

Request for Proposals No. 2023-09

Amendment 02

**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.1. TECHNICAL PROPOSAL is hereby amended to read as follows:

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 and Qualification Affirmations*, shall be a maximum of one (1) page. The four (4) major sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal including signed:
 - a. *Certifications and Assurances* (RFP Exhibit A)
 - b. Qualification Affirmations (RFP Exhibit B)
 - ~~b. c. Contractor Intake Form~~
2. Technical Proposal
3. Management Proposal
 - a. Resumes (2 pages per person maximum)
 - b. Two (2) 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. Please see Section C.4.ii.c below
4. Cost Proposal

PROPOSAL USER-FRIENDLINESS (Scored)

Proposals should provide sufficient detail without being overly long and should be organized in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Consultant in preparing a thorough response. Proposals should stand alone without including hyperlinks to other sources of information, except for those described in Section C.4.ii.c. Proposal evaluators will not be required to follow other hyperlinks. These guidelines are intended to reward proposals that clearly convey information without placing an undue reading burden on evaluation team members.

Section C.2. LETTER OF SUBMITTAL is hereby amended to read as follows:

The Letter of Submittal, the attached *Certifications and Assurances*, the attached *Qualification Affirmations*, and the 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).

Along with introductory remarks, please attach to the Letter of Submittal the following information about the Consultant and any proposed subcontractors:

1. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.);
2. Location of the facility from which the Consultant would operate; ~~and~~
3. (Only for Consultants not licensed to do business in Washington), a statement of intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder; and
3. A detailed list of all materials and enclosures included in the Proposal.