

# Request for Qualifications No. 2021-01

## Continuous Improvement Partners

**STATE OF WASHINGTON**  
**OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**  
**OLYMPIA, WASHINGTON**

**PROJECT TITLE:** Continuous Improvement Partners for the OSPI Support Team  
Staffed with educational specialists with expertise in facilitating the development and implementation of continuous school improvement systems.

**PROPOSALS ENCOURAGED BY:** 3:00 p.m., Pacific Standard Time (PST) on June 15, 2020.

**ESTIMATED CONTRACT PERIOD:** August 17, 2020, through June 30, 2021. Amendments extending the period of performance, if any, shall be at the sole discretion of OSPI.

**CONSULTANT ELIGIBILITY:** This solicitation is open to those Consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

**SUBMIT PROPOSAL TO:** **Kyla Moore, RFQ Coordinator**  
[contracts@k12.wa.us](mailto:contracts@k12.wa.us)  
(Please note RFQ No. 2021-01 in email subject line.)

All communications concerning this RFQ must be directed only to the RFQ Coordinator via email. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the RFQ Coordinator. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the Consultant.

This RFQ is available at the Office of Superintendent of Public Instruction (OSPI) website located at [OSPI's website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#). All RFQ amendments or Consultant questions and OSPI answers will be posted to these sites. All interested Consultants must be registered with WEBS under the following commodity codes in order to receive notifications: 924-05: Educational Advisory Services, 924-18: Alternative educational Services, 924-19: Educational Research Services, 924-71: School Operation and Management Services, and 924-74: Special Education Services.

*OSPI, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# RFQ TABLE OF CONTENTS

---

<b>Section A. INTRODUCTION .....</b>	<b>4</b>
A.1. DEFINITIONS .....	4
A.2. PURPOSE OF REQUEST FOR QUALIFICATIONS .....	8
A.3. BACKGROUND.....	8
A.4. OBJECTIVE AND SCOPE OF WORK .....	9
A.5. BIDDER QUALIFICATIONS .....	10
A.6. PERIOD OF PERFORMANCE.....	11
A.7. FUNDING .....	12
A.8. AMERICANS WITH DISABILITIES ACT (ADA) .....	12
<b>Section B. GENERAL INFORMATION FOR BIDDERS.....</b>	<b>13</b>
B.1. RFQ COORDINATOR .....	13
B.2. QUESTIONS AND ANSWERS.....	13
B.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES .....	13
B.4. COMPLAINT PROCEDURE .....	14
B.5. SUBMISSION OF PROPOSALS.....	14
B.6. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE .....	15
B.7. ADDENDUMS AND AMENDMENTS TO THE RFQ.....	15
B.8. SMALL BUSINESS, MINORITY & WOMEN’S BUSINESS ENTERPRISES (MWBE), AND VETERAN-OWNED BUSINESS PARTICIPATION .....	16
B.9. ETHICS, POLICIES, & LAW.....	16
B.10. ACCEPTANCE PERIOD.....	17
B.11. RESPONSIVENESS.....	17
B.12. MOST FAVORABLE TERMS.....	17
B.13. CONTRACT AND GENERAL TERMS & CONDITIONS .....	17
B.14. COSTS TO PROPOSE.....	18
B.15. NO OBLIGATION TO CONTRACT .....	18
B.16. REJECTION OF PROPOSALS.....	18
B.17. COMMITMENT OF FUNDS.....	18
B.18. STATEWIDE VENDOR PAYMENT REGISTRATION .....	18
B.19. INSURANCE COVERAGE .....	19
<b>Section C. PROPOSAL CONTENTS .....</b>	<b>20</b>
C.1. LETTER OF SUBMITTAL (MANDATORY) .....	20
C.2. MANAGEMENT PROPOSAL .....	20
<b>Section D. EVALUATION AND CONTRACT AWARD.....</b>	<b>23</b>
D.1. EVALUATION PROCEDURE .....	23
D.2. EVALUATION WEIGHTING AND SCORING.....	23
D.3. ORAL INTERVIEW & PERFORMANCE TASK.....	24
D.4. SELECTION OF APPARENT SUCCESSFUL BIDDERS .....	24
D.5. NOTIFICATION TO PROPOSERS .....	25

D.6. DEBRIEFING OF UNSUCCESSFUL PROPOSERS..... 25  
D.7. PROTEST PROCEDURE..... 25

**Section E. EXHIBITS ..... 27**  
EXHIBIT A..... 28  
EXHIBIT B..... 30  
EXHIBIT C..... 34  
EXHIBIT D ..... 48  
EXHIBIT E..... 50  
EXHIBIT F ..... 55  
EXHIBIT G ..... 56

## Section A. INTRODUCTION

---

### A.1. DEFINITIONS

Definitions for the purposes of this RFQ include:

**Agency or OSPI** – The Washington State Office of Superintendent of Public Instruction and the entity issuing this RFQ.

**Alternative Schools** – Alternative Schools include Washington State School for the Blind, Washington School for the Deaf, Alternative Schools, Reengagement Schools, Alternative Learning Experience (ALE), and Institutional Education. Alternative Schools are schools and programs that are designed to serve students whose educational, behavioral, and/or medical needs cannot be adequately addressed in a traditional school setting. ALE is public education where some or all of the instruction is delivered outside of a regular classroom schedule. Institutional Education is the provision of K-12 basic education services to incarcerated and previously incarcerated youth. Reengagement Schools provide education and services to older youth, ages 16-21, who have dropped out of school or not expected to graduate from high school by the age of 21.

**Amendment** – A unilateral change to the Solicitation that is issued by OSPI at its sole discretion and posted on WEBS and OSPI's website.

**Apparent Successful Bidder (ASB)** – A Bidder submitting a response to this Solicitation that is evaluated and is identified and announced by OSPI as providing the best value to the Agency. Upon execution of a Contract, the ASB is referred to as the successful Bidder or the Contractor.

**Bid** – An offer, proposal, or quote for goods or services submitted in response to this RFQ.

**Bidder** – Individual organization, public or private agency submitting a proposal in order to attain a contract with OSPI. For purposes of this Solicitation, the terms Bidder, Consultant, and Vendor are interchangeable.

**Competitive Solicitation** – A documented formal process providing an equal and open opportunity to Bidders or Consultants culminating in a selection based on predetermined criteria.

**Complaint** – A process that may be followed by a Consultant prior to the deadline for bid submission to alert OSPI of certain types of asserted deficiencies in the Solicitation.

**Consultant** – Individual submitting a proposal in order to attain a contract with OSPI. For purposes of this Solicitation, the terms Bidder, Consultant, and Vendor are interchangeable.

**Continuous Improvement Partner** – Continuous Improvement Partners (Partners) are contractors which align with and extend OSSI’s strategy to create the conditions for continuous school improvement systems in schools identified for support. Partners provide direct services to assigned districts with schools identified for support, in collaboration with OSSI and educational service districts, by providing expertise and facilitation in the development and implementation of continuous school improvement systems.

**Coordinated Support Team** – (CST) A team composed of Continuous Improvement Partners, partners from the educational service district, and partners from OSPI that jointly support a district and its schools for continuous school improvement.

**Contractor** – Individual or company whose proposal has been accepted by OSPI and is awarded a fully executed, written contract.

**Debriefing** – A short meeting an unsuccessful Bidder may request with the RFQ Coordinator following the announcement of the Apparent Successful Bidder for the purpose of receiving information regarding the review and evaluation of that Bidder’s Response.

**Educational Service District (ESD)** – A regional agency that provides cooperative and informational services to local school districts, assists OSPI and State Board of Education (SBE) in the performance of their respective statutory or constitutional duties, and provides services to school districts to assure equal educational opportunities.

**English Language Arts (ELA)** – The study and improvement that aims at developing the individual’s comprehension and capacity for use of written and oral language.

**English Learners (EL)** – The indication of an individual who is in the process of acquiring the English language and whose first language is not English.

**Elementary and Secondary Education Act of 1965 (ESEA)** – An act emphasizes equal access to education and establishes high standards and accountability. The law authorizes federally funded education programs that are administered by the states. In 2002, Congress amended ESEA and reauthorized it as the No Child Left Behind Act of 2001 (NCLB).

**Every Student Succeeds Act (ESSA)** – The reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) and replacement of the No Child Left Behind Act of 2001 (NCLB). ESSA emphasizes high standards for graduation, maintaining accountability to lowest-performing schools, empowering state and local decision-makers, preserving annual assessments, and providing high-quality preschool.

**Identified Schools** – Schools identified for School Improvement supports in Tiers II and III: Comprehensive (All Students), Comprehensive for low graduation rate, Targeted supports, and Required Action District (RAD).

