

Pre-Procurement Announcement 2025-13 School Apportionment Systems Replacement

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA, WASHINGTON**

PROJECT TITLE: OSPI Securing and Streamlining the K-12 School Apportionment System

ESTIMATED CONTRACT PERIOD: July 1, 2025 – June 30, 2027. The option to extend any contract resulting from the procurement shall be at the sole discretion of OSPI.

CONSULTANT ELIGIBILITY: This solicitation is open to those Consultants who satisfy the minimum qualifications stated herein and that are available for work in Washington state.

All communications concerning this RFP must be directed only to the RFP Coordinator via email. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the RFP Coordinator.

This RFP is available at the [Office of Superintendent of Public Instruction \(OSPI\) website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#). All RFP amendments and/or Consultant questions and OSPI answers will be posted to these sites. All interested Consultants must be registered with WEBS under the following commodity codes to receive automatic notifications: All codes under 208; All codes under 209; 958-23; 961-56; 918-29; 920-03; 920-04; 920-05; 920-40; 920-46; 920-64

OSPI, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.



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A.1. PURPOSE OF PRE-PROCUREMENT ANNOUNCEMENT

The Office of Superintendent of Public Instruction (OSPI) is initiating this Pre-Procurement Announcement to notify interested parties of an upcoming Request for Proposals (RFP) to solicit proposals from consultants interested in participating with the School Apportionment Division. The upcoming RFP replaces the cancelled Request for Proposals No. 2024-25 that closed on August 30, 2024. The purpose of this Pre-Procurement Announcement is to give potential bidders an opportunity to research the project and plan for the procurement prior to its release. OSPI reserves the right to revise information posted herein.

OSPI has submitted a Decision Package to the Washington State Legislature for consideration during the 2025 session. It is anticipated that this request will receive funding sufficient to implement a reasonable solution identified through the RFP process. This anticipated funding would presumably permit project work to begin on July 1, 2025.

The legislature may choose to impose additional conditions on project funding during their consideration.

A.2. BACKGROUND

Led by Superintendent Chris Reykdal, OSPI is the primary agency charged with overseeing public K–12 education in Washington state. Working with the state's two hundred ninety-five (295) public school districts and eight (8) state-tribal education compact schools, OSPI allocates funding and provides tools, resources, and technical assistance so every student in Washington is provided a high-quality public education. State law related to the allocation and calculation of funds for public education can be found in RCW Title 28A: [Title 28A RCW: COMMON SCHOOL PROVISIONS \(wa.gov\)](https://leg.wa.gov/RCW/default.aspx?cite=28A).

OSPI's School Apportionment Division uses a set of Systems to collect and manage data concerning student enrollment and school district staffing. This data is used to calculate and distribute payments of over \$27,307,000,000 per year in state and federal education funding. Additionally, the data system provides important school district budget and financial information for legislative reporting, policy development, and state and federal accounting and audit purposes.

Before the project starts, OSPI intends to procure business analysis services to leverage existing documentation and knowledge held within OSPI to create a to-be specification compatible with deployment in a solution application.

Section A3 provides example information for five forms/ systems that are part of the SAFS suite.

A.3. SAMPLE SYSTEMS INFORMATION FOR SAFS SUITE FORMS

a. Using this system or 'form: F-203 Budget Projections

OSPI collects this data (This is described at the category level, and doesn't describe <i>all</i> fields collected)...	From this source (Not guaranteed complete)...	In this format...	On or by this date/ within this period/ When triggered by...	In order to...	This data is shared with these systems (not guaranteed complete)...	And the data is used in these reports (not guaranteed complete)
Transition to Kindergarten (TTK) <ul style="list-style-type: none"> • TTK Calculated Staffing Units • TTK salary and Benefits • TTK Materials, Supplies, and Operating Costs (MSOC) • TTK State Funding • TTK Federal Funding • Food Service (FS) • Total FS Allocation • Total Type A Lunches Services • Total Free & Reduced-price Breakfasts Served • Total Reduced-price Breakfasts Served • Total Reduced Price Grade K-3 Lunches Served • Transportation Ops • Allocations By Program • Basic Education • Learning Assistance • Transitional Bilingual • Highly Capable • Special Ed • Total Allocation 	Local Education Agencies (LEAS) <ul style="list-style-type: none"> • School Districts • Charter Schools 	.txt, .csv and .xml are accepted from school districts. .txt and .csv files must be converted by OSPI to .xml to be entered into the system.	September 1	Create state revenue estimates. The data may be revised until the budget is adopted. The information supplied on Form F-203 is combined with other data and is used to estimate each district's state-funded allocations for each fiscal year. The estimated state revenues and other data elements entered in the F-203 process are also used to begin making most apportionment payments in September.	<ul style="list-style-type: none"> • F-195 • F-196 • Apportionment 	<ul style="list-style-type: none"> • Reports and queries as needed for ad-hoc analysis and reconciliations • Year End Extract for State Auditor's Office (SAO) • Data to support edits in F-195 and F-196 • Data to support F-196 Financial Summary Reports • Data to support Apportionment reporting

