

# Request for Qualifications & Quotations No. 2023-07 Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQQ No. 2023-07, and during the optional pre-bid conference that was held on November 2, 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](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.

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## Pre-Bid Conference Q&A

- Question:** the proposal due date, I am guessing it's safe to disregard the following information on page 12 as a typo: "Proposals must arrive by 3:00 p.m. in Olympia, WA, on November 23, 2022."?

**Answer:** The proposal due date is 3:00 p.m., Pacific Time (PT) on **November 21, 2022**.
- Question:** Does OSPI have a maximum file size that your email will accept? Most school districts can only receive an email that contains an attachment that is 25MB

**Answer:** OSPI can accept up to 20MB as a digital file size. However, your individual mail server may have more restrictive parameters on email for sending. If the file exceeds 20MB, OSPI will accept proposal documents via GoogleDrive or other cloud service.
- Question:** Is the email you just showed in the RFQQ?

**Answer:** Yes, the RFQQ posting says, "Submit Proposal to: [contracts@k12.wa.us](mailto:contracts@k12.wa.us)".
- Question:** In the RFQQ you say objects found in the classroom?

**Answer:** RAN assessments include familiar objects that students are likely to know.
- Question:** Sensitivity, and specificity what is a thing you're comparing that to?

**Answer:** OSPI is looking for specificity on each skill set at least to .80
- Question:** What is meant by two levels of reliability?

**Answer:** Not limited to, but could include **alternate-form** or **split-form reliability measures**.



7. **Question:** Will it make sense to include future reliability measures?  
**Answer:** Our timeline includes posting our updated vendor list to the OSPI website by January of 2023. We will consider current and future reliability measures.

January is the soonest schools could possibly consider vendors for this year. We expect most schools will use the remainder of this school year to make their purchasing decisions.

8. **Question:** Are you planning to publish the rubric for vendors?  
**Answer:** At this time, OSPI will not be publishing the rubrics for scoring vendor proposals.

9. **Question:** Alignment How should it align to academic standards in Washington?  
**Answer:** After meeting with the our Literacy team to discuss this question, the proposal will no longer include the section "Alignment of the RAN assessment to WA State standards" It was non consequential for the evaluation of the RAN assessment.

The proposal will no longer include a section for Correlation and Alignment to WA State Standards and Assessments. 20 points will be removed from the total possible points. Thus, the total possible points available for a proposal is 150 points. (140 points are available for the written proposal, and 10 optional points for references at OSPI's request)

\*\*Below is an updated table of the Proposal Sections and their scoring weight.

Section #	Section Heading	Maximum Score
1	Quality of the Assessment of Proposed Screening Tools	20
2	Bias and Sensitivity of Proposed Screening Tools	20
3	Validity and Reliability of Proposed Screening Tools	20
4	Capacity to Support WA State School Districts	20
5	Management Proposal (Project Team Structure/Internal Controls)	20
6	Vendor and Staff Qualifications/Experience	20
7	Cost Proposal	20
<b>Grand Total for Proposal</b>		<b>140</b>
Reference Checks (if required by OSPI)		10
<b>Total Points Possible</b>		<b>150</b>

As a result of not including the “Correlation and Alignment to WA State Standards and Assessments” section, the page limit has been adjusted to reflect this change as a total 27 pages for proposal submissions to OSPI.

Proposal Section No.	Proposal Sections	Maximum Page Length (excluding any cover pages)
1.	Letter of Submittal	1
2.	Quality of the Assessment of Proposed Screening Tool	5
3.	Bias and Sensitivity of Proposed Screening Tool	5
4.	Validity and Reliability of Proposed Screening Tool	5
5.	Capacity to Support WA State School Districts	3
6.	Management Proposal Project Team Structure / Internal Controls	3
7.	Vendor and Staff Experiences and Qualifications	3
8.	Cost Proposal	2
	<b>Total Page Length Maximum</b>	<b>27 pages</b>

## General Q&A during Q&A Period

1. **Question:** Would you provide clarification on the following criteria?