**Multi-Tiered System of Supports (MTSS)** –Multi-Tiered System of Supports (MTSS) is a framework for enhancing the adoption and implementation of a continuum of evidence-based practices to achieve important outcomes for all students. Components include: 1) team driven shared leadership; 2) data based decision making; 3) family/student/community engagement; 4) continuum of supports; and, 5) evidence based practices. Implementation of the MTSS framework in continuous improvement includes: developing a culture for learning through high expectations and corresponding beliefs, supports in meeting those expectations, and relational trust through growth in a safe environment; engaging staff through the collaborative inquiry process and action research that supports improved student and adult learning; using data that inform decisions to meet the behavioral/social emotional, attendance and achievement needs of students; aligning systems and resources to meet the social emotional/behavioral, attendance, and achievement needs of students; and, implementing an action planning process that aligns to systemic goals to foster a culture for learning

**Office of Superintendent of Public Instruction (OSPI)** – The primary agency charged with overseeing K-12 public education in Washington State.

**Office of System and School Improvement (OSSI)**– The division within OSPI issuing this RFQ. Office of System and School Improvement supports the development and implementation of continuous school improvement systems at state, regional and local levels, specifically for schools identified for improvement under Washington state’s federally approved ESSA plan and through the required action district program defined under state statute (28A.657 RCW).

**Proposal** – A formal offer submitted in response to this RFQ.

**Proprietary Information** – Information such as patents, technological information or other related information that the Bidder or Consultant does not want released or shared with the public.

**Protest** – A process that may be followed by a Bidder after the announcement of the Apparent Successful Bidder to alert OSPI to certain types of alleged errors in the evaluation of the Solicitation.

**Request for Qualifications (RFQ)** – Formal procurement document in which services needed are identified, and Consultants are invited to provide their qualifications to provide the services.

**Required Action District (RAD)** – Required action district program administration is a statutory obligation of OSPI and the State Board of Education (28A.657 RCW). The intent of the policy is to identify “persistently lowest achieving schools” and create a “partnership between the state and local district to target funds and assistance to turn around the identified schools.” The process for identifying required action districts (responsibility of OSPI) and designating required action district (a responsibility of the State Board of Education) is described in rule (180-017 WAC and 392-503 WAC). Required action districts are designated for a three year cycle during which time they develop and implement require action plans to improve student outcomes at the identified school(s).

**RCW** – The Revised Code of Washington.

**Responsible Bidder** – An individual, organization, public or private agency, or other entity that has demonstrated the capability to meet all the requirements of the Solicitation and meets the elements of responsibility. (See [RCW 39.26.160 \(2\)](#))

**Responsive Bidder** – An individual, organization, public or private agency, or other entity who has submitted a Bid that fully conforms in all material respects to the Solicitation and all its requirements, in both form and substance.

**RFQ Coordinator** – An individual or designee who is employed by OSPI and who is responsible for conducting this Solicitation.

**Solicitation** – A formal process providing an equal and open opportunity for bidders culminating in a selection based upon predetermined criteria.

**State Board of Education (SBE)** – The agency that provides advocacy and strategic oversight of public education and promotes achievement of the Basic Education Act goals of [RCW 28A.150.210](#).

**Subcontractor** – An individual or other entity contracted by a Consultant to perform part of the services or to provide goods under the Contract resulting from this Solicitation. Subcontractors, if approved, must successfully complete the qualifying process and conform with all contractual obligations of the contractor.

**Vendor** – Individual organization, public or private agency submitting a proposal in order to attain a contract with OSPI. For purposes of this Solicitation, the terms Bidder, Consultant, and Vendor are interchangeable.

**Washington School Improvement Framework (WSIF)** – The WSIF is the framework for school accountability in Washington state. Each school is measured on the WSIF across up to nine measures. Scores are disaggregated across student groups (race/ethnicity as well as special populations such as English learners or eligibility for free/reduced priced lunch). Measures include proficiency and growth on English Language Arts and Math (Science to be included in the next identifying period), graduation rate, English Learner progress, regular attendance, 9<sup>th</sup> graders on track, and dual credit/advance course taking. The overall student score for each school as well as scores by individual student groups drive identification for supports.

**Washington State K-12 Learning Standards** – As required by state law, OSPI develops the state's learning standards ([RCW 28A.655.070](#)) and oversees the assessment of the learning standards for state and federal accountability purposes. The learning standards also incorporate the Common Core State Standards for English Language Arts and Mathematics.

**WEBS** – Washington’s Electronic Business Solution, the Consultant notification system found at [Washington Electronic Business Solution \(WEBS\) Procurement website](#) and maintained by the Washington State Department of Enterprise Services.

## **A.2. PURPOSE OF REQUEST FOR QUALIFICATIONS**

The Office of Superintendent of Public Instruction (OSPI) is initiating this Request for Qualifications (RFQ) to solicit proposals from Consultants who are highly qualified educational specialists with expertise in continuous school improvement systems to act as Continuous Improvement Partners (Partners). Continuous school improvement systems are characterized by a focus on: strong leadership, data inquiry, core instructional practices, and implementing multi-tiered systems of support. Partners will offer support and services to identified district and school staff on behalf of students under the specification and direction of the Office System and School Improvement (OSSI). Partners will be deployed to work with OSSI, assigned educational service districts and assigned school districts with schools identified for improvement in order to facilitate the development and implementation of continuous school improvement systems to eliminate equity gaps and improve student outcomes in schools identified for improvement.

## **A.3. BACKGROUND**

OSPI is the primary agency charged with overseeing K-12 public education in Washington State. Led by State School Superintendent Chris Reykdal, OSPI works with the State’s two hundred and ninety-five (295) school districts to administer basic education programs and implement education reform on behalf of more than one million public school students. OSPI is housed in the Old Capitol Building in Olympia.

The Office of System and School Improvement (OSSI) supports the development and implementation of continuous school improvement systems at state, regional and local levels, specifically for schools identified for improvement under Washington state’s federally approved ESSA plan and through the required action district program defined under state statute (28A.657 RCW).

### **Schools Identified for Improvement:**

OSSI works to create the conditions in which schools identified for improvement can develop and implement high-quality school improvement plans that will eliminate equity gaps and improve overall student outcomes as measured through the Washington School Improvement Framework (WSIF). Identified schools use continuous school improvement systems to accomplish this. These systems are characterized by a focus on: strong leadership, data inquiry, core instructional practices, and implementing multi-tiered systems of support.

Schools identified for support under Washington’s ESSA plan are divided into tiers. Tier III schools, called “comprehensive schools,” are the bottom five percent (5%) of schools as measured by the “all students” metric on the WSIF. In addition, schools serving 12<sup>th</sup> graders with graduation rates below sixty-seven percent (67%) are identified for tier III supports, called

“comprehensive low-grad.” Tier III schools receive the most intensive amount of resource and support from OSSI, including access to Continuous Improvement Partners. The purpose of this support is to ensure:

- On-going needs assessments are informing each school’s school improvement plan;
- School improvement plans are high quality and actionable, and tied to improving student outcomes, through academic and nonacademic supports, as measured through WSIF; and
- School improvement plans are implemented and revised through continuous school improvement systems, in order to ensure improved student outcomes.

Tier II schools, also called “targeted support schools,” are identified two different ways: schools with three or more student groups with outcomes below the identification threshold as measured on WSIF, and schools with inadequate English Learner progress as measured on WSIF. Washington state invests in tier II schools as well through funding and, in some cases, support from continuous improvement partners. The purpose of this support is to ensure Tier II schools have the resource to develop high quality and actionable school improvement plans that will improve student outcomes, specifically for the student groups which drove the tier II identification.

Schools not identified for tier III or tier II supports can access foundational supports provided through professional learning, toolkits, and other resources provided through various OSPI divisions and partners.

Identification of schools for supports occurs on a three-year cycle. The 2020-21 school year will be the third year of the first cycle since the implementation of Washington’s ESSA plan. Reidentification for a three-year cycle beginning with the 2021-22 school year is expected to occur in spring of 2021.

### **Regional School Improvement Networks:**

In addition to resourcing identified schools, OSSI has built a regional infrastructure for continuous school improvement activities through the nine educational service districts (ESDs). The purpose of this regional infrastructure is to provide schools identified for supports with highly coordinated regional networks to support the development and implementation of continuous school improvement systems. ESDs assign a school improvement lead which coordinates efforts and provide data supports to schools and districts for the development and implementation of school improvement plans.

### **A.4. OBJECTIVE AND SCOPE OF WORK**

Continuous Improvement Partners (Partners) are contractors which align with and extend OSSI’s strategy to create the conditions for continuous school improvement systems in schools identified for support. Partners provide direct services to assigned districts with schools identified for support, in collaboration with OSSI and educational service districts, by providing expertise and facilitation in the development and implementation of continuous school improvement systems.

