

# Request for Proposals No. 2022-05

## Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2022-05, issued June 18, 2021.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to [contracts@K12.wa.us](mailto:contracts@K12.wa.us). Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

- Question:** Will the consultant be helping to establish the purpose/charter of the advisory committee? If this already exists, could it be shared please?  
*("The Advisory Group is charged with providing advice, assistance, and information to OSPI and DCYF in developing recommendations to the Governor and the Washington State Legislature.")*

**Answer:** The purpose of the Advisory Group is set by statute, but we see establishing a charter as an initial step in convening them.
- Question:** We note that the final report submission deadline is November 1, 2022 and that the period of performance for year 2 runs until June 30, 2023. Is there substantive work anticipated for the period between the successful delivery of the final report and the expiration of the period of performance?

**Answer:** The end date coincides with the end of the annual state budget period (period of availability of these funds). We do not expect there to be significant work beyond the delivery of the final report, but sometimes there are inevitable delays. There may be some minor follow up tasks, including and work required for appropriately archiving the materials beyond submission of the report. If needed, we can negotiate a contract end date prior to June 2023.
- Question:** May we include identifying information for potential subcontractors not under contract or written agreement, provided that those subcontractors have agreed to be considered (pending OSPI approval and the subcontractor's availability)?

**Answer:** Yes, you can and should to convey the qualifications of any subcontractors as needed. If the subcontractor becomes unavailable, OSPI would expect to understand your contingency plan.



4. **Question:** Does OSPI have a preference for in-person meetings, assuming that they are permissible under the operative COVID-19 guidance at the time?

**Answer:** Given the return to in person meetings, some form of hybrid meetings should be anticipated. While we would allow for that option, we expect that most participants will still opt to participate.
5. **Question:** Have the members of the Advisory Group already been determined? If so, is any information about that Group available? If not, are you able to share any information about the process for selection and the likely composition (including group size)? Will the Advisory Group include any youth or family representation in its official membership?

**Answer:** The Advisory Group organizations are delineated in statute ([Section 14](#)), however, we are in the process of reaching out to those organizations to select a representative. A few additional representatives beyond those required may be added. Yes, formerly incarcerated youth and their families will be represented.
6. **Question:** The estimated contract period is August 16, 2021 through June 30, 2023, and the final deliverable is due to OSPI by September 15, 2022 for review and approval and due to the legislature on November 1, 2022. Can you please clarify whether additional services will be expected from the contractor during November 2022 - June 2023?

**Answer:** The end date coincides with the end of the annual state budget period (period of availability of these funds). We do not expect there to be significant work beyond the delivery of the final report, but sometimes there are inevitable delays. There may be some minor follow up tasks, including and work required for appropriately archiving the materials beyond submission of the report. If needed, we can negotiate a contract end date prior to June 2023.
7. **Question:** Is it okay to submit reference letters in addition to the required reference contact information description of services?

**Answer:** Yes, but it is not required.
8. **Question:** Have there been any launch efforts to date for the Institutional Education Structure and Accountability Advisory Group?

**Answer:** The Advisory Group organizations are delineated in statute ([Section 14](#)), however, we are in the process of reaching out to those organizations to select a representative. A few additional representatives beyond those required may be added. Yes, formerly incarcerated youth and their families will be represented.
9. **Question:** What are the respective OSPI and DCYF internal timelines and review and approval processes for legislative reports?

**Answer:** There are a number of offices both within OSPI and DCYF that will need to review and provide feedback, and the two agencies will need to come to consensus.

That said, we would hope to get a draft of the final report to begin review up to 6 weeks in advance. To the extent possible, we hope to work on the recommendations in pieces as we progress through our planning and drafting. The interim report due in Dec 2021 will not require quite this level of review.

10. **Question:** How have the OSPI and DCYF collaborated to date on efforts to improve institutional education?

**Answer:** The two agencies have a long history of collaboration. The most significant was the convening of the Task Force in the last legislative session.

11. **Question:** Will the advisory group meetings be open to the public?

**Answer:** Yes. The formally scheduled meetings will be open to the public.

12. **Question:** Can we include work samples to demonstrate expertise?

**Answer:** Yes, short summaries or hyperlink to examples may be included, but the review committee may not have sufficient time to review all included work products.

13. **Question:** Is there a page limit for the narrative?

**Answer:** No, but please ensure that all included narrative is directly tied to responses to this RFP. The report submitted to the Governor and legislature will need to be similarly direct and concise.

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.