/content/doingbusiness/>.
2. Knowledge and experience in public policy, education policy, legislative advocacy, government relations, and strategic communications.

Bidders who do not meet these minimum qualifications shall be deemed to be non-responsive, will not be evaluated, and a score will not be assigned.

### **SCHEDULE**

This solicitation will remain open until filled. However, applicants interested in this opportunity are encouraged to submit required documents for the initial round of review no later than 3:00 p.m. PST on January 2, 2019 to for an initial round of reviews.

The Commission/OSPI has the right to change this schedule as necessary. This solicitation will remain open until filled.

Solicitation Released:	December 17, 2018
Proposals Due For Initial Round:	January 2, 2019
Evaluation:	January 2, 2019 – January 4, 2019
Phone Interview:	January 3, 2019
Award:	January 4, 2019
Estimated Contract Start:	January 10, 2019

### PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. Letter of Interest – Bidder must provide specific examples or evidence of the following:
  - a. Statement of Qualifications - how the Consultant meets the minimum qualifications
  - b. Past Experience - experience and skills the Bidder possesses which address the Scope of Work
  - c. Process Description - statement of process and systems to manage work
  - d. Proposed hourly rate
2. Resume – Include an updated resume reflecting experience related to the minimum qualifications.
3. References – Name, addresses, and telephone numbers of three (3) references. By submitting a proposal in response to this solicitation, the Bidder and team members grant permission to Commission to contact these references and others, who from Commission’s perspective, may have pertinent information. Commission may or may not, at Commission’s discretion, contact these references or others. *Do not include current Commission or OSPI staff as references.*
4. Certification and Assurances – See Exhibit A
5. Contractor Intake Form – See Exhibit B

Provide information regarding past performance by indicating if the Bidder has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, Commission reserves the right to disqualify Bidder’s proposal based on the Bidder’s historical performance.

Proposals will be evaluated by Commission based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive.

All proposals shall be submitted electronically via email to the Informal Solicitation Coordinator noted below. Attachments to email shall be on Microsoft Office software and/or PDF format. The Commission/OSPI does not assume responsibility for any problems in the email submission or delays caused by any delivery service. The Informal Solicitation Coordinator will respond with a confirmation email upon receipt of proposals.

Proposals are to be emailed to:

Office of Superintendent of Public Instruction  
 Informal Solicitation Coordinator: Johannah Renfroe  
 Email: [contracts@k12.wa.us](mailto:contracts@k12.wa.us)

**QUESTIONS**

Any requests for information about this project are to be directed to Informal Solicitation Coordinator named above. Any other communication will be considered unofficial and non-binding on the Commission/OSPI. Bidders are to rely on written statements issued by the Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.

**EVALUATION**

The following points will be assigned to the proposals for evaluation purposes:

Statement of Qualifications	Points
Legislative Consultant Experience	10
Experience Working with Educational and/or Governmental Entities	20
Familiarity with Washington State	5
<b>Subtotal</b>	<b>35</b>
Summary of Similar Work	
Clear and Compelling Accomplishments	15
<b>Subtotal</b>	<b>15</b>
Description of Proposed Process	
Statement of process and systems to manage work	30
<b>Subtotal</b>	<b>30</b>
Rate and References	
Proposed hourly rate	15
References	5
<b>Subtotal</b>	<b>20</b>
<b>Grand Total (before interview)</b>	<b>100</b>
Optional Phone Interview (required for top-scoring bidders only)	<b>10</b>
<b>Grand Total (after interview, if required)</b>	<b>110</b>

## **OPTIONAL PHONE INTERVIEW**

The Commission, at its sole discretion, may elect to select the top scoring finalists from the written evaluation for a phone interview and final determination of contract award. Should the Commission elect to hold a phone interview, it will contact the top-scoring bidders to schedule a time on **January 3, 2019**. Commitments made by the Bidder at the oral interview, if any, will be considered binding. The scores from the written evaluation and the oral presentation combined together will determine the Apparent Successful Bidder.

The Commission/OSPI reserves the right at its sole discretion to reject any or all proposals for any reason whatsoever prior to the execution of a contract. This solicitation does not obligate the Commission/OSPI to contract for the services specified herein. The final selection, if any, will be the proposal, which in the opinion of the Commission/OSPI best meets the requirements set forth in this solicitation, and is in the best interest of the State of Washington. OSPI is not obligated to select the lowest priced proposal. The Commission/OSPI shall not be responsible for any costs associated with a Bidder's preparation of a proposal in response to this solicitation. The Commission/OSPI reserves the right, at its sole discretion, to waive minor administrative irregularities.

The Contractor selected to perform the duties as outlined in this solicitation shall be required to sign a contract, including General Terms and Conditions. Bidders shall not propose their own standard contract or terms and conditions in response to this solicitation.

## **AMERICANS WITH DISABILITIES ACT**

OSPI complies with the Americans with Disabilities Act (ADA). Bidders may contact the Informal Solicitation Coordinator to receive this solicitation in an alternative format.

## **COMMITMENT OF FUNDS**

Only authorized representatives of the Commission/OSPI may legally commit the Commission/OSPI to the expenditures of funds for a contract resulting from this Informal Solicitation. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## **PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Your entire response to this Informal Solicitation is a public record and will be disclosed consistent with the Public Records Act, Chapter 42.56 RCW.