Partners engage in the following activities:

- Facilitate the development and implementation of continuous school improvement systems at the building and district level which includes each of the four essential elements of improvement identified by OSSI:
  - Development of strong leadership at all levels
  - Use of data inquiry / improvement science principles
  - Focus on improving core instructional practices
  - Implementation of multi-tiered systems of support
- Partner with assigned schools identified for support and the district so that the school/district can successfully develop, implement, evaluate, and revise high quality, actionable school improvement plans. School improvement plans meeting these criteria are characterized by:
  - Prioritized, specific, measurable, and attainable high-leverage goals based on needs identified through data inquiry process and the needs assessment;
  - Distributed and articulated roles and responsibilities for elements of the school improvement plan and subsequent progress monitoring;
  - Implementation of evidence-informed, best practices;
  - Regular progress monitoring using plan-do-study-act cycles;
  - Regular adjustments to the plan; and
  - Planning for scale, spread, and sustainability of effective practices, behaviors, and systems.
- Collaborate and partner with improvement leads at ESDs and other Partners assigned to districts in the same region in order to build and sustain regional continual school improvement systems. Partner with OSSI staff as requested to provide content or strategy supports aligned with specific OSSI programming related to improving student outcomes as measured on the WSIF.
- Participate in assigned professional learning events, as requested by OSSI.
- Participate in regular OSSI-specified meetings, in collaboration with other partners, ESD leads, OSSI staff, and/or personnel from identified schools or districts.
- Participate in programmatic evaluation efforts led by OSSI staff as requested.
- Submit a performance summary for evaluation and additional performance information upon request by OSSI leadership.

## **A.5. BIDDER QUALIFICATIONS**

This RFQ is open to individuals or organizations. Organizations wishing to apply must ensure the project team structure is clearly outlined with an organizational chart indicating lines of authority for personnel involved in performance of this potential contract (section C (2)(A)).

### **Minimum Qualifications:**

- Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder;
- Master's and/or doctorate degree in education or a related field

- Proof of past or present K-12 teaching and/or administrative certification;
- Ability to travel to and within the region of assignment, and to attend all required activities both virtually and in-person.
- At least five (5) years of experience working in an educational leadership role at the state, educational service district, district, or school level (including leadership coaching or development), the majority of which has occurred in the past seven years.

Consultants who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

### **Desirable Qualifications:**

Highly-qualified applicants will meet and demonstrate the following:

- Multi-year experience working with district and school leadership in change management contexts using improvement and/or implementation science, specifically focused on initiatives to close equity gaps and improve student outcomes.
- Competence in using student, school, district and state-level data to inform continuous school improvement efforts through data cycles of inquiry.
- Experience implementing research-informed multi-tiered systems of support in order to address student academic and nonacademic needs at building and district levels, including coaching and leading support teams.
- Demonstrated knowledge of Washington state K-12 learning standards and formative, interim and summative assessment delivery and use to measure student's proficiency and growth to inform instructional practice and tiered supports.
- Multi-year experience providing engaging and effective professional learning opportunities to large and small groups of educators, both in person and through virtual platforms (e.g. Canvas, Zoom, WebEx, etc.)
- Multi-year experience in one or more of the following:
  - Alternative or reengagement 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.

## **A.6. PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin on or about August 17, 2020, and end on or about June 30, 2021. The option to extend any contract resulting from this procurement shall be at the sole discretion of OSPI.

Additional services that are appropriate to the scope of this RFQ, as determined by OSPI, may be added to the resulting contract by a written amendment mutually agreed to and executed by both parties.

## **A.7. FUNDING**

The successful Contractors resulting from this RFQ shall be compensated eighty-five dollars (\$85) per hour for this project.

In addition to compensation for services, Contractors shall also be reimbursed for mileage, meals, lodging, and other travel-related expenses incurred within Washington State in accordance with [Washington State travel regulations](#) established by the Office of Financial Management while conducting business under this contract and as directed by OSSI. Out of state consultants awarded a contract will be responsible for the cost of travel to Washington to fulfill the duties of their contract.

Total compensation will vary depending on the number of days Partners provide services to districts. Contracts will be offered with a minimum one hundred eighty (180) and maximum of two hundred twenty (220) days of service delivery for the 2020-21 contract period.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

Funds proposed for this project will be funded using Federal money provided by Catalog of Federal Domestic Assistance number 84.010A (Award S010A190047). The selected contractors must therefore comply with Federal Grant Terms and Conditions included in, but not limited to Exhibit D.

## **A.8. AMERICANS WITH DISABILITIES ACT (ADA)**

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFQ Coordinator to receive this Request for Qualifications in an alternative format.

## Section B. GENERAL INFORMATION FOR BIDDERS

### B.1. RFQ COORDINATOR

The RFQ Coordinator is the sole point of contact in OSPI for this procurement. All communication between the Consultant and OSPI upon receipt of this RFQ shall be with the RFQ Coordinator, as follows:

<b>Name:</b>	Kyla Moore
<b>Address:</b>	600 Washington Street South P.O. Box 47200 Olympia, WA 98504-7200
<b>Email Address:</b>	<a href="mailto:contracts@k12.wa.us">contracts@k12.wa.us</a>

### B.2. QUESTIONS AND ANSWERS

Any questions or communications concerning this RFQ must be directed only to the RFQ Coordinator noted in Section B.1. Questions and/or inquiries must be sent via email and should include the RFQ number. Consultants are to rely on written statements issued by the RFQ Coordinator. Communication directed to parties other than the RFQ Coordinator will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

### B.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Item	Action	Date
1.	OSPI issues RFQ	May 26, 2020
2.	Question and Answer period <i>Q&amp;A will be updated as needed throughout the RFQ posting period</i>	May 26, 2020 until RFQ closes
3.	Complaints due	June 8, 2020
4.	Proposals due*	June 15, 2020*
5.	OSPI conducts evaluation of written proposals	June 16-19, 2020
6.	OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	June 24 -July 8, 2020
7.	OSPI announces "Apparent Successful Bidders" and sends notification to unsuccessful Bidder(s)	July 10, 2020 <i>(or as proposals are received after initial screening)</i>
8.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
9.	Contract negotiation begins	July 10, 2020
10.	Anticipated contract start date	August 17, 2020

OSPI reserves the right to revise the above schedule.

***\* This solicitation will remain open until further notice. However, to be considered for a contract beginning August 17, 2020, Consultants are encouraged to submit proposals prior to 3:00 p.m. Pacific Standard Time on Monday, June 15, 2020. Proposals submitted after the initial due date will be reviewed upon receipt. Please allow 3-4 weeks for a response from the date of submission.***

#### **B.4. COMPLAINT PROCEDURE**

The complaint process is available to Consultants interested in this RFQ. The complaint process allows Consultants to focus on the Solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow OSPI to correct a problem before proposals are submitted and time expended on evaluations.

A Consultant may submit a complaint based on any of the following:

- The Solicitation unnecessarily restricts competition;
- The Solicitation evaluation or scoring process is unfair or flawed; or
- The Solicitation requirements are inadequate or insufficient to prepare a proposal.

Consultants may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Consultants are encouraged to submit complaints as soon as possible so OSPI can rectify the issue(s) early in the process. Complaints must be submitted to the RFQ Coordinator. In order to be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.

Complaints not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by OSPI. Failure by the Bidder to raise a complaint at this stage may waive its right for later consideration.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will review valid complaints and respond to the submitter in writing. OSPI will consider all complaints but is not required to adopt a complaint, in part or in full. OSPI's response to the complaint is final and not subject to administrative appeal. The response, and any changes to the RFQ, will be posted to WEBS prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

#### **B.5. SUBMISSION OF PROPOSALS**

This solicitation will remain open until further notice. However, to be considered for a contract beginning August 17, 2020, ***Consultants are encouraged to submit proposals prior to 3:00 p.m. Pacific Standard Time on Monday, June 15, 2020.*** Consultants shall submit proposals as an attachment to an email to the RFQ Coordinator listed above in Section B.1. (Please note **RFQ**

**No. 2021-01** in the email subject line.) Attachments to the email shall be Microsoft Word format or in Portable Document Format (PDF). Zipped files may be received by OSPI and can be used for submission of proposals. OSPI does not assume responsibility for any problems with the electronic delivery of materials.

Proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.

## **B.6. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Your entire response to this RFQ is a public record and will be disclosed consistent with the Public Records Act), Chapter 42.56 RCW.

### **A. CONFIDENTIAL DOCUMENTS**

For the purposes of this RFQ, do not include confidential or proprietary information unless specifically requested by OSPI.

If OSPI requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

### **B. PUBLIC RECORDS REQUESTS**

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", OSPI will take the following steps:

- i. We will notify you. We will identify the requestor and the date that OSPI will disclose the requested records.
- ii. We will give you an opportunity to seek a court order to stop OSPI from disclosing the records.
- iii. We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

If you have any questions, refer to the [OSPI Public Records Office](#).

