

Request for Proposals No. 2022-32

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. 2022-32, issued February 18, 2022.

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. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

1. **Question:** What is the scope of participation for these learning modules? In other words, how many people do you anticipate needing access to the modules?

Answer: The content will be posted on OSPI's public website, so there needs to be ongoing, unlimited access. We were assuming asynchronous delivery via video with accompanying written material. Because the content will be posted on OSPI's public website, and access will be ongoing and unlimited, we cannot predict the number of participants.

2. **Question:** Is there an existing platform that these modules will be delivered in, or can these be delivered in our online learning platform? Is there the flexibility to use our methodology for learning, not just provide 10 videos? Are you expecting content beyond the videos themselves?

Answer: There is no preferred platform. We are open to proposals beyond video, but would need public, long-term access to whatever is created.

3. **Question:** For the 10 virtual training modules, how focused will the content be: is it continuous improvement concepts through the community context, focused specifically on developing and/or enhancing community collaborative relationships, or both "continuous improvement" and "community based approaches"? Also, is there specific Washington State strategies and material to be used in development?

Answer: We are looking to enhance our efforts bi-directionally: enhancing schools' community engagement efforts and building capacity of community partners to understand and engage in school improvement efforts.

4. **Question:** We see two different figures for funding: are we working under the \$163,000 budget (p.8) or the \$750,000 not to exceed amount (p.19)?

Answer: Thank you for catching this error. The correct funding amount is \$163,000. Accordingly, Section C.5.i. is hereby amended to read as follows:



C.5.i. Identification of Costs

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. Costs may not exceed ~~seven hundred fifty thousand dollars (\$750,000) per Fiscal Year~~ one hundred and sixty-three thousand dollars (\$163,000). The Consultant is to submit a fully detailed budget including staff costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the Contract. Consultants are required to collect and pay Washington State sales tax, if applicable.

5. **Question:** Is video filming or recording required for inclusion in the digital professional learning/online resources content?
Answer: Yes.
6. **Question:** How many days of video filming can be anticipated, and in which location (s)?
Answer: We anticipate 5 days, statewide.
7. **Question:** Will OSPI provide talents in video filming tasks (artists, the audience for interviewing (if any), voiceover artists, etc.)?
Answer: No, but we can collaborate on finding potential talent to approach.
8. **Question:** Will OSPI provide a subject-matter expert to develop the script for the digital professional learning/online resources content?
Answer: OSPI can provide written materials and be available for questions and feedback on scripts.
9. **Question:** Will OSPI provide content to develop the digital professional learning/online resources content?
Answer: OSPI can provide written materials and be available for questions and feedback on scripts.
10. **Question:** What is the duration or length of each virtual training module session?
Answer: Length/duration of the modules is up for discussion. However, based on best practice we are assuming 15 minutes maximum.
11. **Question:** Referring to the stated requirement "Secure school and community leaders to participate in the delivery of the content....", how does OSPI envision this or expect the selected vendor to achieve and meet this requirement?
Answer: OSPI can share a list of potential schools and community partners that may be willing to engage in the project.

12. **Question:** Referring to the stated requirement “Develop a promotion plan to distribute content through both community channels, as well as school improvement venues,” what specific components need to include in the promotion plan? Does this involve distributing content through display on media channels (YouTube, website, etc.) and at school events? Does the vendor need to develop any marketing collaterals other than videos?

Answer: Suggestions around best practice for distribution, as well as suggested media should be included in the promotion plan.

13. **Question:** How should the digital professional learning/online resources content be delivered? Should the content be uploaded on any learning or training platform used by OSPI?

Answer: We anticipate loading the developed materials onto the OSPI website. All content must be compliant with the Americans with Disabilities Act, per the procurement.