

# Request for Proposals No. 2024-12

## Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2024-12, issued March 18, 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](mailto: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:** Will organizations be able to post-training, group collaborations, and additional resources on OSPI's website?

**Answer:** The Restraint and Isolation webpage will contain up-to-date information with resources and offerings. This work is in-progress.
- Question:** Will those in the pilot program keep track of data and send it to the consultants?

**Answer:** This will be determined between successful bidders and the pilot program and will be further defined in the contract during contract negotiations.
- Question:** If I am proposing to support more than one group, should I send each group as a separate proposal?

**Answer:** Please submit one proposal encompassing all services you propose to provide.
- Question:** Are travel costs included in my budget - state conferences . . .

**Answer:** Yes. All costs for activities such as professional development, substitute costs, travel costs, and per diems, must be included in the proposal managed by the contractor.
- Question:** How do I know how much to put in the budget for substitutes?

**Answer:** Substitute costs vary by district and are often found in collective bargaining agreements. For estimated costs, see the example of [Bremerton School District](#).
- Question:** Can I do all PD virtually?

**Answer:** Yes. It will be up to the successful bidder(s) and school districts to determine what will best suit their needs and will be further defined in the contract during contract negotiations.



7. **Question:** Can I offer clock hours?  
**Answer:** Offering clock hours is something successful bidders will discuss with schools/districts as part of the contracting process.
8. **Question:** How can a relatively new organization like ours best position ourselves for a successful application, given that we are still building our track record throughout the state?  
**Answer:** Bidders who meet the minimum qualifications and follow the instructions listed in the RFP will be well positioned. All required pieces should be addressed. The Technical Proposal should be thoughtful and clearly articulate the bidder's plan for implementing/completing the work. The Management Proposal should clearly document the bidder's staff/subcontractor's capabilities to show they are qualified and capable of providing the services outlined.
9. **Question:** How tight are the minimum qualifications? For example, if we do not yet have evidence of successful experience in school improvement planning, including data analysis demonstrating changes in outcomes, of at least 3 years, are we automatically disqualified as a 'non-responsive' proposal.  
**Answer:** The minimum qualifications are firm. Yes, if a bidder does not have evidence of successful experience in school improvement planning, including data analysis demonstrating changes in outcomes, of at least 3 years, the proposal would be rejected as non-responsive.
10. **Question:** Will a successful proposal assure positive results in all 5 student outcome data sources (p. 9 of the RFP), or is there the option to focus on a smaller set of data sources to provide more targeted supports?  
**Answer:** Successful proposals do not need to assure positive results in all 5 areas.
11. **Question:** Is there any guidance around how many vendors might be selected to do this work and how many districts might be targeted with a \$150K project budget?  
**Answer:** No, not at this time. Applications have not yet been reviewed. Contract negotiations are forthcoming for successful bidders.
12. **Question:** In Section A.4.A Objective and Scope of Work under Objective, it states that:  
*Organizations providing professional development will also be expected to collect and summarize data related to the quality of the professional development provided, including:*
1. *Social validity data as reported by educators and families,*
  2. *Teacher implementation fidelity,*
  3. *School climate surveying (students, staff, families).*

The question I have is if educators or families receiving services through this RFP, will have any obligation to provide data on these areas to consultants? If not, will OSPI be collecting this information from them and disseminating it to the appropriate consultant, so that the consultant will be able to fulfill this portion of RFP related to collection and summarization? Can you please provide clarification on how consultants will be able to obtain relevant data needing to be collected and summarized?

**Answer:** At this time, applicants have access to the state report card data and state restraint and isolation data available, which are linked in this Q&A document.

13. **Question:** Another way to ask would be what expectations have been communicated to districts, educators, staff, etc. about their participation in activities and/or with consultants?

**Answer:** This will be determined between successful bidders and schools/districts.

14. **Question:** My main question is that this appears to be an RFP we email in to submit?

**Answer:** Yes, proposals must be submitted electronically to [contracts@k12.wa.us](mailto:contracts@k12.wa.us). Bidders must prepare a proposal to submit via email; there is no template or electronic submission system.

15. **Question:** I understand that there was a zoom about the Reducing Restraint and Eliminating Isolation RFP this past week. I wondered if the questions from this zoom would be posted and if so when that might be.

**Answer:** Q&A from the pre-bid conference will be posted by tomorrow, April 9th in accordance with the RFP's schedule. Please refer to our website, or if you're a vendor registered in WEBS, you'll receive an automatic notification.

<https://ospi.k12.wa.us/about-ospi/contracting-ospi/competitive-procurements>

16. **Question:** I am wondering if there is a workaround for the 10% indirect cap in the RFP No. 2024-12.

**Answer:** It depends how the cost proposal and resulting contract are structured. An indirect rate identified as a separate line item in a contract's budget cannot exceed 10%. However, the state's preferred payment model is performance-based, meaning we pay a pre-determined amount for each deliverable/task. In this scenario, all costs associated with the deliverable/task (including any expenses, travel, indirect, etc.) should be rolled into the cost of the deliverable/task.

17. **Question:** Should we be outlining in the RFP the specific activities we are proposing, such as Comprehensive Tier 3 supports? I am a bit confused as page 6 talks about contractors who are willing to plan and implement support with other grantees so we do not duplicate efforts, so are we proposing specific activities or just applying and demonstrating that we are qualified and interested in serving as part of a larger team?

**Answer:** Yes, please outline specific activities that you are proposing. Implementation of supports with other grantees is encouraged but not required.

18. **Question:** Also should we be identifying districts or maybe ESDs we can partner with and getting agreements from them now?

**Answer:** Yes, you may identify perspective partners now. Please note that if the partnership will be a formal contractor-subcontractor relationship, the proposal is required to outline the proposed subcontractors and their role in the project (see Section C.5.).

19. **Question:** In reviewing section C Proposal Contents, I notice that the numbering of sections is off. For instance, Section C4 is followed by items C.3.i rather than C.4.i. Is this purposeful? Should our proposal use the number system provided or may we submit our proposal with items corresponding to each section (e.g., C5 Management followed by C.5.i. Project Management/Team Structure/Internal Controls)?

**Answer:** Yes, please submit the proposal with items corresponding to each section (e.g., C5 Management followed by C.5.i. Project Management/Team Structure/Internal Controls)?

20. **Question:** I am looking over the RFP 2024-12 focused on Restraint and Seclusion. It speaks about partnering with other guarantees. Could we propose work with other grantees in our proposal that could be tied together?

**Answer:** Yes, collaboration with other entities is allowable, so long as each bidder's proposal clearly describes each entity's role(s), and how they will accomplish the services. If collaborating through a Prime Contractor-Subcontractor relationship, only the Prime Contractor must submit a proposal.