

Request for Proposals No. 2022-45

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. 2022-45, issued June 9, 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.

- Question:** The Scope of Work includes the deliverable, “Develop & facilitate activities for a minimum of 50,000 youth that align with CASEL’s SEL Framework and SAMHSA’s trauma informed best practices.” Is there any additional information about the type of activities and dosage envisioned here? Any additional details you can provide about this specific deliverable would be helpful.

Answer: No, nothing specific. There are no specific activities required, except that the activities be in aligned with the resources listed above, be age appropriate and culturally responsive.
- Question:** Specifically, is the State looking for on-site services, or will OSPI consider a web-based CASEL-aligned trauma-informed support program for staff and students, to include ongoing implementation support and PD.

Answer: Either approach is acceptable to OSPI.
- Question:** Is OSPI interested in a proposal from a vendor who can only meet part of the requirements listed in the RFP? Or are you looking to award a single vendor who can meet all listed requirements?

Answer: We’re looking for one consultant to complete/provide all the items under the scope of work.
- Question:** I see in this paragraph below that the proposal states: contracting with a community based youth development nonprofit organization.
Per Engrossed Substitute Senate Bill 5693 (4)(gg), OSPI is charged with contracting with a community-based youth development nonprofit organization for a pilot program to provide behavioral health support for youth.



Upon reading through the RFP, scope of work, and minimum qualifications sections, it does not state that the successful bidder needs to be a nonprofit. Can you please clarify if the bidder needs to be a nonprofit organization?

Answer: Yes, the selected contractor must be a non-profit community-based youth development organization. An amendment will be issued to address this omission from the Minimum Qualifications section.

5. **Question:** The RFP notes “Per Engrossed Substitute Senate Bill 5693 (4)(gg), OSPI is charged with contracting with a community-based youth development nonprofit organization for a pilot program to provide behavioral health support for youth.” However, the minimum qualifications do not state that the organization needs to be a community-based youth development nonprofit organization. Does the contractor have to be a non-profit organization? Does the contractor have to be community-based youth development organization?

Answer: Yes, the selected contractor must be a non-profit community-based youth development organization. An amendment will be issued to address this omission from the Minimum Qualifications section.

6. **Question:** The RFP minimum qualifications state “Provider must have a statewide reach, including small, rural communities.” Would the ability to create a statewide plan for engaging with and training youth-serving organizations, and the ability to train statewide, meet this requirement? Or does OPSI have a different definition of “statewide reach?”

Answer: OSPI is looking for an organization that has stations/locations throughout Washington, including small, rural communities. However, if the bidder can present a plan to engage with youth-serving organizations in the allotted timeframe, we would consider that application.

7. **Question:** Would trainings furnished under this RFP only be for community-based organization staff? Would there also be trainings for school staff and/or training on making connections between schools and community-based organizations?

Answer: The purpose of this specific funding is intended to target community-based organization staff serving school-age youth. There is no restriction for others to also benefit from the training.

8. **Question:** Does OSPI have expectations for the types of activities for youth that will be furnished (related to the following language in the Scope of Work) OR should applicants propose an approach for identifying activities?

- “Develop & facilitate activities for a minimum of 50,000 youth that aligns with the [CASEL’S SEL Framework - CASEL](#) and SAMHSA’s trauma informed best practices ([TIP 57: Trauma-Informed Care in Behavioral Health Services | SAMHSA](#)).”

Answer: No, nothing specific. There are no specific activities required, except that the activities be in aligned with the resources listed above, be age appropriate and culturally responsive.

9. **Question:** Can you please provide more information on what will be expected regarding offering "supplemental content and support to staff and youth through dedicated staffing."

Answer: Bidders may propose additional staffing to assist with supporting high need areas where supplemental technical assistance supports may not be available.

10. **Question:** Is there a page limit for the proposal, or any section?

Answer: The Letter of Submittal, excluding the signed Certifications and Assurances and Contractor Intake Form, shall be a maximum of one (1) page.

11. **Question:** This is a pilot program, and we intend to hire a project manager to fulfill the duties of project supervision. Therefore, we have a detailed job description and an expedient hiring plan should the funds be awarded. Is this acceptable?

Answer: Yes.

12. **Question:** We intend to utilize the full 10% Indirect Rate allowance to pay for the salary of the staff lead mentioned above, just in case there is a question on how the staff mentioned above is paid for. Is that allowable?

Answer: Yes.

13. **Question:** C.4.i. Since we plan to subcontract 50-70% of the funds to our member organizations, we are providing project manager resumes and references for each of our subcontractors. Will this be considered excessive?

Answer: No. Qualifications of any proposed subcontractors are required; resumes and references would be an acceptable way to show those qualifications.

14. **Question:** C.4.iv. If there is no breach of contract, should this section be left blank or with a statement "no breach of contract"?

Answer: Please state there has been no breach of contract.

15. **Question:** C.5. Should the cost proposal be submitted as an Excel file, or as responses to the specific questions in this section?

Answer: Microsoft Word or PDF is preferred, but the bidder may submit an Excel file for information that may be better displayed via Excel.

16. **Question:** One of the deliverables for this FRP includes development of professional learning or "Train the trainers, minimum 8 hours in person or virtual" for "1,500 community based organization staff throughout state and in rural areas." Who are the CBOs involved, can you provide some examples? Are they traditional school associated

CBOs, such as Boys and Girls Clubs? Do any of the CBO's support foster or incarcerated youth? Are any faith based? Etc

Answer: The CBO involved will be the selected successful bidder, a non-profit organization responsible for training staff in youth serving organization(s) that provide programming statewide to a large number of youth, rural and urban, and youth that are furthest from educational justice. Training will be delivered to the successful bidder's staff (if applicable), as well as staff in other youth-service organizations.

17. **Question:** One of the deliverables for this FRP includes development of professional learning or "Train the trainers, minimum 8 hours in person or virtual" for "1,500 community based organization staff throughout state and in rural areas." Approximately how many CBOs total are in the project?

Answer: There will be one CBO: the one selected successful bidder.

18. **Question:** Another deliverable is to "Develop & provide follow up competency assessment, and include a plan to meet identified needs." This would be for each of the CBOs to utilize for assessment of their current and desired practices, correct?

Answer: The one CBO selected will be required to develop, deliver and offer a competency assessment for staff participating in the training to see if they gained the expected knowledge and skills.

19. **Question:** If unique needs are identified for each CBO, is the expectation that the consultant will provide plans for each organization?

Answer: If needs are identified across a program, they would be provided that feedback to inform additional training and support needed for their staff to effectively meet the needs of their youth participants and parents.

20. **Question:** Another deliverable is to "Develop & facilitate activities for a minimum of 50,000 youth." In addition to the activities being aligned to SAMSHA trauma informed and CASEL practices, is there any specific outcome or desired learning for students via these activities?

Answer: No, nothing specific. There are no specific activities required, except that the activities be in aligned with the resources listed above, be age appropriate and culturally responsive.

21. **Question:** What would "facilitate" look like for 50,000 students? Is there an expectation that the consultant for this project would provide direct services to 50,000 students?

Answer: The Contractor must be able to reach staff that have a collective student/youth caseload of at least 50,000 students.

22. **Question:** Finally, in the SOW it states "Offer supplemental content and support to staff and youth through dedicated staffing."

- Is it an expectation that the dedicated staffing can engage directly with 50,000 youth?
- Or, is this an expectation that the vendor identifies specific staff to support each CBO?
- Or, is this an expectation that the vendor identifies staff who can respond to specific needs as they arise from CBOs?

Answer: The supplemental staff will serve areas of high need, offering support and more intensive support to staff.