

Request for Proposals No. 2022-48

Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2022-48, issued July 8, 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:** Please confirm what is included in the ten (10) proposal limit? The forms required are more than 10 (pages). Are they excluded from the page limit?

Answer: Yes the required forms are excluded from the page limit. The 10 page limit is for the technical, management and cost proposal elements of the RFP.

2. **Question:** Should our response address the Minimum Qualifications listed on pages 9-10 (section A.5)?

Answer: A brief response addressing the Minimum Qualifications listed on pages 9-10 (section A.5) would be appropriate to include in the proposal.

3. *Support on one or more target audiences as part of a larger state literacy professional development project. Proposals must address all target audiences.*

Question: What is the difference between support on one versus proposals must address all audiences?

Answer: The proposals must address all targeted audiences within the full scope of all trainings provided.

The distinction between “one or more” and “all target audiences” is that within the scope of PD there will be trainings directed at a target audience which do not directly impact all audiences.

4. **Question:** It appears there are certain expectations of the project being ready for August, September, and October? Is there more information on what is expected to be completed by each of these months?

Answer:

August: We will be completing the contract

September: The contract will officially begin with PD available statewide

October-June: We will be reviewing data to ensure access is being provided throughout the state and planning the PLC or PLN learning opportunities.



5. **Question:** What are the number of schools that are to be targeted during this Professional Development opportunity?
Answer: The RFP for Structured Literacy within an MTSS Framework is a statewide professional development opportunity and includes all public elementary schools in Washington state.
6. **Question:** Which LMS system does OSPI subscribe to? And is it your Professional Learning portal that is to be used?
Answer: The Learning Management System (LMS) OSPI subscribes to is:
- pdEnroller-event registration, clock hour approval and clock hour recording.
 - Various LMS have been utilized by OSPI and associated Educational Service Districts (ESD), but there is not a required LMS for OSPI.
- It is not required for the approved bidder to utilize a specified LMS, but it must be open educational resource. It is required for the successful bidder to manage clock hours and direction will be provided to the successful bidder on how to utilize pdEnroller.
7. **Question:** When can these Professional Development sessions be held? If it is after school, is the teacher stipend covered under a different budget?
Answer: The professional development sessions must be accessible to educators at times that are convenient for the educator and/or established by the school district. The professional development sessions will be provided as a free resource. Educators engaging in the training will not receive a stipend for time spent completing the training.
8. **Question:** Does the Office of Superintendent of Public Instruction have specific parameters regarding the expected number of professional development sessions desired?
Answer: OSPI does not have specific parameters regarding the expected number of professional development (PD) sessions desired. Prospective bidders should be attentive to the requested PD offerings and provide training that addresses a breadth of knowledge regarding structured literacy within an MTSS framework. It is expected that the PD addresses all areas of knowledge development as presented in the RFP and associated rubric.
9. **Question:** The current solicitation documents indicate that prospective consultants should identify the number of anticipated participants to be served at a minimum. Does the Office of Superintendent of Public Instruction have an ideal maximum participant number?
Answer: Per the RFP, the target audience includes, (1) district leaders, (2) school leaders, (3) in-service teachers, (4) education support personnel, and (5) state and regional support team. The professional development should support elementary education in-service teachers and education support personnel throughout Washington state. OSPI does not have a maximum participant number and asks prospective bidders to present their best proposal for consideration.

