

Request for Proposals No. 2023-49

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period, and during the pre-bid conference of RFP No. 2023-49, issued July 21, 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.

Questions Received at Pre-Bid Conference:

1. **Question:** What are the travel requirements for this with such a short turn around? Will listening sessions be virtual, in-person, or both?
Answer: The RFP does not include any specific travel requirements. For example, the RFP states the listening sessions may be held virtually or in person.
Any proposed travel costs would be part of the \$76,900 budget. Proposals should outline any travel costs.

2. **Question:** What is the capacity of OSPI to support on outreach and how strong are those networks now?
Answer: Regarding listening sessions with current or former students, OSPI does not have established contacts with student groups.

Regarding stakeholders required for consultation, OSPI has established contacts with educator, school administrator, and school counselor groups. OSPI also contact with some established related work groups, like the [Erin's Law Workgroup](#).

3. **Question:** What is the importance of a legal expert on the consulting team?
Answer: The RFP states a desired qualification is "comprehensive knowledge of Title IX of the Education Amendments of 1972, including recent changes to Title IX regulations." Legal expertise in this subject area would be desirable, but not required. Some of the tasks require reviewing protocols and laws, and OSPI expect recommendations on these topics to be legally sound.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

4. **Question:** Would it be helpful to co-write the report throughout the project duration?
Answer: OSPI will prepare and submit the report to the legislature, but it is OSPI's intent that the report will rely heavily on the Contractor's reports and summaries. In this way, OSPI would like the reports and summaries to be written in a way that can be incorporated into the report.

While understanding the contract period is short, OSPI would welcome proposals that include submissions of reports and summaries (or preliminary reports and summaries) to OSPI before the end of the contract period so OSPI may begin to build a report outline or draft.

5. **Question:** Could you share more about the creation of the Proviso? Why did the Legislature request this work?
Answer: This proviso stemmed from HB 1916 which was presented in the Washington State House of Representatives during the 2021–22 term. The bill did not move beyond committee, but OSPI was directed to carry out the work related to public schools through the proviso. Overall, the question this work is seeking to answer is "Are school district's current practices for responding to sexual assault aligned with best practices in the field?" and to answer that question based on evidence-based research and student voice.
6. **Question:** When speaking about trauma, one-on-one conversations are often more comfortable than group sessions. How much flexibility is there to talk to assault survivors privately about their experiences rather than in group listening settings?
Answer: There is flexibility. OSPI welcomes proposals that plan for trauma-informed approaches to conducting listening sessions. These approaches should be based on expertise and best practices.
7. **Question:** If we opted for one-on-ones, how would that affect the requirement for 6 listening sessions?
Answer: If one-on-one listening sessions are proposed, please describe in the proposal how the Contractor will design the listening sessions in a manner that encourages participation that reflects Washington's diverse student population (such as students from various geographic regions, racial backgrounds, native languages, sexual orientations, gender identities, abilities, and grade levels) that is comparable to six group listening sessions.
8. **Question:** Alternative on listening sessions—How would you feel about using the group listening sessions to talk to non-survivor stakeholders identified in the RFP (victims' advocates, educators, administrators, etc.)?
Answer: OSPI expects that the listening session activity gather student voice—or student and family perspectives.

Consultations with stakeholders can happen throughout the contracting period in a variety of formats, and listening sessions could be one option.

9. **Question:** Does student voice equal student survivor?

Answer: The listening sessions are intended to assess challenges with responding to sexual assault and supporting survivors in school. OSPI interprets this requirement as seeking perspectives from students who are survivors of sexual assault. However, it may be valuable to also seek perspectives from peers and family members of survivors.

10. **Question:** The six schools have to be statewide, are we responsible for contacting/coordinating the schools to gather the students?

Answer: At least six listening sessions must occur, but the RFP does not require the listening sessions be organized by school. It's possible established groups of students or former students can participate who do not all attend the same school or school district.

OSPI may be able to assist with coordination with a specific school or district (such as introductions), but OSPI cannot require a school or district to participate. The Contractor may request OSPI's assistance in establishing contact with groups named in the Proviso or identified by OSPI to encourage participation in the consultations.

11. **Question:** As we're asking these questions, are any thoughts coming up for you about what you are looking for that are not already stated in the RFP?

Answer: The RFP does not include specific timelines because OSPI is interested in seeing how proposals will outline the scope of work and feasible timelines. That said, OSPI would find it helpful to have some preliminary reports or summaries submitted before the end of the contracting period to assist with report planning.

12. **Question:** You spoke earlier about OSPI wanting to adopt a victim-centered approach and that the Proviso emerged from a desire to "learn more" about that before committing. Does this mean there are new victim-centered policy proposals, programs, or standards being developed at OSPI that bidders should be aware of?

Answer: To clarify, the Proviso emerged from the Legislature wanting to consider a victim-centered approach and explore what it would look like, practically, in public schools. There are not any specific policy proposals, programs, or standards being developed at OSPI that bidders should be aware of. It may be helpful for bidders to be aware of the trends and policy shifts at the federal level over the last 10 or so years in responding to sexual assault in schools as well as state and local movements by students relating to schools responding to sexual assault.

13. **Question:** Practical question—do you want us to pre-sign the contract attached to the RFP or is that more for our information?

Answer: No.

Questions Received Via Email:

14. **Question:** If and how is this work connected to OSPI's [YES! program](#), which also promotes victim-centered and trauma-informed responses to sexual assault?
Answer: Not directly related. YES! will benefit from the work done through the project but is focusing more on SV prevention at the middle school level for now, with very specific evidence-informed strategies.
15. **Question:** May we subcontract with a public school social worker with expertise in trauma-informed sexual assault prevention, response, and survivor support?
Answer: Subcontracting is permitted. The Management Proposal should indicate the responsibilities and qualifications of such personnel.
16. **Question:** Are travel costs (p. 10) in addition to, or part of, the \$76,900 budget?
Answer: Any proposed travel costs must be included within the \$76,900 budget.
17. **Question:** Can the Cost Proposal (p. 23) be submitted as a spreadsheet, so long as it is in PDF format?
Answer: Yes.