

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**RFQ No. 2019-27 Beginning Educator Support Team Mentor Academy Faculty,
Induction Coaches, and Roundtable Facilitators**

Addendum 01 – Q&A

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2019-27, issued May 8, 2019.

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.

QUESTION: Is the Exhibit E fillable?

ANSWER: Yes, please see the attached Exhibit E as a fillable form.

QUESTION: I am employed as an adjunct professor by a non-profit educational institution and I have worked full time for an educational non-profit for 11 years outside of WA State. Do I meet Criteria B Recent (within the last 5 years) employment by or contract with Washington K-12 schools, ESD, or educational non-profit organization?

ANSWER: Yes.

QUESTION: I have attended a multi-day training on Mentoring Matters in 2009 and I am registered to attend the June 27-28 Vancouver Mentor Academy and will attend the 3rd day once it is set. Do I meet Criteria A - Recent (within the last 5 years) successful completion of all three days of the OSPI Mentor Academy in Washington State or the equivalent?

ANSWER: Yes. On its own, *Mentoring Matters* training isn't enough. However, if you have extensive K12 education experience and you are attending in June 2019, you are qualified.

QUESTION: I have not been contracted with OSPI in the past, do I need to complete a "Past Performance?"

ANSWER: For this section you may indicate that you've had no contracts with OSPI.

QUESTION: Do I need to completely fill out the Contractor Intake form? For example, I do not have a business license. Do I need to obtain one prior to applying for this?

ANSWER: Yes, please complete to the best of your ability.

QUESTION: The bid says \$50,000, will that be divided among numerous contractors? Or is it per contract?

ANSWER: The \$50,000 will be divided among numerous contracts.

QUESTION: Will the schedule of coaching and facilitating be created with each different school, or district or with OSPI directly?

ANSWER: The schedule will be created with OSPI directly.

QUESTION: Has this been open for a bid in the past and how did that go?

ANSWER: Yes, we tend to open this RFQ every year looking to add talent and increase capacity. Every opening has been successful with multiple contracts being awarded.

QUESTION: Are there people applying who have had this contract in the past?

ANSWER: We expect to have people apply who have held these roles in the past.

QUESTION: Are you looking to increase the diversity of your contractors? (minority, POC, women, LGBTQ, etc.)

ANSWER: We are looking to increase diversity among our contractors.

QUESTION: How many applications are you expecting?

ANSWER: We are expecting 10-12 applications.

QUESTION: Does the contract cover any travel expenses?

ANSWER: Yes, the contracts awarded will cover travel expenses.

EXHIBIT E
AFFIRMATIONS AND AVAILABILITY CHECKLIST

Name:	_____	Phone:	_____
Role(s):	_____	Email:	_____
	_____	Address:	_____
	_____		_____
	_____		_____

Please check all boxes that apply.

I have...

- A commitment to and understanding of comprehensive systems of support for novice educators in order to improve learning outcomes for students.
- Recent (within last five (5) years) successful completion of all three (3) days of the OSPI Mentor Academy in Washington State or equivalent.
- Three (3) years of service as a mentor or instructional coach to early-career teachers.
- Recent (within last five (5) years) employment by or contract with Washington K-12 schools, Educational Service District, or educational non-profit organization.

I am...

- 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 Apparently Successful Contractor.

Please check all boxes that apply if you are applying to the position of Mentor Faculty.

I have...

- Commitment to on-going development of my own mentoring skills including participation in initial OSPI Mentor Academy multiple times as well as more in depth training such as Mentor Tune-ups, Mentor Academy 201, Mentor Academy 301, and Regional Mentor Roundtables.
- Leadership within the area of mentoring/novice teacher induction.
- Understanding of needs of adult learners, understanding of key principles of skillful

facilitation, and experience as a facilitator of adult learning.

- Understanding of the importance of and ability to use learning-focused conversations to promote growth.
- Preferred: Experience training mentors.

Please check all boxes that apply if you are applying to the position of Specialized Mentor Faculty – Cultural Relevancy.

I have...

- Leadership experience promoting racial equity and culturally responsive teaching.
- Understanding of needs of adult learners, understanding of key principles of skillful facilitation, and experience as a facilitator of adult learning.
- The ability to design effective professional development for educators that increases their understanding of and builds their skills for promoting racial equity and culturally responsive teaching.
- Preferred: Experience training mentors, instructional coaches, or other teacher leaders.

Please check all boxes that apply if you are applying to the position of Induction Coach.

I have...

- Leadership experience within the area of BEST induction work.
- Understanding of and ability to use coaching skills to promote growth.
- Skill facilitating reflection and goal-setting within a team.
- Knowledge of [Standards for Beginning Teacher Induction](#), their importance and potential use for districts.
- Preferred: Knowledge of district induction work beyond a single school district.

Please check all boxes that apply if you are applying to the position of Mentor Roundtable Facilitator.

I have...

- Commitment to on-going development of my own mentoring skills including participation in multiple mentor professional development opportunities such as the initial Mentor Academy, Mentor Academy 201, or Mentor Academy 301.
- Understanding of needs of adult learners, understanding of key principles of skillful facilitation, and experience as a facilitator of adult learning.
- Understanding of the importance of and ability to use learning-focused conversations to promote growth.
- On-going participation in a Regional Mentor Roundtable
- Involvement in educational contexts or networks beyond current district.
- Preferred: Experience facilitating Mentor Roundtable, mentor trainings, and/or facilitating virtual meetings.

Please check your preferred TOTAL number of days you are likely to be available for each role during the term of this contract (July 2019 - June 2020.)

Mentor Academy Faculty and Specialized Mentor Faculty facilitation days, not including 2-3 required team planning days (TBD) or the BEST Symposium (tentatively March, 2020).

- 1-4 days
- 5-8 days
- 8-12 days
- I am available for a maximum of _____ days
- I am not applying for Mentor Academy Faculty or Specialized Mentor Academy Faculty

Induction Coach coaching days not including 2 required team planning days (TBD) or the BEST Grantee Convening (tentatively March, 2020).

- 1-4 days
- 5-8 days
- 8-12 days
- I am available for a maximum of _____ days
- I am not applying for Induction Coach

Mentor Roundtable facilitation monthly for 9 months, not including 2 required team

planning days.

- 9 monthly roundtable sessions (120 minutes)
- I am not applying for Mentor Roundtable Facilitator

How many nights per month are you available to be away overnight? Are you available to travel and work on Saturday? Please describe any other limitations on travel.

Is your availability listed above subject to change? Please describe any caveat to the answers above: