

Request for Proposals No. 2023-09

Amendment 01

**STATE OF WASHINGTON
PROFESSIONAL EDUCATOR STANDARDS BOARD (PESB)
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)
OLYMPIA, WASHINGTON**

This amendment reflects changes to the procurement that was originally posted on September 30, 2022. Amended information is noted with underlined or strikethrough formatting.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI and PESB, and may result in disqualification of the Consultant.

Section C.3. TECHNICAL PROPOSAL is hereby amended to read as follows:

The Technical Proposal must contain a comprehensive description of services including the following elements:

C.3.i. Work Plan (Scored) – Include a complete description of the project’s proposed approach, including all project requirements and the proposed tasks, services, activities, etc., necessary to accomplish the scope of the project defined in this RFP. This section of the Technical Proposal should (1) contain sufficient detail to give the evaluation team a clear picture of the work the Consultant plans to do and (2) inspire confidence that the planned work will result in a diverse pool of qualified applicants and an effective selection process. Include any required involvement of PESB’s staff, Board, and Executive Director Hiring Advisory Committee (EDHAC). The Consultant may also present any creative approaches that might be appropriate.

C.3.ii. Project Schedule (Scored) – Using the format below, include a project schedule identifying key elements of the work, who will complete them, and when they will be completed. Provide sufficient evidence to enable the proposal evaluation team to conclude the Consultant will timely and fully complete the work. At a minimum, include the following elements:

Work Element	Personnel Working on Each Deliverable	Estimated Completion Date
1. Develop an executive director profile, in collaboration with the EDHAC		12/29/22
2. Develop screening criteria and tools, in consultation with the EDHAC		12/29/22
3. Present profile, screening criteria, and tools to the Board at regular or special meeting.		Regular board meeting: 1/12/23 or 1/13/23 Special meeting (if applicable): To be determined
4. Initiate search process		1/31/23 or sooner
5. Final application review		2/28/23
6. Recommend candidates to Board for interviews		Regular Board Meeting: 3/16/23 or 3/17/23 Special meeting (if applicable): To be determined
7. Conduct reference checks, provide results, and recommend criteria and interview tools		4/30/23
9. If requested, coordinate interviewee meetings (which may be virtual) with staff and stakeholders, who provide comments and compile feedback on interviewees		4/30/23
10. Facilitate candidate interviews <u>and Executive Director selection</u> (perhaps during extended Board meeting time)		Regular Board meeting: 5/18/23 or 5/19/23 Special meeting (if applicable): To be

Work Element	Personnel Working on Each Deliverable	Estimated Completion Date
		determined, <u>but no later than 5/31/23</u>
11. Facilitate executive director selection		5/31/23
12-11. Provide post-hire retention support		6/30/24
<p>Add rows as necessary and feel free to insert rows between the rows above and change row numbering. At a minimum, add rows for the following:</p> <ul style="list-style-type: none"> a. Consultant familiarization with PESB’s work and needs (attend board meeting, review website, staff interviews and listening sessions to determine what Board/staff want) b. Consultations (initial, periodic, final selection for employment) c. Presentations d. Documents (submitting records to PESB, including recruitment/advertising summary, application materials and applications, background check results, reference check results, interview materials and results; and other items identified by PESB from the recruitment, screening, and selection process) 		

We intend for PESB’s Board to select interview candidates in executive session during the March 2023 Board meeting (or a special meeting if necessary). Furthermore, we intend to make an offer by 6/1/23 and conclude employment negotiations by 6/30/23.

C.3.iii. Performance-Based Contracting – RCW 39.26.180 requires that, to the extent practicable, Washington State agencies enter into performance-based contracts. Performance-based contracts identify expected deliverables and performance measures or outcomes and are contingent on the contractor providing such deliverables or achieving performance outcomes.

Bidders are required to structure Technical and Cost proposals in a performance-based manner that identify payment(s) tied to deliverables identified in Section C.5.i.

C.3.iv. Risks (Required but not scored)

Define risks you identify as being significant to the success of the project. Include how you would propose to effectively monitor and manage these risks, including reporting of risks to the Agency's contract manager.

Section C.4. MANAGEMENT PROPOSAL is hereby amended to read as follows:

C.4.i. Project Management

Project Team Structure/Internal Controls (Scored) – Provide a clear description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. 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.

Staff Qualifications/Experience and Effort (Scored) – Describe how the Consultant meets the minimum qualifications and, if applicable, the desired qualifications. Include other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract. Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of effort (time) each will be assigned to the project. Provide résumés for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information that indicates personnel have the required and desired qualifications. Resumes must not exceed 2 pages each. 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 PESB.

Bidder shall also affirm minimum qualifications on the *Qualifications Assurances and Certification Form*.

C.4.ii. Evidence of Success (Scored)

Provide the following information to demonstrate prior success in recruiting diverse pools of qualified applicants for K-12 and higher education management and leadership roles, resulting in successful hires in those roles.

C.4.ii.a Related Contracts

List and briefly describe two (2) contracts the Consultant has had during the last five (5) years and briefly describe the services provided under each contract and how they relate to the Consultant’s ability to perform the services needed under this RFP. Include contract reference numbers, contract period of performance, contact persons, telephone numbers, and e-mail addresses.

C.4.ii.b References

List names, addresses, telephone numbers, and email addresses of two (2) business references for whom work has been accomplished and briefly describe the type of service provided for them and how it relates to the Consultant’s ability to perform the services needed under this RFP. By submitting a proposal in response to this RFP, the Consultant and team members grant permission to PESB to contact these references and others who, from PESB’s perspective, may have pertinent information. PESB may or may not, at PESB’s discretion, contact these references or others, including contract contact persons. Do not include current PESB staff as references.

C.4.ii.c Other Evidence

Provide two (2) more pieces of evidence demonstrating success in recruiting diverse pools of experienced applicants for K-12 and higher education management and leadership roles. This evidence may be provided via attachments or hyperlinks and may be (but does not have to be) related to information provided under the Related Contracts and References sections above.

C.4.iii. Past Performance (Not scored, but may be disqualifying)

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, PESB reserves the right to disqualify Consultant proposals based on the Consultant’s historical performance, as outlined above in Section B. General Information for Consultants, 13. Responsiveness.