

STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Addendum #2

REQUEST FOR PROPOSALS (RFP): RFP No. 2011-05

Questions & Answers

1. Is it possible for an organization to apply for only one portion of this work?

RESPONSE: Proposals can be split into two (2) responses and proposals may be submitted for one (1) or both projects.

2. Two components, two budgets – does it require one contractor or allow for two?

RESPONSE: Yes, we would like two budgets, one for the CCSS and one for the CLP. While we would like one response to the RFP, it is allowable and expected that respondents may have multiple contractors on their project management team in order to round out the expertise that is required related to both projects.

3. Common Core Standards: As referenced in Section 4, #1A, regarding the monthly meetings with stakeholder groups – are these established groups or will they be formed specifically for this project? If so, will this be the responsibility of the contractor? Can you please say more about the groups, locations, etc.

RESPONSE: At the state-level there are some established stakeholder groups (for example the ESD/OSPI Partnership and the Washington State Education Coordinating Council) that include many of key statewide contributors in this work. We also have established a small working group that has just begun collaborations around communication planning. Currently meetings are scheduled as needed and usually occur in the Seattle/Tacoma/Olympia area. Statewide content associations (such as Washington Organization of Reading Development (WORD) and the Washington State Mathematics Council) have been involved to varying extents in the CCSS initiative. So there may be other groups that need to be convened. We hope the contractor will provide organizational and facilitation support when it comes to convening and engaging larger statewide stakeholder groups. We hope the contractor will assist with mapping existing statewide opportunities and developing a strategy for reaching out to all statewide stakeholder groups.

4. With regard to the Steering/Advisory Committee and Working Group, do you have thoughts about how often this group should meet?

RESPONSE: These decisions would be made as part of the project plan development and would depend on whether we tap into existing groups/meetings. Our hope would be for the Steering/Advisory Committee to meet at least every two months. Workgroups may meet more frequently depending on the work they are tasked with.

5. Literacy Plan: On page 6, the high-level timeline table, you mention rounding out the Project Management team as necessary. Can you please expand on that? What do you have in mind?

RESPONSE: Depending on the educational background and expertise in the educational system of the potential contractor team, it may be helpful for the potential contractor to at least have access to individuals/organizations that would round out the team's collective expertise to encompass the birth to grade 12 spectrum. Since the Comprehensive Literacy Plan encompasses the birth to grade 12 spectrum, a potential contractor may have worked primarily in the birth to age five arena, and may find it necessary to round out their team with a connection with an individual/group with expertise in the K-12 arena.

6. Proposal Requirements: On page 12, the proposal requirements, you ask for tabs to be inserted in the final proposal document. Since this submittal is via email, is this still a requirement?

RESPONSE: Since it will not be possible to include tabs, please include clear section headings/breaks between each major section of the proposal.

7. For objective 1 – CCSS transition and implementation, will you consider contracting with a consultant with a background in only Language Arts OR Mathematics?

RESPONSE: It is not necessary for the contractor to have specific expertise in one or both of the subject areas. Broader experience with the K-12 educational system and stakeholders, and project management/communications are more desirable.

8. We are looking at the first activity of the RFP (Common Core) and particularly at the eighth element " *identify resources to publish transition and implementation documents.*"

We wonder whether the resources referred to here are fiscal, organizations, people, electronic supports or documents.

We could make an argument that this is a request to locate supports for creating transition and implementation documents OR a request to identify the documents themselves. Can you clarify?

RESPONSE: Resources in this case is a broad term as you have assumed. We are needing assistance in locating supports to create and publish (make camera-ready, if necessary) transition and/or implementation documents. Depending on the intended audience and dissemination method, this may be able to be done in-house, but we may also need assistance in creating more polished, professional-looking documents during the process.