

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

**REQUEST FOR PROPOSALS (RFP) – INFORMAL SOLICITATION
RFP NO. 2011-14**

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications for Dropout Reengagement Program Implementation Guide Developer. This individual/firm will be responsible for incorporating the provisions of RCW 28A.175.100 – Statewide Dropout Reengagement Program into an implementation guide that provides school districts, Educational School Districts (ESDs), colleges, and community-based organizations with the guidance to navigate the creation and operation of a dropout reengagement program within the statutes and rules of the State of Washington.

The following areas are identified as the primary responsibilities for the contractor(s):

1. Identify the critical knowledge and process elements to creating and effectively sustaining a dropout reengagement program as identified under the provisions of RCW 28A.175.100 and WAC 392.700.
2. Consult with OSPI program staff to develop rule-compliant protocols for inclusion in the implementation guide.
3. Prepare a draft guide for use by reengagement providers describing program standards and protocols to meet such standards.
4. Facilitate the review of the draft guide with OSPI program staff as well as with school district, ESD, community college, and community-based organization representatives.
5. Incorporate feedback from stakeholders into preparation of a final implementation guide.

The period of performance of any contract awarded as a result of this RFP is tentatively scheduled to begin on or about October 1, 2011 and be in force through January 31, 2012 with possible amendments extending the period of performance.

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed \$7,500 (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.

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

1. Applicants must have significant policy level understandings of the relationships between school districts, ESDs, community colleges, and community-based organizations related to dropout reengagement programs within Washington State.
2. Applicants must have extensive experience working within dropout reengagement programs in Washington State.
3. Applicants must have strong technical writing skills in the field of education.

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 including names, addresses, and telephone numbers of three (3) references;
2. Cover Letter;
3. Evidence of recent professional work that addresses the minimum criteria; and
4. A cost proposal, outlining assignment of funds to specific deliverables that address the responsibilities under the contract.

Proposals will be evaluated by OSPI based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive. The deadline for submission of responses is 4:30 pm on Monday, September 19, 2011.

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

LATE BIDS 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

Bidders assume the risk for the method of delivery chosen. OSPI assumes no responsibility for delays caused by any delivery service.

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	10 points
References	10 points
Evidence of recent professional work	10 points
Cost Proposal	10 points
Total Points Possible	40 points

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 RFP does not obligate OSPI to contract for the services specified herein. The final selection, if any, will be the proposal, 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 this RFP.

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

Statewide Vendor Payment Registration: Individuals awarded contracts as a result of this RFP 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. Please go to <http://www.ofm.wa.gov/isd/vendors.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.