

# Request for Proposals No. 2024-18

## 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. 2024-01, issued May 10, 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.

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- Question:** Related to the following item: "In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)", we have a staff member who left OSPI more than a decade ago. Is he eligible to assist in the development of our proposal?

**Answer:** If the former OSPI employee's duties relate to this proposal or prospective contract specifically, please include a synopsis of the situation including employee's previous duties at OSPI, proposed duties under this contract, role in preparation, and timeline of the employee's departure from OSPI.
- Question:** In our final proposal can we attach relevant artifacts including prior work samples and letters of recommendation?

**Answer:** Yes, prior work samples and letters of recommendation may be included.
- Question:** If a vendor proposes developing asynchronous tools that IPTN Members can use to further Family & Community Engagement, including infographics and/or videos to use directly with families, what languages should these tools be published in?

**Answer:** There are no established requirements for making asynchronous courses available in multiple languages.
- Question:** High quality language support for interpretation services with interpreters who are willing to be recorded can take time to identify, if languages other than English are identified for family asynchronous tools. For the RFP vendor response, can a cost proposal line item for specific deliverables specify "Language Support" without naming a person/firm who will partner on this work?



**Answer:** Yes, cost proposals may identify language supports as a specific item. If the bidder is planning to subcontract out language supports, the name of the subcontractor should be provided. There are many rules around the use of subcontractors and OSPI strongly encourages all bidders to be aware of those subcontracting rules outlined in Exhibit D GENERAL TERMS AND CONDITIONS and speak to how they will ensure rules are followed.

5. **Question:** Some OSPI departments have self-paced courses housed within an OSPI Canvas with clock hours offered through PD Enroller. If proposing synchronous or asynchronous role-specific courses for members of the IPTN, can the proposing vendor assume use of the OSPI Canvas LMS? Or, should the vendor plan to house materials on their own LMS type platform for clock hours and include this within the cost proposal?

**Answer:** OSPI currently contracts with an external organization to host trainings that provide clock hours. Bidders to this RFP may propose to utilize OSPI's training host or some other alternative. Bidders may consider applying to become an approved clock hours provider. Those interested in seeking approval should review OSPI's [Become An Approved Provider](#) page.

6. **Question:** Concerning the passage below - Where in the proposal do we outline our sustainability efforts and plan? Do we reflect the fee-based "income" we anticipate generating within our budget plan? our efforts such as sponsorship and donation also considered sustainability efforts.

Passage on page 11 - "To create long-term IPTN sustainability, all Consultants will be required to design a sustainability plan describing how Consultants will incorporate fee-based services supported by agreements with local education agencies (LEAs) to supplement funds provided through IPTN contracts."

**Answer:** Sustainability plans should be described in bidder's technical and cost proposals. The description of sustainability plans may include an organization's effort related to sponsorships and donations. Bidders should be aware that the RFP states, "all Consultants will be required to design a sustainability plan describing how Consultants will incorporate fee-based services supported by agreements with local education agencies (LEAs) to supplement funds provided through IPTN contracts."

7. **Question:** Concerning the period of the proposal - Should the proposal work plan and costs only include the period of 9-15-2024 through 6-30-2025? I see that there may be an option to extend beyond this initial period. Should we be showing a long-term plan or only efforts for this initial 9.5 months?

**Answer:** Providing a description of how partners will develop fiscal sustainability is a requirement of the RFP. Along with that, bidders may include language outlining plans to continue or expand upon the work proposed in the initial contract period.

8. **Question:** Along with guidance, technical assistance, and professional development that is universally applicable to districts state-wide, will contractors selected through

this RFP be able to use funds to provide targeted and intensive technical assistance specifically through practices of ongoing coaching at the district level and then at the building level?

**Answer:** Yes, the goal of the IPTN is to provide tiered supports that improves all levels of the system.

9. **Question:** For sustainability planning and the incorporation of fee-based services, is the aim to have fee-based services provided concurrently along with services funded through this RFP or to design fee-based options for the continuation of technical assistance after services are provided through this RFP?

**Answer:** The answer is either and/or both. Depending on funds, fee-based services could be provided presently and/or in the future concurrently or in the future as a standalone funding structure.

10. **Question:** For the qualifications, number 4 and number 7 mention prior experiences in the state of Washington. Can you tell me if it would disqualify us if we are largely based out of California with some nationwide services, but not necessarily specific to the state of Washington? We are looking to expand all services to Washington and believe our expertise could be really impactful with this RFP.

**Answer:** Experience in Washington as noted in the RFP is a minimum qualification.

11. **Question:** [...]was wondering if you have an example format for a Performance-based contract? Or can point me in the right direction?.

**Answer:** OSPI cannot provide a specific example. However, as a generic example, at its most basic level, a performance-based contract usually includes a table with a deliverable (such as a final report, a draft of a rubric, a completed evaluation, etc.), a due date for the deliverable, and a cost/flat fee associated with the deliverable.

12. **Question:** To what extent is the state prioritizing in-state trainers?

**Answer:** We are prioritizing proposals that align with the expectations outlined in the RFP.

13. **Question:** When training opportunities arise, how does the state plan on selecting trainers from the list of organizations that are selected for this RFP?

**Answer:** We will use a rubric designed to evaluate the components of the RFP.

14. **Question:** Are there priority areas and/or audiences that the state hopes to prioritize based on gaps in the current system?

**Answer:** We are prioritizing partners at all levels/parts of the system, students/families, educators, central office leadership, community organizations that support schools.

15. **Question:** We notice that the network seems to be focused on K-12. Is there any work through this network that focuses on preschool? If so, could a vendor apply to support preschool specifically?  
**Answer:** The network is focused on the entire lifespan of the educational system, including considerations for preschool and transition.
16. **Question:** How many new vendors is the state seeking to add to the network?  
While we do not have a number of vendors in mind, our priority will be to bring on a wide range of partnerships to meet the aims of the IPTN.
17. **Question:** On page 6 of 68, the RFP refers to Pre-K children. Will this RFP and the IPTN fund supports for children with disabilities in Pre-K settings? If so, which settings specifically?  
**Answer:** The RFP will fund TA to support inclusionary practices within an MTSS for all students ages 3-21.
18. **Question:** If we were subcontracting with an organization who is already part of the IPTN or thinking about submitting a proposal to be part of the IPTN, would we still be eligible to submit an application separately?  
If you are asking whether you could apply as an independent entity and as a subcontractor of another entity who is also applying, we are fine with that.