

Request for Qualifications No. 2021-01

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFQ No. 2021-01, issued May 26, 2020.

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:** As I am reviewing everything, it says all materials should be send in either WORD or PDF format. However, I scanned my certificates, diploma, and signed documents such as letter of submittal, certifications and assurances, and contractor intake form and those are in jpeg. Do I need to change those scanned, signed jpeg documents into a PDF?

Answer: jpeg is acceptable.

2. **Question:** Is OSSI able to tell you if CIP's will be able to work remotely until a vaccine has been created and the person has had the vaccine, or will the work definitively require meeting in person at schools in the state?

Answer: OSPI and districts will collaborate to ensure the supports CIPs provide to district and building leadership are delivered in a way that continues to put safety, health and wellbeing front and center while also ensuring district needs are being met. We expect this to look different from district to district, just as the reopening of schools in September will look different across the state.

3. **Question:** In the section on desired qualifications, it reads:

Multi-year experience in one or more of the following:

- Alternative or re-engagement programs
- Building inclusive education systems to close equity gaps for students served through special education supports.
- Data use, visualization and modeling to inform continuous school improvement systems and school improvement plans.

Is experience with systems to close the equity gap for SWD the only experience/ student group of focus for closing equity gaps? ELs and Native American students are the lowest



performing subgroups across the state. Is experience with closing equity gaps for these students also desired?

Answer: It is the intention of the Office of System and School Improvement (OSSI) to obtain qualified applicants who will support the development of school and district systems that lead to continuous school improvement, including a focus on strong leadership, data-informed interventions, multi-tiered systems of support, and excellence in core instructional practices. An artifact of the collaboration with district and school leadership will be high-quality and actionable school improvement plans. Yes, experience with closing equity gaps for other subgroups is also desired.

4. **QUESTION:** Typically on government and state RFQs and RFPs we see a Level of Effort. Is it known how many man-hours or contractors are going to be required for this need?

ANSWER: OSPI estimates contracting with approximately 27 contractors for a minimum of one hundred eighty (180) days/one thousand, four hundred forty (1,440) hours, not to exceed a maximum of two hundred twenty (220) days/one thousand seven hundred sixty (1,760) hours of service delivery for the 2020-21 contract period as a result of this RFQ.

5. **QUESTION:** Currently >Company Name< has two contracts with OSSI. In the past, we applied as one entity and were offered two contracts. Our hope is that this is the way you would like us to proceed.

ANSWER: The agency will consider both individuals and companies to accomplish this work. Any member of the company team who wants to serve as an individual CIP must meet the minimum qualifications. Individuals within the company that will not serve in a CIP role or work on this particular contract (administrative or IT staff, for example) do not need to meet the qualifications. Companies will be offered one contract which may include multiple CIPs.

6. **QUESTION:** When the RFQ states, "three (3) business references for whom work has been accomplished (page 21)" might that also include supervisors and subordinates when I was an employee in a school district and not just recent work as a contractor?

ANSWER: All business references are welcome, but *recent* references are preferred.

7. **QUESTION:** I will be participating in an administrator certification program during the 2020-21 school year. Is there anything that would preclude me from doing this if I were to be hired on as a Continuous Improvement Partner?

ANSWER: As long as you meet the minimum qualifications (and are selected as an Apparent Successful Bidder), can complete the duties outlined in the RFQ, agree to a contract of between 180-220 days, and will not charge the state of Washington or any other party under any other contract or agreement, for the same services or expenses, you would not be precluded from serving as a CIP.

8. **QUESTION:** Are you considering awarding multiple entities that will form an approved vendor list that administrators and schools will pick from for follow on school improvement work -- Or are you looking to award a single entity that would provides services for all of your stated scope of work?

ANSWER: OSPI seeks to contract with multiple entities (CIPs), which will be assigned by OSSI.

9. **QUESTION:** At times the RFP seems like you are looking for an individual with the specified qualifications. Are you considering both individuals and companies to accomplish your scope of work? If one or more people on a company team have the qualifications (but not all the team-members), does that satisfy your requirements? Or are you looking for everyone on the team to have the school improvement experiences and required time doing so?

ANSWER: The agency will consider both individuals and companies to accomplish this work. Any member of the company team who wants to serve as an individual CIP must meet the minimum qualifications. Individuals within the company that will not serve in a CIP role or work on this particular contract (administrative or IT staff, for example) do not need to meet the qualifications.

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.