## **B.7. ADDENDUMS AND AMENDMENTS TO THE RFQ**

In the event it becomes necessary to revise any part of this RFQ, an addendum or an amendment will be published on the [OSPI website](#). For this purpose, the published Consultant questions and Agency answers, and any other pertinent information, shall be considered an addendum to the RFQ. Additionally, all addenda referred to above will be released on WEBS

under the commodity code(s) listed on the cover page of this RFQ. Only consultants who have properly registered in WEBS will receive automatic notification of amendments or other correspondence pertaining to this RFQ. For those not registered in [WEBS](#), it will be the responsibility of interested Consultants to check the website periodically for addenda and amendments to the RFQ.

## **B.8. SMALL BUSINESS, MINORITY & WOMEN'S BUSINESS ENTERPRISES (MWBE), AND VETERAN-OWNED BUSINESS PARTICIPATION**

In accordance with the legislative findings and policies set forth in chapter [39.19 RCW](#), the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFQ or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). For more information on certification, contact [Washington State Department of Veteran Affairs](#).

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including microbusinesses and minibusinesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Vendors who meet criteria set forth in chapter [39.19 RCW](#), should completed and submit the *Business Enterprise Certification Form* with the *Contractor Intake Form*.

## **B.9. ETHICS, POLICIES, & LAW**

This RFP, the evaluation of proposals, and any resulting contract shall be made in conformance with applicable Washington State laws and Policies.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. Bidders should familiarize themselves with the requirements prior to submitting a proposal. Bidders shall indicate on their *Contractor Intake Form* any current or former state employees who are employed by, or subcontracted with, Bidder.

## **B.10. ACCEPTANCE PERIOD**

Proposals must provide ninety (90) business days for acceptance by OSPI from the due date for receipt of proposals.

## **B.11. RESPONSIVENESS**

All proposals will be reviewed by the RFQ Coordinator to determine compliance with administrative and minimum requirements and instructions specified in this RFQ. OSPI may reject a Proposal as nonresponsive at any time for any of the following reasons:

- Incomplete Proposal
- Failure to meet the minimum Bidder qualifications or to comply with any requirement set forth in this RFQ, including Attachments
- Submission of incorrect, misleading or false information
- History of prior unsatisfactory contractual performance

The RFQ Coordinator may contact any Bidder for clarification of the proposal. If a proposal is deemed non-responsive, it shall be removed from further consideration. Bidders whose proposals are found to be non-responsive shall be disqualified from further evaluation and shall be notified in writing.

If a proposal meets all administrative and Bidder qualification requirements and submittal instructions, OSPI shall continue with the written evaluation and, if applicable, the oral evaluation.

OSPI reserves the right at its sole discretion to waive minor administrative irregularities.

## **B.12. MOST FAVORABLE TERMS**

OSPI reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Bidder can propose. There will be no best and final offer procedure. OSPI does reserve the right to contact a Bidder for clarification of its proposal.

The Bidder should be prepared to accept this RFQ for incorporation into a contract resulting from this RFQ. Contract negotiations may incorporate some or all of the Bidder's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to OSPI.

## **B.13. CONTRACT AND GENERAL TERMS & CONDITIONS**

The Apparent Successful Bidder will be expected to enter into a contract which is substantially the same as the sample contract and its General Terms and Conditions and any applicable Data

and Confidentiality Terms and Conditions. In no event is a Bidder to submit its own standard contract terms and conditions in response to this solicitation. The Bidder may submit exceptions as allowed in the Certifications and Assurances section. OSPI will review requested exceptions and accept or reject the same at its sole discretion.

Should contract negotiations fail to be completed within two (2) weeks after initiation, the State may immediately cease contract negotiations, declare the Vendor with the second highest score as the new Apparent Successful Bidder, and enter into contract negotiations with that Bidder. This process will continue until the Contracts are signed or no qualified Bidders remain.

#### **B.14. COSTS TO PROPOSE**

OSPI will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

#### **B.15. NO OBLIGATION TO CONTRACT**

This RFQ does not obligate the State of Washington or OSPI to contract for services specified herein. OSPI also reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of a contract without penalty.

#### **B.16. REJECTION OF PROPOSALS**

OSPI reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQ.

#### **B.17. COMMITMENT OF FUNDS**

Only an authorized representative of OSPI may legally commit OSPI to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

#### **B.18. STATEWIDE VENDOR PAYMENT REGISTRATION**

Consultants awarded contracts as a result of this RFQ will be required to register as a Statewide Vendor (SWV). The SWV file is a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. This allows you, as a vendor, to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. Effective April 30, 2011, all OSPI contractors are required to register as a Statewide Vendor. Participation in direct deposit is optional. For online registration, visit the [Department of Enterprise Services' website](#).

## **B.19. INSURANCE COVERAGE**

The Apparent Successful Bidder must comply with the insurance requirements identified in the General Terms and Conditions.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to OSPI within fifteen (15) days of the contract effective date.

## **Section C. PROPOSAL CONTENTS**

---

Proposals must be formatted to print on eight and one-half by eleven (8 ½ x 11) inch paper size with individual sections clearly identified. The Letter of Submittal, excluding the signed Certifications and Assurances and Contractor Intake Form, shall be a maximum of one (1) page.

Sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal
2. Certifications and Assurances
3. Contractor Intake Form
4. Management Proposal

**Proposals must provide information in the same order as presented in this document with the same headings.** Items in this section marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

### **C.1. LETTER OF SUBMITTAL (MANDATORY)**

The Letter of Submittal, the attached Certifications and Assurances, and attached Contractor Intake Form must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship).

The Letter of Submittal must be no more than one page and must provide an introduction to the applicant's qualifications and competitiveness based on minimum and desirable qualifications.

### **C.2. MANAGEMENT PROPOSAL**

#### **A. Project Management (SCORED)**

1. **Internal Controls** – Provide a description of the proposed process to be used during the course of the contract term to ensure delivery of service, adequate administrative practices to ensure timely and accurate reporting of effort, and compliance with laws, regulations, and policies. For applicants other than sole proprietors, provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

2. **Staff Qualifications/Experience** – Provide a resume containing relevant experience as outlined in the minimum and desirable qualifications, including dates of employment/activity, and any relevant degrees or credentials for any individual, including subcontractors, who will be assigned to the potential contract. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of OSPI.

## **B. Experience of the Consultant (SCORED)**

1. Describe your experiences in facilitating the development and implementation of continuous school improvement systems to close equity gaps and improve student outcomes. Continuous school improvement system essential elements are:
  - a. Development of strong leadership at all levels
  - b. Use of data inquiry / improvement science principles
  - c. Focus on improving core instructional practices
  - d. Implementation of multi-tiered systems of support

**Limit response to five hundred (500) words.**

2. Describe a recent experience in providing constructive, specific feedback to school leadership that resulted in improved performance.

**Limit response to two hundred fifty (250) words.**

3. Provide artifacts of content from professional development/learning engagement you recently delivered connected to continuous school improvement provided to an individual or group of individuals (e.g. PowerPoint, handouts, etc.). Be prepared to speak to these materials in the interview.

4. Describe how you embed key principles of equity into your work supporting continuous school improvement systems and improving student outcomes. What is your perspective on the conditions required to close equity gaps in schools?

**Limit response to two hundred fifty (250) words.)**

5. 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 RFQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

## **C. References (SCORED)**

List names, addresses, telephone numbers, and fax numbers/email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them. By submitting a proposal in response to this RFQ, the vendor and team members grant permission to OSPI to contact these references and others, who from OSPI's perspective, may have pertinent information. OSPI may or may not, at OSPI's

discretion, contact these references or others. Do not include current OSPI staff as references.

Please be aware that reference checks will take place near the end of the school year and into the summer months, and references may become hard to contact as a result. In order to avoid a lengthy evaluation process, please make sure you are submitting contact information where references can be reached whether in or out of school. The Consultant may be asked to provide alternate contact information and/or new references if the review team is unable to reach any references in a timely manner.

#### **D. Past Performance**

Provide information regarding past performance by indicating if the Consultant has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, OSPI reserves the right to disqualify Consultant proposals based on the Consultant's historical performance.

---

## Section D. EVALUATION AND CONTRACT AWARD

---

### D.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this RFQ and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by OSPI, which will determine the ranking of the proposals.

