

Request for Proposals No. 2023-09

Amendment 03

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:¹

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

¹ Please note the addition of the semicolon in revised item 8 of the Project Schedule table. It is the only substantive revision made by this amendment and is intended to clarify that the responsibility for compiling feedback lies with the Contractor. Other revisions made by this amendment merely re-number rows in the table.

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
98. If requested, coordinate interviewee meetings (which may be virtual) with staff and stakeholders, who provide comments; and compile feedback on interviewees		4/30/23

Work Element	Personnel Working on Each Deliverable	Estimated Completion Date
409. Facilitate candidate interviews and Executive Director selection (perhaps during extended Board meeting time)		Regular Board meeting: 5/18/23 or 5/19/23 Special meeting (if applicable): To be determined, but no later than 5/31/23
410. 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.