

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

**Request for Proposals No. 2020-10  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFP No. 2020-10, issued August 15, 2019.*

*All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.*

1. **QUESTION:** It states in the rfp that the letter of submittal has a maximum of 1 page but there are no page limitations listed for the technical, management, and cost sections of the proposal. I just wanted to check to see if there were any page limitations for the three sections listed above.  
**ANSWER:** There are no page limitations for the technical, management, and cost proposal sections.
2. **QUESTION:** In the scope of the work sections it states that a contractor shall collect assessment data and produce an evaluation of student STEM academic performance. How is STEM academic performance being defined here? Typically, academic performance refers to students' performance at school and not an after-school program. The RFP also states in the scope of work section that the program must clearly show assessment of student learning in the STEM field prior to this statement. Could you clarify the difference between learning in the STEM field and academic performance?  
**ANSWER:** Applicants should include how their program will show that it is increasing and/or supporting student learning. For this section, we recommend that applicants list the way(s) their nonprofit will measure student learning and comprehension. Strategies could include a pre and post assessment, student surveys, etc. The nonprofit's programming should interpret and define how it plans to support student achievement in the STEM fields, and their assessment does not need to be as rigorous as a school standardized test, for example. STEM enrichment programs should support student learning in all four components of STEM (see definition in vocabulary section).
3. **QUESTION:** In the scope of the work section there is a bullet point that states collect and track student participation and academic performance. Could your clarify what is meant by student participation. Also, there is no bullet point that discusses what is meant by evaluation of student STEM academic performance. It just says to collect and track it. There is a bullet about program evaluations though.  
**ANSWER:** We are looking at how the nonprofit plans to track attendance, show student learning, and evaluate its program. The nonprofit needs to monitor student attendance and assess itself and see if its methods are working to keep students active and engaged.

4. **QUESTION:** In the background section of the RFP it states there remains an opportunity gap for students of color and students from low incomes to access quality STEM educational programs. In the object section of the RFP it states the objective is to support closing the opportunity gape for student athletes in their STEM academic performance. Could you clarify the meaning of opportunity gap used in these two statements? One seems to focus on academic learning and the other is about participating in a STEM program (assuming you mean programs that do not take place during the school day). I think this clarification will also help with my first question. The background suggests that the main focus should be on the quality of the program and the learning that takes place within it.

**ANSWER:** Opportunity gap refers to an inequitable distribution of resources that creates disparities between different groups of students, historically students of color and women in the STEM fields.
5. **QUESTION:** It states in the scope of the work section that the programs must have an athletic/sports component. Is it necessary to describe the athletic/sports component in the work plan if it is not going to be evaluated/scored?

**ANSWER:** The athletic/sports component is expected to be included in the detailed work plan and will be evaluated under the Quality of Work Plan section.
6. **QUESTION:** What percent of the total cost should be allocated specifically for scholarships? Is there an ideal range you are looking for?

**ANSWER:** There is no ideal range. Since one interest of this project is in providing opportunities that help close the opportunity gap, prospective vendors should indicate how they are thinking about supporting students with scholarships, and how many students the program has capacity for.
7. **QUESTION:** Is it required that the athletics component of this work be represented in the organizational chart of the project team? The evaluation of the management proposal doesn't mention anything regarding the athletics component, just STEM and recruitment.

**ANSWER:** The organizational chart should include any proposed personnel involved in performance of this potential contract.
8. **QUESTION:** The reference section of the RFP requests three business references for whom work has been accomplished. Could your provide more detail on what type of work is being referenced here? Is it work with charities? sponsors? nonprofits? Is there a preference for the type of business you would like to see in this list?

**ANSWER:** These should be non-family or non-friend references; people who can speak to the quality of the nonprofit's previous work or programming.