The evaluation process is outlined below:

**1. PHASE I – Written Evaluation**

- a. RFQ Coordinator will review proposals using a Checklist for Responsiveness to verify whether or not they adhere to the minimum qualifications of the RFQ
- b. Responsive proposals will be forwarded to the evaluation team
- c. Evaluation team will conduct written evaluations of responsive proposals

**2. PHASE II – Oral Interview**

- a. Consultants whose written evaluation meets the pre-established cut score will be contacted for an oral interview

**3. PHASE III – Performance Task**

- a. After the oral interview, candidates will be asked to respond to a scenario, given some time to prepare, and then asked to model or role play in response to the scenario

**4. PHASE IV – Reference Checks**

- a. References will be contacted for Consultants whose oral interview and performance task meets the pre-established cut score
- b. Pending outcome of reference check, Consultant will be notified

### D.2. EVALUATION WEIGHTING AND SCORING

The following points will be assigned to the proposals for evaluation purposes:

<b>Phase I – Review of Written Evaluation</b>	<b>Maximum Score</b>
Project Team Structure/Internal Controls	5 points possible
Staff Qualifications/Experience	5 points possible
Experience of the Consultant	5 points possible
<b>Phase I Maximum Points Possible</b>	<b>15 points</b>
<b>Phase I Cut Score</b>	<b>12 points</b>
<b>Phase II – Oral Interview</b>	
Question and Answer Session	50 points possible
<b>Phase II Maximum Points Possible</b>	<b>50 points</b>

**Phase III – Performance Task**

---

Performance Task	20 points possible
<b>Phase III Maximum Points Possible</b>	<b>20 points</b>
<b>Phase II &amp; III Cut Score</b>	<b>55 points</b>

**Phase IV – References**

---

References	15 points possible
<b>Phase IV Maximum Points Possible</b>	<b>15 points</b>

<b>GRAND TOTAL FOR PROPOSAL</b>	<b>100 points</b>
---------------------------------	-------------------

**D.3. ORAL INTERVIEW & PERFORMANCE TASK**

Consultants who meet the Phase I cut score will be contacted for an Oral Interview. The RFQ Coordinator or the Office of System and School Improvement will contact Consultants to schedule a date, time, and location. Commitments made by the Consultant during the interview, if any, will be considered binding. Oral Interviews will last approximately one (1) hour and will consist of a Question and Answer session.

In addition to the Oral Interview, Consultants will be asked to complete a Performance Task. Consultants will be given at least thirty (30) minutes to prepare to model/role play in response to a scenario provided. Scores from the Performance Task will be based on the quality of the consultant, not the quality of any material produced.

For consultants who make it all the way through the evaluation process, scores from Phase I, Phase II, Phase III, and Phase IV combined together will determine the Apparent Successful Bidder.

**D.4. SELECTION OF APPARENT SUCCESSFUL BIDDERS**

OSPI reserves the right to award contracts to the bidders whose proposals are deemed to be in the best interest of and most advantageous to OSPI and the state of Washington. The date of announcement of the ASB will be the date the announcement letter is postmarked or, if emailed, the date the email is sent. The State will enter into contract negotiations with the ASB. Should contract negotiations fail to be completed within two (2) weeks after initiation, the State may immediately cease contract negotiations, declare the Vendor with the second highest score as the new ASB, and enter into contract negotiations with that Vendor. This process will continue until the Contracts are signed or no qualified Vendors remain.

It is possible that after evaluation of proposals, there may not be enough assignments for all Apparent Successful Bidders. Consultants who are identified an Apparent Successful Bidder, but are not provided an assignment, will remain in a pool of responsive vendors for possible future assignment.

## **D.5. NOTIFICATION TO PROPOSERS**

Proposals that have not been selected for further negotiation or award will be notified via email by the RFQ Coordinator.

## **D.6. DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

At the Bidder's request, an individual debriefing conference will be scheduled with an unsuccessful Bidder. The request for a debriefing conference must be received by the RFQ Coordinator within three (3) business days following announcement of the ASB. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by OSPI and Bidder.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

Since debriefing conferences pertain to the formal evaluation process, Bidders who were disqualified as non-responsive and therefore did not go through the formal evaluation process, are not entitled to a debriefing conference.

Please note, because the debrief process must occur before making an award, OSPI likely will schedule the Debrief Conference shortly after the announcement of the ASB and the Bidder's request for a Debrief Conference. OSPI will not allow the debrief process to delay the award. Therefore, Bidders should plan for contingencies and alternate representatives; Bidders who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest.

## **D.7. PROTEST PROCEDURE**

This protest procedure is available to Bidders who submitted a response to this RFQ document and who have participated in a debriefing conference. Upon completion of the debriefing conference, the Consultant is allowed five (5) business days to file a protest of the procurement with the RFP Coordinator. Protests shall be submitted to the RFP Coordinator via email.

Consultants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

The protest must state:

1. The RFP number.

2. The grounds for the protest including specific facts and complete statements of the action(s) being protested. The protesting party may submit with the protest any documents or information deemed relevant.
3. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator/evaluation team;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document or OSPI policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, 2) OSPI's assessment of its own and/or other agencies needs or requirements, or 3) a complaint raised during the Complaint Procedure.

Upon receipt of a protest, a protest review will be held by OSPI. The OSPI Contracts Administrator, or an employee delegated by the Contracts Administrator who was not involved in the procurement, will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If the OSPI Contracts Administrator delegates the protest review, the Contracts Administrator nonetheless reserves the right to make the final agency decision. If additional time is required, the protesting party will be notified. The OSPI Contracts Administrator or designee will have the right to seek additional information from sources he or she deems appropriate in order to fully consider the protest.

In the event a protest may affect the interest of another Consultant that submitted a proposal, such Consultant will be given an opportunity to submit its views and any relevant information on the protest to the RFQ Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold OSPI's action; or
- Find only technical or harmless errors in OSPI's procurement process and determine OSPI to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide OSPI options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the RFQ document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If OSPI determines that the protest is without merit, OSPI will enter into contract(s) with the Apparent Successful Bidder(s), assuming the parties reach agreement on the contract's terms. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken. All decisions made by OSPI relating to the protest shall be final.

## **Section E. EXHIBITS**

---

- Exhibit A Certifications and Assurances
- Exhibit B Sample Contract
- Exhibit C General Terms and Conditions
- Exhibit D Data and Confidentiality Terms
- Exhibit E Contractor Intake Form
- Exhibit F Proposal Checklist

## **EXHIBIT A**

### **CERTIFICATION AND ASSURANCES**

***Bidder must sign and include the full text of this Exhibit A with their proposal.***

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of ninety (90) business days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety- (90-) business days period.
4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition. –

9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.
10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.
11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).
12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.
13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.
14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***

<b>Signature of Bidder</b>	<b>Date</b>	<b>Place Signed (City, State)</b>
<b>Print Name</b>	<b>Title</b>	<b>Organization Name</b>

**EXHIBIT B  
SAMPLE CONTRACT**

**Contract No.** \_\_\_\_\_

between

**SUPERINTENDENT OF PUBLIC INSTRUCTION,  
STATE OF WASHINGTON**

(hereinafter referred to as Superintendent)  
Old Capitol Building, P.O. Box 47200  
Olympia, WA 98504-7200

and

**[CONTRACTOR NAME]**

(hereinafter referred to as Contractor)

**[Contractor Address]**

Federal Identification #  
Unified Business Identifier #

In consideration of the promises and conditions contained herein, Superintendent and Contractor do mutually agree as follows:

**I. DUTIES OF THE CONTRACTOR**

A. The general objective(s) of this contract is/are as follows:

[A brief description of the agreed upon services will be included here.]

B. In order to accomplish the general objective(s) of this contract, Contractor shall perform the following specific duties to the satisfaction of the Superintendent's designee:

[A description of the work to be performed by Contractor in detail, including a breakdown of the quantifiable steps or components of what the Contractor is to do will be included here.]

C. The Contractor shall produce the following written reports or other written documents (deliverables) by the dates indicated below:

[Deliverables may be listed here.]

All written reports/documents required under this contract must be delivered to the Superintendent's designee in accordance with the schedule above.

## **II. CONDITIONS OF COMMENCEMENT OF PERFORMANCE AND SCHEDULE OF PERFORMANCE**

No costs shall be incurred under this Contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor's duties is as follows:

[start date], or date of execution, whichever is later, through [end date].

## **III. DUTIES OF THE SUPERINTENDENT**

- A. In consideration of Contractor's satisfactory performance of the duties set forth herein, Superintendent shall compensate Contractor at a rate not to exceed a total of \$ [redacted]. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

*[Optional clause]* In addition, Contractor shall be entitled to reimbursement in accordance with the terms set forth in Section III.C. below.

Funds for the payment of this contract are provided by federal program(s) [program title], Catalog of Federal Domestic Assistance #(s) [CFDA#].

- B. Payment shall be made to the Contractor as follows:

Periodically in the form of progress payments in the amounts and for the stages of partial performance set forth below:

[Schedule of payments may be included here.] or

Periodically based on invoices submitted by the Contractor for actual costs incurred to date based on receipts or other documentation.

Invoice(s) will be paid only after approval by the Superintendent's designee and Agency Financial Services, OSPI. The invoice shall include an original signature, the contract number, and document to the Superintendent's designee's satisfaction a description of the work performed and payment requested. Within approximately thirty (30) working days of the Superintendent's designee receiving and approving the invoice, payment will be mailed or electronically transferred to the Contractor by Agency Financial Services, OSPI.

