*Request for Qualifications No. 2022-11*

*Beginning Educator Support Team*

*Mentor Faculty – ESA Specialists*

# **Section E. RFQ EXHIBITS**

**Exhibit A:** Proposal Checklist (for your information only)

**Exhibit B:** Letter of Submittal Template

**Exhibit C:** Certifications and Assurances

**Exhibit D:** Contractor Intake Form

**Exhibit E:** Application Template

**Exhibit F:** Affirmations and Availability Checklist

**EXHIBIT A**

**PROPOSAL CHECKLIST**

Please use the checklist below to ensure that you have submitted all required materials in the required format. This checklist does not need to be submitted with your proposal.

|  |  |
| --- | --- |
| **Included in Proposal** | **Component** |
|  | Letter of Submittal (Exhibit B)  Certification and Assurances (Exhibit C)  Contractor Intake Form (Exhibit D) |
|  | Application (Exhibit E) including:   1. Application Questions 2. References 3. Past Performance |
|  | Affirmations and Availability Checklist (Exhibit F) |
|  | Resume |

**EXHIBIT B**

**LETTER OF SUBMITTAL TEMPLATE**

[Contractor's Name]

[Contractor's Address]

[Contractor's Email]

[Date]

Office of Superintendent of Public Instruction

Beginning Educator Support Team

600 Washington St. SE

Olympia, WA 98504

To whom it may concern:

I submit herewith a proposal for contract work as [role(s)] with the Beginning Educator Support Team at the Washington State Office of Superintendent of Public Instruction.

[Name, address, and telephone number of each Consultant]

[Location of the facility from which the Consultant would operate]

Please find the attached materials in support of my proposal:

* Signed Certifications and Assurances
* Completed and signed Contractor Intake Form
* Application Questions
* Affirmations and Availability Checklist
* Resume
* References
* Past Performance

Sincerely,

[Contractor's Name]

**EXHIBIT C**

**CERTIFICATION AND ASSURANCES**

*Bidder must sign and include the full text of this Exhibit with their proposal.*

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of ninety (90) business days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) business-day period.
4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder’s prior experience and ability to perform the services contemplated in this procurement.
10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.
11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).
12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.
13. Bidder certifies that Bidder has not willfully violated Washington State’s wage payment laws within the last three years.
14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***

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Signature of Bidder Date Place Signed (City, State)

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Print Name Title Organization Name

**EXHIBIT D**

**CONTRACTOR INTAKE FORM**

**Contract Intake Form**

All potential consultants/entities seeking a Contract, Agreement, Memorandum of Understanding, etc., with the Office of Superintendent of Public Instruction (OSPI), State Board of Education, or Professional Educator Standards Board, must sign and return this form before a Contract or Agreement will be offered.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. CONTRACTOR’S NAME (AS LEGALLY REGISTERED WITH THE IRS):** 3 | | **CONTRACTOR’S DBA (DOING BUSINESS AS) NAME:** | | | | |
|  | |  | | | | |
| **2. Contractor’S contact information:** | | | | | | |
| **ADDRESS (Number, street, and apt/suite)** | | **CITY** | | **STATE** | | **ZIP CODE** |
| **CONTRACT MANAGER NAME** | | **CONTRACT MANAGER’S EMAIL ADDRESS** | | | | |
| **CONTRACT MANAGER’S PHONE NUMBER** | |  | | | | |
| **CONTRACTOR’S SIGNATORY (IF DIFFERENT THAN CONTRACT MANAGER):** 2 | | | | | | |
| **name** | | **email address** | | | | |
| **Additional individuals to receive contract (if DESIRED):** 3 | | | | | | |
| **name(s)** | **email address(es)** | | | | **Action required**  **(Sign, initial, or courtesy copy)** | |
|  |  | | | |  | |
| **3. CONTRACTOR LICENSE:** | | | | | | |
| **Do you have a current Washington State business license?** 4  Yes – Attach a copy or provide UBI#:  No – Visit the [Department of Revenue](http://bls.dor.wa.gov/) to review licensing requirements. | | | | | | |
| **4. BUSINESS INFORMATION:** | | | | | | |
| **Have you had any contract to provide services terminated for default?**  Yes  No  If yes, attach a list of each terminated contract with an explanation of the situation. | | | | | | |
| **Is your business a small,** [**women-, minority**](https://omwbe.wa.gov/)**-, or** [**veteran-owned**](https://www.dva.wa.gov/program/veteran-owned-business-certification) **business as defined in** [**Chapter 39.26.010 RCW**](http://apps.leg.wa.gov/rcw/default.aspx?cite=39.26.010)**?**  Yes  No If yes, complete and submit the [Business Enterprise Certification Form](https://www.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements) with this form. If not, visit the sites linked above for information about registration. | | | | | | |
| **TAXPAYER IDENTIFICATION NUMBER (TIN)**  For individuals, this is your Social Security Number (SSN). For other entities (corporations, school districts, etc.), this is your Employer Identification Number (EIN).  SSN:  **OR** EIN: | | | | | | |
| **STATEWIDE VENDOR NUMBER (SWV)**  Contractors are **required** to register as a Statewide Vendor. Visit the [Office of Financial Management](https://ofm.wa.gov/it-systems/statewide-vendorpayee-services) for information or to register. If you need to find your SWV#, visit OFM’s [Statewide Vendor Number lookup](https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup).  SWV | | | | | | |
| **5. WASHINGTON STATE EMPLOYMENT (ESDs, School Districts, and State Agencies check N/A):** | | | | | | |
| Are you, or any of your business partners, directors, officers, managers, employees, or board members current or former (within the last 24 months) officers or employees of the State of Washington?  Yes  No  N/A If yes:  Current or  Former  *District and ESD employees are not considered state employees for this purpose. As a reminder, check with your employer regarding their outside work policies.*  If you checked Yes, you may be required to seek guidance from the [Executive Ethics Board](http://www.ethics.wa.gov/RESOURCES/Contracting_with_state_agencies.htm) before a contract is offered; OSPI will contact you for clarification about your current/former role. | | | | | | |
| **6. I certify, under penalty of perjury as provided by the laws of the State of Washington, that all of the foregoing statements are true and correct, and that I will notify OSPI of any changes in any statement.** | | | | | | |
| **CONTRACTOR SIGNATURE** | | | **DATE** | | | |
| **PRINTED NAME** | | | **TITLE** | | | |

