

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

**REQUEST FOR QUALIFICATIONS (RFQ) – INFORMAL SOLICITATION
RFQ NO. 2011-10
Career and Technical Education Strategic Plan**

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications for facilitation of a statewide working group to develop a strategic plan for secondary Career and Technical Education (CTE). In accordance with the directives from the Legislature as outlined in Substitute House Bill 1710, Contractor shall assist OSPI in submitting a progress report to the Legislature and to the Quality Education Council by December 1, 2011. The final strategic plan including priorities, recommendations, and measurable annual objectives for continuous improvement is due by December 1, 2012.

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

1. Contractor shall develop and implement a statewide strategic plan for secondary Career and Technical Education.
 - a. The strategic plan is to include a vision statement, goals, and measurable annual objectives for continuous improvement of the rigor, relevance, recognition, and student access in CTE.
 - b. The plan must build on current initiatives and progress in improving CTE and be consistent with targets and performance measures required under the federal Carl D. Perkins Act.
2. Contractor shall facilitate a working group to develop a Strategic Plan that gives top priority for additional investment in CTE which can be phased-in over ten (10) years which;
 - a. Examines proposed graduation requirement changes;
 - b. Determines how CTE can meet common core standards;
 - c. Improves student access to CTE;
 - d. Improves student transition to post-secondary education; and
 - e. Articulates with post-secondary institutions.

In addition, the work group must develop a framework for certifications that give students credit for knowledge and skills they have already mastered and include methods to replicate innovative programs that engage students and build meaningful partnerships with business and the community.

3. Contractor shall, in consultation with OSPI CTE staff, produce and submit a progress report to the education committees of the Legislature and to the Quality Education Council by December 1, 2011.
4. Contractor shall, in consultation with OSPI CTE staff, submit a final strategic plan, including priorities, recommendations and measurable annual objectives for continuous improvement to the Legislature and to the Quality Education Council by December 1, 2012.

The period of performance of any contract awarded as a result of this RFP is tentatively scheduled to begin on or about September 1, 2011 and be in force through December 2012.

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed ten thousand dollars (\$10,000) inclusive of travel expenses. 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 that meet the following minimum criteria:

1. CTE Director certification;
2. Bachelor of Arts degree in education;
3. Experience developing frameworks and implementing curriculum; and
4. Working knowledge of the Carl D. Perkins Act.

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; and
2. Name, addresses, and telephone numbers of three (3) references.

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 p.m. on Monday, August 15, 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	50 points
References	50 points
Total Points Possible	100 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.