C. Contractor shall be entitled to reimbursement for expenses incurred, as follows:

1. Travel and per diem expenses for [#] person(s) in the amounts and for the purposes otherwise established for state employees at the time of incurrence by the rules and regulatory policies of the Office of Financial Management (OFM) not to exceed \$ [redacted]. Contractor's "official duty station" (i.e., the origin of reimbursable travel and/or per diem) shall be [official duty station].

*and/or*

2. Expenses incurred for the following specified purposes not to exceed a total of \$ [redacted]. Contractor must submit receipts or other documentation.

D. Final payment shall be made after acceptance by the Superintendent's Contract Manager or Designee if received by the Superintendent within ninety (90) days after the contract expiration date, unless negotiated with the Contract Manager or Designee and the Fiscal Budget Analyst.

**Maximum consideration for this entire contract shall not exceed \$ [redacted].**

#### IV. CONTRACT MANAGEMENT

The following Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

<b>Contractor</b>	<b>Superintendent</b>
[Name]	[Name]
[Title]	[Title]
[Address]	Old Capitol Building, P.O. Box 47200 Olympia, WA 98504-7200
Phone: ( ) -	Phone: ( ) -
Fax: ( ) -	Fax: ( ) -
Email: [Email Address]	Email: [Email Address]

**V. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE**

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Attachment A – Contract for Services, General Terms and Conditions
- Attachment B – Request for Qualifications with any formal RFQ amendments that change scope of work, etc.
- Attachment C – Contractor’s Proposal
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

**VI. APPROVAL**

This contract shall be subject to the written approval of the Superintendent’s authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

We the undersigned agree to the terms of the foregoing contract.

[Contractor Name]

Superintendent of Public Instruction  
State of Washington

**SAMPLE!**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**DO NOT SIGN**

OSPI Contracts Administrator

Print Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Who certifies that he/she is the Contractor identified herein, OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.

Approved as to FORM ONLY  
by the Assistant Attorney General

Non-profit organization?  yes\*  no  
\*If yes, under what IRS section? Please attach a copy.

\_\_\_\_\_

## **EXHIBIT C**

### **GENERAL TERMS AND CONDITIONS**

- 1. Access to Data.** In compliance with Chapter 39.26 RCW, the Contractor shall provide access to data generated under this Contract to the Superintendent, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.
- 2. Alterations and Amendments.** This Contract may be amended only by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
- 3. Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.** The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- 4. Assignment.** Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the Superintendent.
- 5. Assurances.** The Superintendent and the Contractor agree that all activity pursuant to this Contract will be in accordance with all applicable current federal, state and local laws, rules and regulations.
- 6. Attorney's Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.
- 7. Audit Requirements.** If the Contractor is a Subrecipient of federal awards as defined by the Office of Management and Budget (OMB) CFR, Part 200, Subpart F, and expends seven hundred and fifty thousand dollars (\$750,000) or more in federal awards (does not apply to contracts for goods and services) from all federal sources in any fiscal year beginning on or after December 26, 2014, the Contractor shall procure at their expense a single or program-specific audit for that year. The Contractor shall incorporate OMB CFR, Part 200, Subpart F audit requirements into all contracts between the Contractor and its Subcontractors who are Subrecipients of federal awards. The Contractor shall comply with any future amendments to OMB and any successor or replacement Circular or regulation.
- 8. Budget Revisions.** Any monetary amount budgeted by the terms of this Contract for various activities and line item objects of expenditure may be revised without prior written approval of Superintendent, so long as the revision is no more than ten percent (10%) of the

original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of the Superintendent.

**9. Certification Regarding Debarment, Suspension, and Ineligibility.** The Contractor certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. "Covered transactions" include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars (\$25,000). Contractor may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Contractor shall immediately notify the Superintendent if, during the term of this contract, Contractor becomes debarred. The Superintendent may immediately terminate this Contract by providing Contractor written notice if Contractor becomes debarred during the term of this Contract.

The Contractor also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.

**10. Certification Regarding Lobbying.** The Contractor certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor shall require its subcontractors to certify compliance with this provision.

**11. Certification Regarding Wage Violations.** The Contractor certifies that within three (3) years prior to the date of execution of this Contract, Contractor has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52.

The Contractor further certifies that it will remain in compliance with these requirements during the term of this Contract. Contractor will immediately notify the Superintendent of any finding of a willful violation entered by the Washington Department of Labor and

Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Contract.

**12. Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the Superintendent of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

**13. Confidentiality.** The Contractor acknowledges that all of the data, material and information which originates from this Contract, and any student assessment data, material and information which will come into its possession in connection with performance under this Contract, consists of confidential data owned by the Superintendent or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging. The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure.

**14. Copyright Provisions.** Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the Superintendent. The Superintendent shall be considered the author of such Materials. If Materials are not considered "works for hire", Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Superintendent effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Copyright ownership includes the right to patent, register and the ability to transfer these rights.

Contractor understands that, except where otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract shall carry a [Creative Commons Attribution License](#), version 4.0 or later.

All Materials the Contractor has adapted from others' existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work

to [non-commercial use](#), the [Creative Commons Attribution-NonCommercial-ShareAlike](#) license, version 4.0 or later, is acceptable for these specific sections.

The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

The Contractor shall exert all reasonable effort to advise the Superintendent, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Superintendent shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this Contract. The Superintendent shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

**15. Covenant Against Contingent Fees.** The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Contractor for the purpose of securing business. The Superintendent shall have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.

**16. Disputes.** In the event that a dispute arises under this Contract, it shall be determined by a Dispute Board in the following manner: (1) The Superintendent shall appoint a member to the Dispute Board; (2) the Contractor shall appoint a member to the Dispute Board; (3) the Superintendent and the Contractor shall jointly appoint a member to the Dispute Board; (4) the Dispute Board shall evaluate the dispute and make a determination of the dispute; and, the determination of the Dispute Board shall be final and binding on the parties hereto.

As alternatives to the above Dispute Board process: (1) if the dispute is between two or more state agencies, any one of the agencies may request intervention by the Governor, as provided by 43.17.330 RCW, in which event the Governor's process shall control; and, (2) if the dispute is between a non-state agency and another state agency or non-state agency party to this Contract, all the disputing parties may mutually agree to mediation prior to submitting the dispute to a Dispute Board in the event the dispute is not resolved pursuant to mediation within an agreed-upon time period.

**17. Duplicate Payment.** The Superintendent shall not pay the Contractor, if the Contractor has charged or will charge the state of Washington or any other party under any other contract or agreement, for the same services or expenses.

**18. Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

**19. Ethical Conduct.** Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty or service in whole or part under this Contract in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and 41.06.250 prohibiting the use of public resources for political purposes.

**20. Governing Law.** This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

**21. Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Superintendent and all officials, agents, and employees of the Superintendent, from and against all claims for injuries or death arising out of or resulting from the performance of this Contract. "Claim" as used in this Contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition. Contractor's obligation to indemnify, defend and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the Superintendent for any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines out of or incident to Contractor's or subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, or hold harmless the Superintendent shall not be eliminated or reduced by any actual or alleged concurrent negligence by Superintendent or its agents, employees, or officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless Superintendent and its agents, employees, or officials.

**22. Independent Capacity of the Contractor.** The parties intend that an independent Contractor relationship will be created by this Contract. The Contractor and his/her employees or agents performing under this Contract are not employees or agents of the Superintendent. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of the Superintendent or of the state of Washington by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

**23. Insurance.**

- a. **Worker's Compensation Coverage.** The Contractor shall at all times comply with all applicable worker's compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Contractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such worker's compensation and occupational disease requirements shall include coverage for all employees of the Contractor, and for all employees of any subcontract retained by the Contractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Satisfaction of these requirements shall include, but shall not be limited to:
- 1) Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;
  - 2) Purchase worker's compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;
  - 3) Maintenance of a legally permitted and governmentally approved program of self-insurance for worker's compensation and occupational disease.

Except to the extent prohibited by law, the program of the Contractor's compliance with worker's compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the Superintendent, its directors, officers, and employees.

If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable worker's compensation and occupational disease laws, statutes, and regulations and the Superintendent incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify the Superintendent for such fines, payment of benefits to Contractor or subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the Superintendent by the Contractor pursuant to the indemnity may be deducted from any payments owed by the Superintendent to the Contractor for the performance of this Contract.

- b. **Automobile Insurance.** In the event that services delivered pursuant to this Contract involve the use of vehicles, owned or operated by the Contractor, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

- c. **Business Automobile Insurance.** In the event that services performed under this Contract involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required. If Contractor-owned personal vehicles are used, a Business Automobile policy covering a minimum Code 2 "owned autos only" must be secured. If the Contractor's employees' vehicles are used, the Contractor must also include under the Business Automobile policy Code 9, coverage for "non-owned autos." The minimum limits for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

- d. **Proof of Insurance.** Certificates and or evidence satisfactory to the Superintendent confirming the existence, terms and conditions of all insurance required above shall be delivered to the Superintendent within five (5) days of the Contractor's receipt of Authorization to Proceed.
- e. **General Insurance Requirements.** Contractor shall, at all times during the term of the Contract and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the termination of the Contract at the Superintendent's option. By requiring insurance herein, Superintendent does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the Superintendent in this Contract.