Contract Manager is the Contractor’s person responsible for all communications and billings regarding the performance of the proposed Contract/Agreement. Depending on your organization’s structure, this may or may not be the same person who will sign the Contract/Agreement. This is NOT the OSPI Contract Manager or contact person.

2 If the person signing the Contract/Agreement on behalf of the Contractor is different than the Contract Manager, both individuals will receive notices via DocuSign.

3 You may list additional individuals to sign the Contract/Agreement and/or receive a courtesy copy via DocuSign. If including additional signatories, list them in order they should be received.

4 If you need to find your legal name, your UBI number, or would like more information about business license requirements, visit the [Department of Revenue](http://bls.dor.wa.gov/).

**EXHIBIT E**

**APPLICATION TEMPLATE**

*All applicants should answer Application Questions Part I, listed below. For Application Questions Part II, applicants should answer the questions for the role(s) they’re applying for. Each answer should be a maximum of 150 words.*

**Application Questions (scored):**

|  |
| --- |
| * + - 1. What makes being an anti-racist leader important to you? |
|  |
| * + - 1. Describe how racial justice and educational equity is relevant to the scope of work for the desired position. |
|  |
| 3. What experience, personally and/or professionally, do you have promoting racial equity? |
|  |
| 4. What is your experience as a facilitator of adult learning and what are a few key factors you attend to while planning and then facilitating adult learning? |
|  |

**References (pass/fail)**

[List names, telephone numbers, and email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them.]

[List names, telephone numbers, and email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them.]

[List names, telephone numbers, and email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them.]

**Past Performance (not scored)**

[Indicate here if the Consultant has received notification of contract breach in the past five (5) years.]

**EXHIBIT F**

**AFFIRMATIONS AND AVAILABILITY CHECKLIST**

|  |  |
| --- | --- |
| **Name:** |  |
| **Desired Role(s):** | Mentor Faculty |
| **MINIMUM QUALIFICATIONS**  *Please check all boxes that apply.* | |
| *I affirm that I have…*  At least four (4) years’ experience in education as an Educational Staff Associate (e.g., counselor, nurse, psychologist, OT, PT, SLP, etc.).  Have attended Mentor Academy 101 (May 2021 or later) or commit to attending it if selected for this position.  Licensed to do business in the State of Washington or intend to become licensed within (30) calendar days of being selected. If not licensed, BEST will guide the Apparently Successful Contractor to become licensed. | |
| **DESIRED QUALIFICATIONS**  *Please check all boxes that apply.* | |
| *I affirm that I am…*  Based in or bordering Washington state.  *I affirm that I have…*  A commitment to uprooting systems of oppression in education through advocacy for equitable, anti-racist policies and practices at all levels within the education system.  An understanding of one’s own identity, implicit biases, and role as an anti-racist leader in education, including a commitment to comprehensive systems of support for novice educators and their students.  A commitment to and understanding of comprehensive systems of support for novice educators in order to improve learning outcomes for students.  Experience as a mentor, coach, or comparable role (formal or informal). Commitment to on-going development of own mentoring skills and reflective practice.  An understanding of needs of adult learners and key principles of skillful facilitation, experience as a facilitator of adult learning, and ability to engage reluctant or resistant learners.  An ability to talk about and facilitate learning around issues of race, equity, and educational justice.  An ability to facilitate learning-focused conversations that promote reflective practices and result in improved student learning and equitable outcomes. | |
| **AVAILABILITY**  *Please check all boxes that apply.* | |
| In order to foster a BEST Contractor Team that is culturally responsive, anti-racist, and committed to lifelong learning, BEST contractors in both roles (Mentor Faculty and Induction Coach) are expected to participate in monthly, 90-minute Co-learning and Racial Caucus meetings. Contractors will be compensated for their participation in these meetings. Meeting schedules will be negotiated with the Apparently Successful Bidders.  I commit to making every effort to attend monthly, 90-minute Co-learning and Racial Caucus meetings.  Similarly, in order to produce high-quality, timely, research-based content for Mentor Academies and Mentor Roundtables, BEST contractors in the Mentor Faculty role are expected to participate in monthly, 60 to 90-minute planning and/or content meetings.  I commit to making every effort to attend monthly, 60 to 90-minute planning and/or content meetings.  Mentor Roundtables occur in 2-hour monthly sessions, generally from September to May.  *I anticipate having capacity to facilitate a monthly Mentor Roundtable…*  on a weekday morning (for 2 hours between 8:00am and noon)  on a weekday afternoon (for 2 hours between noon and 3:30pm)  on a weekday after-school (for 2 hours between 3:30pm and 6:30pm)  I am interested in facilitating more than one roundtable per month.  I am not interested in facilitating Mentor Roundtable events. | |

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***

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Signature of Bidder Date Place Signed (City, State)

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Print Name Title Organization Name