

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

**REQUEST FOR PROPOSALS (RFP) – INFORMAL SOLICITATION**

**RFP No. 2011-09  
NBPTS REGIONAL COORDINATORS**

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications to identify individuals with expertise in regional coordination of the National Board for Professional Teaching Standards (NBPTS) program. We anticipate the majority of this work will be done off site and based in a predetermined region. We are looking for five (5) coordinators, distributed on both the Eastside and Westside of Washington state. The following areas are identified as the primary responsibilities of the regional coordinators:

1. Communicate with school districts in the Models of Equity and Excellence through Rapid Improvement and Turnaround (MERIT) Program, Technical Assistance Coordinators with Specialized Expertise, and other Secondary Education and School Improvement personnel as it pertains to the support and promotion of National Board Certification.
2. Communicate state-level information to regional stakeholders including specific technical assistance to MERIT schools as it pertains to National Board Certification and Targeted High-Needs Initiative (THNI) Take One! professional development programs.
3. Plan and coordinate regional National Board facilitator trainings. (Trainings may be located on the Eastside or Westside dependent on assigned region.) Provide technical assistance as needed for School Improvement Grant (SIG)-funded schools.
4. Plan and coordinate regional conditional loan scoring.
5. Coordinate and support regional outreach and mobilization efforts for understanding National Board Certification.
6. Attend monthly meetings either in person in Olympia, via K-20 system, or via GoToMeeting system.
7. Communicate with partners such as the Washington Education Association, the Center for Strengthening the Teaching Profession, and the National Board for Professional Teaching Standards.

These activities will support the NBPTS Director at the Office of the Superintendent of Public Instruction.

The period of performance of any contract awarded as a result of this RFP is tentatively scheduled to begin on or about August 20, 2011, and be in force through June 30, 2012, with possible amendments extending the period of performance.

Project consideration is estimated between eight and ten thousand dollars (\$8,000-\$10,000), inclusive of travel. If OSPI determines it is necessary to increase the Contractor's involvement, OSPI 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 OSPI.

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

1. National Board Certification.
2. National Board Facilitation experience.
3. Ability to speak to large groups of adults, manage questions, and facilitate trainings.
4. Extensive teacher leadership including building, district, and state-level experience.
5. Knowledge and understanding of the statewide National Board program including, but not limited to:
  - Facilitator training
  - Take One! background and implementation
  - Legislation around conditional loan and bonus
  - Conditional Loan Scoring
  - Teacher Leadership Framework and assessment tools
  - District and School Improvement efforts
2. Knowledge and understanding of funding system for both the conditional loan and National Board bonus.
3. Knowledge and understanding of Facilitator training program and specialty training.
4. Knowledge and understanding of THNI Take One! program and procedures for communicating with districts, Educational Service Districts, and universities.
5. Knowledge and understanding of School Improvement Grant efforts in Washington State and a focused assistance with National Board support for those districts/schools.

Applicants 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.

The proposal is to be brief but should include:

1. Resume;
2. Names, addresses, and telephone numbers of three (3) references; and
3. Two (2) examples of similar teacher leadership work (state- or district-level) not to exceed one page in length per example.

Proposals will be evaluated by OSPI based upon the response to the information requested above. All items above must be addressed for the application to be considered responsive. **The deadline for submission of responses is Wednesday, August 10, 2011, by 4:30 p.m. Pacific Daylight Time.**

**All applications shall be submitted electronically via email to the RFP Coordinator noted below.** Attachments to the email shall be on Microsoft Office software and/or PDF format. OSPI can accept zipped files. OSPI does not assume responsibility for any problems with the email submission. OSPI will respond with a confirmation email upon receipt of application materials.

**LATE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

Proposals are to be emailed to:

Office of Superintendent of Public Instruction

RFP Coordinator: Kyla Ballentine

Email: [contracts@k12.wa.us](mailto:contracts@k12.wa.us)

OSPI at its sole discretion shall select the top scoring finalists for an oral presentation and final determination of the contract award. OSPI will contact the top-scoring applicants to schedule a date, time, and location. Commitments made by the Applicant at the oral interview, if any, will be considered binding.

The following weights will be assigned for evaluation purposes:

Experience/Staff Qualifications	20 points
References	10 points
Examples of teacher leadership	20 points
<b>Subtotal</b>	<b>50 points</b>
Interview (if deemed necessary)	10 points
<b>Total Points Possible</b>	<b>60 points</b>

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

In submitting a response to this Informal Solicitation, the applicant agrees to accept the terms set forth in this Informal Solicitation. The selected Contractors will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the applicant to submit its own standard contract terms and conditions in response to this Informal Solicitation.

**Statewide Vendor Payment Registration:** Individuals awarded contracts as a result of this RFP will be **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. While registration in the SWV is mandatory, the vendor is NOT required to participate in the direct deposit program and therefore is not required to submit banking information. Please go to <http://www.ofm.wa.gov/isd/vendors/default.asp> for online registration.

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