**Pg 8., Section A.5. Bidder Qualifications:** *"Knowledge of foundational reading and rapid automatized naming (must comprise all four criteria: colors, numbers, letters, and familiar objects) skills for Washington State implementation."*

- o Our RAN assessment contains subtests for numbers, letters, and familiar objects. Will the State accept 3 out of 4 criteria?

**Answer:** Yes, OSPI will consider a proposal with 3 out of the 4 features.

2. **Question:** Does OSPI intend to award one screener or multiple screeners?

**Answer:** OSPI plans to award multiple screeners.

3. **Question:** Is OSPI willing to accept a 3 form RAN measure?

**Answer:** Yes, OSPI will consider a proposal with 3 out of the 4 features.

4. **Question:** If our assessment is already listed on the Early Screening Dyslexia list, does this RFQQ allow for changes or additions to that listing?

**Answer:** Yes, we will review updates to the currently listed vendor.

5. **Question:** For this RFP, is the State seeking a RAN assessment only? [Vendor's] reading screener and diagnostic assessment is currently a recommended dyslexia screener by the Dyslexia Advisory Council and OSPI. However, our RAN assessment is a separate component and is not included in Reading. Should our response include information on both ISIP and RAN, or just RAN?

**Answer:** For the purposes of this RFQQ, we are seeking information regarding the RAN portion of assessment only.

6. **Question:** Also, for cost purposes, does the State wish to have pricing for just RAN or for our entire assessment battery?

**Answer:** For the cost section, OSPI is looking at the price of the RAN portion individually, but an overall assessment battery cost could also be included.

7. **Question:** As outlined on the "Proposal Format Overview" slide during the pre-bid conference, can you please confirm that OSPI would prefer the following RFQQ sections to be located in our proposal's **Section #2 titled "Management Proposal"**?

- a. **C.3.i Project Management (Project Team Structure/Internal Controls)**

**Answer:** Yes, for section 2, Management Proposal, OSPI will be looking at the project team structure/internal controls.

8. **Question:** As outlined on the "Proposal Format Overview" slide during the pre-bid conference, can you please confirm that OSPI would prefer the following RFQQ sections to be located in our proposal's **Section #8 titled "Vendor and Staff Experiences and Qualifications"**?

- b. **C.3.i Project Management (Staff Qualifications/Experience)**

- c. **C.3.ii Experience of the Consultant (Relevant Experience & Related Contracts)**

- d. **C.3.iii References**

- e. **C.3.iv Past Performance**

- f. **Exhibit B: Qualification Affirmations**

**Answer:** Yes, for section 8, Vendor and Staff Experiences and Qualifications is required to include:

- a. Project Management Staff Qualifications/Experience

- b. Experience of the Consultant

- c. References

- d. Past Performance

- e. Exhibit B: Qualification Affirmations

9. *Reference: RFQQ pg. 17: "Include a list of contracts the Consultant has had during the last five (5) years that relate to the Consultant's ability to perform the services needed under this RFQQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses."*

**Question:** We provide relevant services to hundreds of school districts and private/public educational entities throughout the country; many of those school districts have laws and ordinances that prohibit disclosure of this information. As such, our policy is to provide contact information and contract details from organizations who have given us explicit permission to do so. Would the OSPI consider revising this requirement and/or scoring metrics to information that demonstrates breadth and depth of experience such as the number of customers, number of states where related services are provided, etc.?

**Answer:** Yes, OSPI will consider information provided from organizations that have given permission. OSPI will also consider information you can provide that shows number of customers, geographic information, etc.

10. *Reference: B.4. Pre-Bid Conference*

**Question:** Would the OSPI please consider releasing a recording of the bidder's conference?

**Answer:** At this time, OSPI is not prepared to share a recording of the pre-bid conference. However, all Q&A that occurred during the pre-bid conference is included in this Addendum.