### **A. CONFIDENTIAL DOCUMENTS**

For the purposes of this Informal Solicitation, do not include confidential or proprietary information unless specifically requested by OSPI.

If OSPI requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

### **B. PUBLIC RECORDS REQUESTS**

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", OSPI will take the following steps:

- i. We will notify you. We will identify the requestor and the date that OSPI will disclose the requested records.
- ii. We will give you an opportunity to seek a court order to stop OSPI from disclosing the records.
- iii. We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

If you have any questions, refer to the [OSPI Public Records Office](#).

### **STATEWIDE VENDOR PAYMENT REGISTRATION**

Vendors awarded contracts as a result of this solicitation are **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 you, as a vendor, to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. For online registration, visit: the [Department of Enterprise Services' website](#).

### **SMALL BUSINESS, WOMEN-/MINORITY - OR VETERAN-OWNED BUSINESS PARTICIPATION**

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). For more information on certification, contact [Washington State Department of Veteran Affairs](#).

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including microbusinesses and minibusinesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form.

### **COMPLAINT PROCEDURE**

The complaint process is available to Bidders interested in this solicitation. The complaint process allows Bidders to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow Commission/OSPI to correct a problem before proposals are submitted and time expended on evaluations.

A Bidder may submit a complaint based on any of the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Bidders may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Bidders are encouraged to submit complaints as soon as possible so Commission/OSPI can rectify the issue(s) early in the process. Complaints must be submitted to the Informal Solicitation Coordinator. In order to be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.

Complaints not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by Commission/OSPI. Failure by the bidder to raise a complaint at this stage may waive its right for later consideration.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will review valid complaints and respond to the submitter in writing. The Commission/OSPI will consider all complaints but is not required to adopt a complaint, in part or in full. The Commission/OSPI's response to the complaint is final and not subject to administrative appeal. The response, and any changes to the Informal Solicitation will be posted to WEBS prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

### **DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, an individual debriefing conference will be scheduled with an unsuccessful Bidder. The request for a debriefing conference must be received by the Coordinator within three (3) business days after the Notification of Unsuccessful Bidder letter or e-mail is sent to the Bidder. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by the Informal Solicitation Coordinator and Bidder.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

### **PROTEST PROCEDURE**

This protest procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completion of the debriefing conference, the Bidder is allowed five (5) business days to file a protest of the acquisition with the Informal Solicitation Coordinator. Protests may be submitted by fax or email, but should be followed by a hard copy document.

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest including specific facts and complete statements of the action(s) being protested. The protesting party may submit with the protest any documents or information deemed relevant. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the Informal Solicitation Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator/evaluation team;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document or OSPI policy.



Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, 2) Commission/OSPI's assessment of its own and/or other agencies needs or requirements, or 3) a complaint raised during the Complaint Procedure.

Upon receipt of a protest, a protest review will be held by Commission/OSPI. OSPI's Contracts Administrator or an employee delegated by the Contracts Administrator who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified.

In the event a protest may affect the interest of another Bidder that submitted a proposal, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the Informal Solicitation Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold Commission/OSPI's action; or
- Find only technical or harmless errors in OSPI's acquisition process and determine OSPI to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide Commission/OSPI options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the solicitation and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If Commission/OSPI determines that the protest is without merit, Commission/OSPI will enter into a contract with the Apparent Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

**EXHIBIT A  
CERTIFICATION AND ASSURANCES**

*Bidder must sign and include the full text of this Exhibit A with their proposal.*

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of sixty (60) days following receipt, and it may be accepted by Commission/OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the sixty- (60-) day period.
4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Bidder understands that Commission/OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of Commission/OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents. If there are any exceptions to these terms, Bidder has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.
10. Bidder acknowledges that if awarded a contract with Commission/OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by Commission/OSPI.

11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).
12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.
13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.
14. Bidder acknowledges its obligation to notify Commission/OSPI of any changes in the certifications and assurances above.

*I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.*

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<b>Signature of Bidder</b>	<b>Date</b>	<b>Place Signed (City, State)</b>
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<b>Print Name</b>	<b>Title</b>	<b>Organization Name</b>
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**EXHIBIT B  
CONTRACTOR INTAKE FORM**

Available as an editable Word document on [OSPI's contract website](#):

<http://www.k12.wa.us/RFP/default.aspx>

**EXHIBIT C  
PROPOSAL CHECKLIST**

Please use the checklist below to ensure that you have submitted all required materials in the required format. This checklist does not need to be submitted with your proposal.

<b>Included in Proposal</b>	<b>Component</b>
<input type="checkbox"/>	Letter of Interest
<input type="checkbox"/>	Resume
<input type="checkbox"/>	References
<input type="checkbox"/>	Exhibit A - Certifications and Assurances
<input type="checkbox"/>	Exhibit B - Contractor Intake Form
<input type="checkbox"/>	Washington State Business License, if applicable (see Contractor Intake Form)
<input type="checkbox"/>	Small Business Self-Certification, if applicable (see Contractor Intake Form)