Contractor shall include all subcontractors as insureds under all required insurance policies, or shall furnish proof of insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

**24. Licensing and Accreditation Standards.** The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Contract.

**25. Limitation of Authority.** Only the Superintendent or the Superintendent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Contract is not effective or binding unless made in writing and signed by the Superintendent.

**26. Non-Discrimination.** The Contractor shall comply with all the federal and state non-discrimination laws, regulations and policies, which are otherwise applicable to the Superintendent. Accordingly, no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Contractor and its agents under this Contract. The Contractor shall notify the Superintendent immediately of any allegations, claims, disputes, or challenges made against it under non-discrimination laws, regulations, or policies, or under the Americans with Disabilities Act. In the event of the Contractor's noncompliance or refusal to comply with this nondiscrimination provision, this Contract may be rescinded, cancelled or terminated in whole or part, and the Contractor may be declared ineligible for further contracts with the Superintendent.

**27. Overpayments.** Contractor shall refund to Superintendent the full amount of any overpayment under this Contract within thirty (30) calendar days of written notice. If Contractor fails to make a prompt refund, Superintendent may charge Contractor one percent (1%) per month on the amount due until paid in full.

**28. Payments.** No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the Superintendent. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported voucher for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this Contract under Duties of the Superintendent, and (2) Acceptance and certification by the Superintendent or designee of satisfactory performance by the Contractor.

Except as otherwise provided in this Contract, (1) All approvable vouchers for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor, and (2) All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

**29. Public Disclosure.** Contractor acknowledges that the Superintendent is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Contract shall be a public record as defined in RCW 42.56. Any specific information that is claimed by the Contractor to be confidential or proprietary must be clearly identified as such by the Contractor. To the extent consistent with chapter 42.56 RCW, the Superintendent shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the Contractor's information, the Superintendent will notify the Contractor of the request and the date that such records will be released to the requester unless Contractor obtains a court order enjoining that disclosure. If the Contractor fails to

obtain the court order enjoining disclosure, the Superintendent will release the requested information on the date specified.

**30. Publicity.** The Contractor agrees to submit to the Superintendent all advertising and publicity matters relating to this Contract which in the Superintendent's judgment, Superintendent's name can be implied or is specifically mentioned. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Superintendent.

**31. Registration with Department of Revenue.** The Contractor shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

**32. Records Maintenance.** The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by the Superintendent, personnel duly authorized by the Superintendent, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**33. Right of Inspection.** The Contractor shall provide right of access to its facilities to the Superintendent or any of its officers at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract on behalf of the Superintendent. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Contractor's business or work hereunder.

**34. Severability.** The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

**35. Site Security.** While on Superintendent premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

**36. Subcontracting.** Neither the Contractor nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of the Superintendent. Contractor is responsible to ensure that all terms,

conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of the Contractor to the Superintendent for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this Contract.

If, at any time during the progress of the work, the Superintendent determines in its sole judgment that any subcontractor is incompetent, the Superintendent shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by the Superintendent of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the Superintendent.

**37. Taxes.** All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

**38. Technology Security Requirements.** The security requirements in this document reflect the applicable requirements of Standard 141.10 (<https://ocio.wa.gov/policies>) of the Office of the Chief Information Officer for the state of Washington, which by this reference are incorporated into this agreement.

The Contractor acknowledges it is required to comply with WaTech Office of Chief Information Officer (OCIO) IT Security Policy 141 and OCIO IT Security Standard 141.10, Securing Information Technology Assets. OCIO IT Security Standard 141.10, Securing Information Technology Assets, applies to all Superintendent assets stored as part of a service, application, data, system, portal, module, components or plug-in product(s) that are secured as defined by the WaTech OCIO's IT Security Policy 141 and OCIO IT Security Standard 141.10, Securing Information Technology Assets.

As part of OCIO IT Security Standard 141.10, a design review checklist and/or other action may be required. These activities will be managed and coordinated between Superintendent and the Contractor. Any related costs to performing these activities shall be at the expense of the Contractor. Any such activities and resulting checklist and/or other products must be shared with the Superintendent's Information Technology Services.

**39. Termination for Convenience.** Except as otherwise provided in this Contract, the Superintendent or Superintendent's Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this Contract is so terminated, the Superintendent shall be liable only for payment required under the terms

of the Contract for services rendered or goods delivered prior to the effective date of termination.

**40. Termination for Default.** In the event the Superintendent determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the Superintendent has the right to suspend or terminate this Contract. The Superintendent shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) days, the Contract may be terminated. The Superintendent reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Superintendent to terminate the Contract. In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the Superintendent provided in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.

**41. Termination Due to Funding Limitations or Contract Renegotiation, Suspension.** In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion of this Contract, with the notice specified below and without liability for damages:

- a. At Superintendent's discretion, the Superintendent may give written notice of intent to renegotiate the Contract under the revised funding conditions.
- b. At Superintendent's discretion, the Superintendent may give written notice to Contractor to suspend performance when Superintendent determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed.
  - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
  - (2) When Superintendent determines that the funding insufficiency is resolved, it will give the Contractor written notice to resume performance, and Contractor shall resume performance.
  - (3) Upon the receipt of notice under b. (2), if Contractor is unable to resume performance of this Contract or if the Contractor's proposed resumption date is not acceptable to

Superintendent and an acceptable date cannot be negotiated, Superintendent may terminate the Contract by giving written notice to the Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. Superintendent shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

- c. Superintendent may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. Superintendent shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to Superintendent in the event the termination option in this section is exercised.
- d. For purposes of this section, "written notice" may include email.

**42. Termination Procedure.** Upon termination of this Contract the Superintendent, in addition to other rights provided in this Contract, may require the Contractor to deliver to the Superintendent any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Superintendent shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the Superintendent and the amount agreed upon by the Contractor and the Superintendent for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by the Superintendent, and (d) the protection and preservation of the property, unless the termination is for default, in which case the Superintendent shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Contract. The Superintendent may withhold from any amounts due to the Contractor such sum as the Superintendent determines to be necessary to protect the Superintendent against potential loss or liability.

The rights and remedies of the Superintendent provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Superintendent, the Contractor shall:

- a. Stop work under this Contract on the date and to the extent specified, in the notice;

- b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
- c. Assign to the Superintendent, in the manner, at the times, and to the extent directed by the Superintendent, all rights, title, and interest of the Contractor under the orders and subcontracts in which case the Superintendent has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Superintendent to the extent the Superintendent may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Superintendent and deliver, in the manner, at the times and to the extent as directed by the Superintendent, any property which, if the Contract had been completed, would have been required to be furnished to the Superintendent;
- f. Complete performance of such part of the work not terminated by the Superintendent; and
- g. Take such action as may be necessary, or as the Superintendent may direct, for the protection and preservation of the property related to this Contract which, in is in the possession of the Contractor and in which the Superintendent has or may acquire an interest.

**43. Treatment of Assets.** Except as otherwise provided for in the Contract, the ownership and title to all real property and all personal property purchased by the Contractor in the course of performing this Contract with moneys paid by the Superintendent shall vest in the Superintendent, except for supplies consumed in performing this Contract. The Contractor shall (1) maintain a current inventory of all the real and personal property; (2) label all the property "State of Washington, Superintendent of Public Instruction"; and, (3) surrender property and title to the Superintendent without charge prior to settlement upon completion, termination or cancellation of this Contract.

Any property of the Superintendent furnished to the Contractor shall, unless otherwise provided herein, or approved by the Superintendent, be used only for the performance of the Contract.

The Contractor shall be responsible for any loss or damage to property of the Superintendent which results from the negligence of the Contractor which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

If any property is lost, destroyed, or damaged, the Contractor shall notify the Superintendent and take all reasonable steps to protect the property from further damage.

All reference to the Contractor under this clause shall include Contractor's employees, agents and subcontractors.

**44. Waiver.** A failure by either part to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

**EXHIBIT D**  
**FEDERAL GRANT TERMS AND CONDITIONS**

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE  
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

**MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR  
CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses

(transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.

- When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
  - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:  
The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.

Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting and conference-related expenses.

## **EXHIBIT E**

### **DATA AND CONFIDENTIALITY TERMS**

#### **PURPOSE**

OSPI has agreed to share the student data described in this Agreement with the Office of System and School Improvement Continuous Improvement Partners (“Contractors”) under the Audit or Evaluation Exception to the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g(b)(1)(F); 34 C.F.R. § 99.31(a)(6)). The Audit or Evaluation Exception allows for the disclosure of personally identifiable information (“PII”) from education records without consent to authorized representatives of OSPI. Under this exception, PII from education records must be used to audit or evaluate a federal- or state-supported education program, or to enforce or comply with federal legal requirements that relate to those education programs.

