

**STATE OF WASHINGTON  
PROFESSIONAL EDUCATOR STANDARDS BOARD**

**Request for Proposals No. 2020-26  
Addendum 01 – Q&A**

*Note to potential respondents:*

*This Addendum is intended to revise, clarify and become part of RFP No. 2020-26, issued October 29, 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.*

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1. **QUESTION:** How many times, and for how long is the Collaborative expected to meet over the course of the contract

**ANSWER:** The meeting frequency and meeting length is expected to be outlined by bidders and will be taken into consideration during evaluation.

2. **QUESTION:** Will each representative need to collect feedback from their organization before making recommendations, or will they have the authority to make them themselves?

**ANSWER:** It is assumed that the appointed members have been given the ability to speak on behalf for their appointing organizations.

3. **QUESTION:** Who are the members of the Professional Educator Collaborative?

**ANSWER:** See chart below:

<b>Organization Appointment</b>	<b>Collaborative Member</b>
WEA	Lucinda Young
WACTE	Tara Haskins
Senate Ds	Senator Claire Wilson
House Ds	Sharon Tomiko Santos
WSSDA	Aurora Flores
WASA	Helene Paroff
AWSP	Kurt Hatch
OSPI	Michaela Miller
PESB	Alexandra Manuel
Washington State Counselors Association	Nate Gardner

4. **QUESTION:** Who is responsible for coordinating logistics and paying for the associated costs of convening the Collaborative, such as meeting space, travel reimbursement (if necessary), food, etc?

**ANSWER:** The Contractor may include these goods and services in its proposal but is not required to. In other words, these items are optional. However, as the request for proposals points out on page 17, "Consultants are encouraged to submit proposals that are consistent with state government efforts to conserve state resources." Accordingly, the extent of goods and services provided by the contractor, including not only those required in the request for proposals but also these optional items, will be taken into consideration during proposal review and scoring.

If a bidder includes these optional items, travel reimbursements for legislative collaborative members and for nonlegislative collaborative members who are elected officials or who are participating on behalf of their employer shall be omitted. Travel reimbursements for legislative collaborative members will be covered by the legislature. Nonlegislative collaborative members who are elected officials or who are participating on behalf of their employer are not entitled to travel reimbursement.

5. **QUESTION:** Who is responsible for publishing the reports from the Collaborative? In addition to the Collaborative, are there other government agencies that legislative reports need to flow through before final publication? If so, what agencies?

**ANSWER:** The contractor is responsible for preparing the reports and ensuring that Collaborative members receive them in electronic and (if they desire it) paper format. However, PESB is responsible for all other publishing and for ensuring that the reports are received by the appropriate government entities. The PESB intends to share the report with the Office of Financial Management prior to final publication and sharing with the legislature.

6. **QUESTION:** Who is responsible for submitting reports to the legislature?

**ANSWER:** PESB will be responsible for submitting reports to the legislature.

7. **QUESTION:** After the final report on Nov 2, 2021, is submitted to the legislature, please clarify the expectations of work for the Collaborative through the rest of the contract period ending in June 2022?

**ANSWER:** Follow-up work includes report presentation to the PESB and to other stakeholders, such as the Educational Opportunity Gap Oversight and Accountability Committee and the Legislature. It also includes responding to stakeholder questions about the report, including but not limited to, questions from legislators.