

Request for Proposals No. 2024-06

Addendum 03 - Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2024-06, issued February 22, 2024.

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

- Question:** [...]we were wondering if the scope of work is limited to surveys or if we can incorporate other methodologies such as social listening, interviews, focus groups, etc.

Answer: At this time, we plan on limiting the scope of the work to surveys, primarily an online survey in multiple languages. Hard copy surveys will be available upon parent or LEA request. We might also consider adding additional options, but again only upon parent or LEA request, so not a large number. These might include LEA staff assisting the parent in completing the online or paper survey, or completing the survey through a phone interview.
- Question:** Does OSPI have an existing survey vendor that is used to administer these surveys? If so, who is that vendor?

Answer: Washington State University is currently administering the survey.
- Question:** Which of the following formats has OSPI used to distribute these surveys to parents with students receiving special education services in the past: paper copy, electronic survey, QR codes, postcards, texts, emails?

Answer: We have used paper copy and emailing a link to an online survey.
- Question:** Does OSPI currently send surveys to every family that has a student receiving special education services, or is sampling used?

Answer: Under the old survey process, we surveyed all of the parents of students with IEPs attending LEAs that were selected for monitoring that year. The number surveyed ranged each year from 10,000 to 20,000 or so parents. The new process will not be tied to only LEA's selected for monitoring, but a full ½ of the LEAs in the state each year. In those LEAs, all parents of students with IEPs will have the opportunity to participate in the survey.



5. **Question:** What drives the approach of ½ of LEAs participating each year instead of all LEAs? Could OSPI share more context on how the LEAs are chosen each year for participation?

Answer: The federal Office of Special Education Programs requires all parents to be afforded the opportunity to participate in the parent survey at least once every six years. We formed a Parent Engagement Focus Group, part of the Special Education State Design Team, a couple of years ago. The focus group met over multiple sessions to develop the new survey questions and provide feedback and recommendations for the new process. The recommendations from this group included providing the opportunity for parents to participate in the survey once every two years. This allows for parents to provide feedback at least once for every school building in which their child attends and avoids survey fatigue of having it be an annual activity. We will select a set rotation of districts so that approximately half of the state, based on student enrollment, is surveyed each year.

6. **Question:** 5. How many paper surveys did OSPI distribute last year?

Answer: Last year was approximately 18,500 families, and the year before that was 21,200. However, the new process will be entirely web-based/online survey, and paper/pencil surveys will only be used as a backup and/or upon request.