The work described in this Agreement is being done for OSPI in furtherance of OSPI’s evaluation and compliance responsibilities under section 1003 of Title I of the Elementary and Secondary Education Act of 1965 and chapter 28A.657 of the Revised Code of Washington. The purpose of this Agreement is to authorize the release of PII from education records to Contractor while maintaining the confidentiality of the PII.

#### **PAYMENT**

The parties have determined that there will be no charge for this Agreement.

#### **DUTIES OF OSPI**

OSPI hereby designates Contractor as an authorized representative for the purpose of 20 U.S.C. § 1232g(b)(1)(F) and 34 C.F.R. § 99.31(a)(6).

OSPI agrees to grant Contractor access to the Washington Comprehensive Assessment Program, Teacher Hand-Scoring System, Online Reporting System, Assessment Viewing Application, Digital Library, Washington Kindergarten Inventory of Developing Skills, Education Data Systems, and the Healthy Youth Survey solely for the purpose, scope, and duration described within the contract. Contractor will use the system to access data critical to assessing school needs, monitoring progress around improvement efforts, and evaluating the implementation and impact of programs/practices designed to address identified problems of student learning and educator practices impacting student learning. This information is an important part of assessing the needs for supporting district/school staff in understanding SBA scoring and developing scoring conference structure.

## **DUTIES OF CONTRACTOR**

Contractor will not disclose the data to any other party unless the other party is directly involved and has a legitimate interest or a "need to know" in the performance of the audit and evaluation according to the terms of this Agreement.

Contractor must store all data on secure data servers using current industry best practices. Contractor agrees to notify OSPI as soon as practicable if Contractor learns of any security breach to the server containing the data or of any disclosure of data to anyone other than OSPI officials authorized to receive confidential data. Contractor must cooperate and take all reasonable means prescribed by OSPI to secure any breaches as soon as practicable.

Contractor agrees to destroy all data within thirty (30) days after it is no longer needed for the purpose outlined, upon OSPI's request, or upon termination of this Agreement, whichever occurs first, and unless agreed otherwise in writing. Contractor must provide written verification of the data destruction (signed copy of Attachment F) to OSPI within fifteen (15) days after the data are destroyed.

If Contractor becomes legally compelled to disclose any data (whether by judicial or administrative order, applicable law, rule or regulation, or otherwise), the Contractor must use all reasonable efforts to provide OSPI with prior notice before disclosure so that OSPI may seek a protective order or other appropriate remedy to prevent the disclosure or to ensure OSPI's compliance with the confidentiality requirements of federal or state law. If a protective order or other remedy is not obtained prior to the deadline by which any legally compelled disclosure is required, Contractor will disclose only that portion of the data that Contractor is compelled to disclose under law.

Contractor shall submit a Completed Statement of Confidentiality and Non-Disclosure Form (Attachment E) to OSPI.

## **TRANSFER PROTOCOL**

OSPI and the Contractor agree to work cooperatively to determine the proper medium and method for the transfer of the data between each other. Contractor will confirm the transfer of confidential data and notify OSPI as soon as practicable of any discrepancies between the actual data transferred and the data described in this Agreement. The same protocol will apply to any transfer of data from Contractor to OSPI.

## **DATA APPROVED FOR SHARING**

Contractor will have access to the following OSPI systems, as approved within this Agreement.

- Washington Comprehensive Assessment Program (WCAP)
- Teacher Hand-Scoring System (THSS)

- Allows ESD 101 access to view materials that are critical in the support of district/school staff in understanding of Smarter Balances Assessment scoring and development of scoring conference structures.
- Online Reporting System (ORS)
  - Allows ESD 101 to view all interim and summative data for assigned school(s) and to engage district/school staff in data analysis sessions and instructional planning.
- Assessment Viewing Application (AVA)
  - Allows ESD 101 to view interim assessments prior to administration. This information allows ESD 101 to assist districts/schools in determining the appropriate assessment to include in their comprehensive assessment plan to ensure the measurement of specific standards and learning targets.
- Digital Library
  - Allows ESD 101 to assist district/school staff in accessing standards-aligned resources to use in instructional planning.
- Washington Kindergarten Inventory of Developing Skills (WaKIDS)
  - Allows ESD 101 to view student data and teaching strategies for the objectives for development in the GOLD™ system.
- Education Data System (EDS): Roles as applicable and authorized by the LEA
- Healthy Youth Survey (HYS): As authorized by the LEA

**STATEMENT OF CONFIDENTIALITY AND NON-DISCLOSURE  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

---

I acknowledge that I am an "Authorized User" under this Data-Sharing Agreement and I understand that I will have access to student-level information provided by OSPI. I understand that the information may be used solely for the purposes of work outlined in Attachment C.

- I have been informed and understand that all information related to this Agreement is confidential and may not be disclosed to unauthorized persons. I agree not to divulge, transfer, sell, or otherwise make known to unauthorized persons any information contained in this system.
- I also understand that I am not to access or use this information for my own personal information but only to the extent necessary and for the purpose of performing my assigned duties as an authorized representative of OSPI under this Agreement. I understand that if I participate in any unauthorized disclosure of confidential information I may be subject to applicable disciplinary, civil, and criminal proceedings and/or penalties.
- I will comply with applicable state and federal student privacy laws, including without limitation the Family Education Rights Privacy Act, 20 U.S.C. 1232(g); the Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.; the Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
- I will protect the data in a manner that does not permit personal identification of students.

**SAMPLE!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT SIGN**

Printed Name \_\_\_\_\_

(An original of this signed document must be returned to the Office of Superintendent of Public Instruction.)

## CERTIFICATION OF DATA DESTRUCTION

---

This form must be signed by Contractor and returned to OSPI within fifteen (15) days of the date of disposal or June 30, 2019, whichever is later.

Acceptable destruction methods for various types of media include:

- 1) If student-level information has been contained on optical discs (e.g. CDs, DVDs, Blu-ray), the data recipient shall either destroy by incinerating the disc(s), shredding the discs, or completely deface the readable surface with a coarse abrasive.
- 2) If student-level information has been stored on magnetic tape(s), the data recipient shall destroy the data by degaussing, incinerating or crosscut shredding.
- 3) If data has been stored on server or workstation data hard drives or similar media, the data recipient shall destroy the data by using a "wipe" utility which will overwrite the data at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the data cannot be reconstructed, or physically destroying disk(s).
- 4) For paper documents containing student-level information, a contract with a recycling firm to recycle confidential documents is acceptable, provided the contract ensures that the confidentiality of the data will be protected. Such documents may also be destroyed by on-site shredding, pulping, or incineration.

All copies of any data sets related to Data-Sharing Agreement within Contract # have been wiped from data storage systems.

All materials and non-wiped computer media containing any data sets related to Data-Sharing Agreement within Contract # have been destroyed.

All copies of any data sets related to Data-Sharing Agreement within Contract # that have not been disposed of in a manner described above, have been returned to the OSPI's Contract Manager listed in this Contract.

Date of Disposition \_\_\_\_\_

Researcher hereby certifies, by signing below, that the data disposition requirements outlined above have been fulfilled.

**SAMPLE!**  
**DO NOT SIGN**

Signature of Researcher \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT F**  
**CONTRACTOR INTAKE FORM**

Available as an editable Word document on [OSPI's procurement website](#).

## EXHIBIT G PROPOSAL CHECKLIST

Please use the checklist below to ensure that you have submitted all required materials in the required format. This checklist does not need to be submitted with your proposal.

Included in Proposal	Component
<input type="checkbox"/>	Letter of Submittal
<input type="checkbox"/>	Management Proposal
<input type="checkbox"/>	References
<input type="checkbox"/>	Certifications and Assurances
<input type="checkbox"/>	<i>Contractor Intake Form</i> Download an editable version from <a href="#">OSPI's website</a>
<input type="checkbox"/>	Washington State Business License, if applicable (see <i>Contractor Intake Form</i> ) For more information about this, visit the <a href="#">Department of Revenue</a> website.
<input type="checkbox"/>	<i>Business Enterprise Certification Form</i> , if applicable (see <i>Contractor Intake Form</i> ) For more information about certification, visit the <a href="#">Office of Minority and Women's Business Enterprises</a> website or <a href="#">Department of Veterans Affairs website</a> .
<input type="checkbox"/>	Copy/proof of past or present K-12 teaching and/or administrative certification (as appropriate)
<input type="checkbox"/>	Copy of masters and/or doctorate diploma
<input type="checkbox"/>	CV/Resume that includes a minimum of 5 years of experience in an education leadership role (majority within last 7 years)