

Sole Source Notification

Special Education Directors' Academy

It is the intent of Washington State to promote open competition and transparency for all contracts for goods and services. In accordance with Department of Enterprise Service (DES) policy #DES-140-00, all intended sole source contracts must be made available for public inspection for a period of not less than ten (10) working days before the start date of the contract. This Sole Source Notification satisfies the requirement.

The Office of Superintendent of Public Instruction (OSPI) intends to award a \$36,000 sole source contract to the Washington Association of School Administrators (WASA) for the period of September 2021, through August 2022. The purpose of this contract is to plan and deliver six (6) administrative level classes to special education directors from across the state virtually and/or in person.

Content and topics of the Academy will include:

- Understanding state and local priorities
- Leadership skill development including building strong relationships with others
- Communication skill development
- Effective strategic management skills including organizational skills/structures
- Fiscal management
- Laws regarding students with disabilities
- Serving students with disabilities in a remote learning environment
- Supporting students with disabilities in inclusive settings
- Emerging issues

The Contractor will also be responsible for logistics related to the event including arranging for keynote speakers/presenters, coordinating presenter contracts, providing compensation for presentations delivered, arranging for attendee handouts/materials, distributing information to attendees as necessary, and compiling evaluation results after each Academy presentation.

WASA is recognized as the state's premiere organization in planning and organizing education-related conferences in Washington. OSPI and WASA have partnered in the planning and delivery of workshops focused on compliance and best practice for special education directors for more than 20 years.

WASA develops competent, ethical and visionary leaders by providing growth opportunities for its 1,600 members, with a specific intention to "Recruit, mentor/support, and retain effective leaders who represent the demographics of Washington State." WASA communications channels for accessing these individuals is critical for OSPI to reach the intended audience. The administrators' network created by the organization uses an up-to-date copyrighted Listserv to



ensure the target audience receives information about the workshop and that topics of interest for this group of learners are communicated to OSPI as part of the planning and implementation process. Additionally, WASA is uniquely qualified to support this workshop because they have the ability to award continuing education credits to attendees for their attendance.

Consultants contemplating the above requirements shall submit capability statements detailing their ability to meet the state's requirements ***no later than 3:00 pm on August 6, 2021.***

In the absence of other qualified sources, and pending approval by the Department of Enterprise Services, it is OSPI's intent to make a sole source award of the contract mentioned above to the Washington Association of School Administrators.

Although this Sole Source Notification is not an invitation to bid, if you feel your firm is able to provide the goods or services listed above, you may submit a capability statement to:

Kyla Moore
Office of Superintendent of Public Instruction
Email: contracts@k12.wa.us