

Charter School Commission

Request for Proposal No. 2022-27

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. 2022-27, issued January 14, 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 the Charter School Commission, and may result in disqualification of the Consultant.

The following represents Q&A from the pre-bid conference:

January 24, 2022, 10:00 AM PT on Zoom
Commissioner Harium Martin-Morris and Amanda Martinez, staff

- Question:** Will there be a formal search committee, if not, what will be the process to conduct interviews and make a narrowing decision to finalists and then a hire? The Commission has a larger number of people than a typical search committee, so will a subgroup of those be the search committee as well, or will it be the whole Commission.

Answer: What we have done in the past is had a subgroup that wouldn't be the whole Commission. That would be part of the searching. After you have identified candidates, you would present those candidates to the subgroup to go through with the process of interviewing and all of those things.
- Question:** Would we be managing the whole Commission or a subgroup?

Answer: The sense is a smaller group. You would do all of the vetting, filtering and presenting to us your best candidates.
- Question:** What is the salary of the current superintendent?

Answer: The current interim is at \$160,000; the last posting for the Executive Director position had a salary range between \$140,000 and \$160,000.

4. **Question:** When was the last time a market-rate comp study was done?
Answer: The Commission has had a long history of trying to re-band the Executive Director position. There is no longer banding, so that was two years ago, based on the state HR has put this position at but there has not been anything since then.
5. **Question:** The number of staff at the Commission, the RFP stated 8, the website says 3. What's the situation with them team?
Answer: We are currently at 6, the Executive Director will be 7, and they will choose their Executive Assistant. There will be 8 total.
6. **Question:** Will there will be concurrent searches?
Answer: It is serial, we will do the Executive Director position first with a search firm and the eighth position will be done for the Executive Assistant with the newly hired Executive Director and be done in house.
7. **Question:** Are you able to share about the failed search from last year and why did it fail? High level; did you not get enough applicants? They weren't the right people? You made an offer and they declined? What are some aspects of the failed search?
Answer: All of those things happened. The challenge was getting consensus for the candidates amongst the Commission. The question of whether it was the right candidate or not depends on who you talk to. There were a faction who thought this was the right candidate, which is why we extended the offer in the first place. There was also a group that didn't feel that way. It fell apart at the end.
8. **Question:** In the future, do you think by using a search firm and additional vetting that can help? How do you anticipate handling that again?
Answer: That's exactly why we want the search firm to help us with additional vetting.
9. **Question:** We know timeline is often driven by the voluntary leadership. The proposal in one place said March thru June, another said March thru July. Is there a hard deadline for the timeline based on when Krystal will be there, or is the Commission open to the search firm proposing a best practice timeline?
Answer: We have a new interim now, so she is going back to her old job, so we have a new person that is our interim. Our timeline is, we would like to be done with this by July. We think this is how long it will take, it conveniently knocks up against our fiscal year, too, which starts July 1. And, how long we know the procurement process takes working with other state agencies.
10. **Question:** Are there any internal candidates you expect in the process?
Answer: Of the current staff, no. Our new interim starts February 7 and may use her time as interim to gauge their interest in the permanent Executive Director position and will need to be firewalled from the search process.

The following represents Q&A received during the entire Q&A process thus far:

11. **Question:** What is the salary for the executive director position?
Answer: The previous recruitment cited a range of \$140,000 - \$160,000
Bonus? **Answer:** No
Benefits? **Answer:** State employee benefits
How many direct reports? **Answer:** The current organizational structure includes 2 direct reports.
12. **Question:** What fee structure did you agree to last time?
Answer: We did not utilize an outside firm in our previous Director search; we used internal state HR resources, so there was no fee.