b. Using this system or 'form: F-195 School District Budget Plan

OSPI collects this data (This is described at the category level, and doesn't describe <i>all</i> fields collected)...	From this source (Not guaranteed complete)...	In this format...	On or by this date/ within this period/ When triggered by...	In order to...	This data is shared with these systems (not guaranteed complete)...	And the data is used in these reports (not guaranteed complete)
<ul style="list-style-type: none"> Estimated revenues and expenditures for the budgeted fiscal year, the current fiscal year, and actual revenues and expenditures for the last completed fiscal year. The beginning and ending restricted, committed and assigned fund balances for each fiscal year. Transfers (which are self-balancing) must be included when applicable. 	Local Education Agencies (LEAS) <ul style="list-style-type: none"> School Districts Charter Schools F-195F F-196 F-197 F-200 P-223 EDS/EMS (Directory data, roles, orgs, permissions) 	Direct entry into F-195 via system Educational Data Systems (EDS) User Interface (UI), or via an FTP file imported from Washington School Information Processing Cooperative (WSIPC).	<ul style="list-style-type: none"> July 10 (Submit to OSPI) August 1 (Adopt by Board Directors) August 3 (Forward Adopted Budget to ESD for review) August 31 (Final Date for Board Directors to Adopt) September 1 (Final Date to File Adopted budget with ESD) September 8: (Final date for ESD to file the adopted budgets with OSPI) 	Calculate yearly budget of educational funds for LEAs. Data collected by the F-195 system is either mandated by state law, necessary for calculating state budgets, or is needed for responding to requests by the federal government, the Legislature, or other organizations. To properly respond to the government and public needs, the data is stored longitudinally in the database as well as posted in PDF form on the internet for general consumption.	<ul style="list-style-type: none"> SAFSDocument F-195F F-196 F-197 F-200 OSPI Website 	<ul style="list-style-type: none"> Entire Budget Document Fund Summary Budget Summary All General Fund GF1: Enrollment and Staff Count GF2: Summary of General Fund GF4: Revenues/Other Financing GF8: Program Summaries GF9: Program Summary by Object GF9-XX Program Matrices GF9-XXXX-XX: Certificated Salary Exhibits GF9-XXX-XX: Classified Salary Exhibits

c. Using this system or 'form: F-195F School District Four-Year Budget Plan

OSPI collects this data (This is described at the category level, and doesn't describe all fields collected)...	From this source (Not guaranteed complete)...	In this format...	On or by this date/ within this period/ When triggered by...	In order to...	This data is shared with these systems (not guaranteed complete)...	And the data is used in these reports (not guaranteed complete)
<ul style="list-style-type: none"> • A four-year enrollment projection. • A four-year summary of estimated revenues. • A four-year summary of estimated expenditures. • A four-year summary of the beginning and ending nonspendable, restricted, committed, assigned, and unassigned fund balances. • Transfers (which are self-balancing) must be included when applicable. 	<ul style="list-style-type: none"> • Local Education Agencies (LEAS) • School Districts • Charter Schools • F-196 • F-197 • F-200 • P-223 • 	<p>Direct entry into F-195F via system Educational Data Systems (EDS) User Interface (UI), or via an FTP file imported from Washington School Information Processing Cooperative (WSIPC).</p>	<ul style="list-style-type: none"> • July 10 (Submit to OSPI) • August 1 (Adopt by Board Directors) • August 3 (Forward Adopted Budget to ESD for review) • August 31 (Final Date for Board Directors to Adopt) • September 1 (Final Date to File Adopted budget with ESD) • September 8: (Final date for ESD to file the adopted budgets with OSPI) 	<p>Calculate long-term (four-year) LEA budgets of educational funds.</p>	<ul style="list-style-type: none"> • SAFSDocument • F-195F • F-196 • F-197 • F-200 • OSPI Website 	<ul style="list-style-type: none"> • Entire Budget Document • Fund Summary • Budget Summary • All General Fund • GF1: Enrollment and Staff Count • GF2: Summary of General Fund • GF4: Revenues/Other Financing • GF8: Program Summaries • GF9: Program Summary by Object • GF9-XX Program Matrices • GF9-XXXX-XX: Certificated Salary Exhibits • GF9-XXX-XX: Classified Salary Exhibits

d. Using this system or 'form: F-196 School District Annual Financial Statement

OSPI collects this data (This is described at the category level, and doesn't describe <i>all</i> fields collected)...	From this source (Not guaranteed complete)...	In this format...	On or by this date/ within this period/ When triggered by...	In order to...	This data is shared with these systems (not guaranteed complete)...	And the data is used in these reports (not guaranteed complete)
<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures, and Changes in Fund Balance, All Funds— For the Year Ended August 31, 20XX • Statement of Revenues, Expenditures, and Changes in Fund Balance, Sub Funds of the General Fund—For the Year Ended August 31, 20XX • Statement of Fiduciary Net Position • Statement of Changes in Fiduciary Net Position • Schedule of Long-Term Liabilities 	<ul style="list-style-type: none"> • Educational Service Districts (ESDs) • F-195 • F-197 • F-200 • P-223 	Direct entry into F-196 via system Educational Data Systems (EDS) User Interface (UI), or via an FTP file imported from Washington School Information Processing Cooperative (WSIPC).	October 25	A budget status report is required at year-end along with other financial reports (Form F-196). It is similar in format to the monthly budget status report; the main difference is that the year-end report does not show the current month's actual and outstanding encumbrances. A comparison is made between yearly budget and actual amounts for revenues, expenditures, and adjustments.	<ul style="list-style-type: none"> • F-195 • F-200 • F-203 	F-203

e. Using this system or 'form: F-197 County Treasurer Monthly Report (aka Cash File Report)

OSPI collects this data (This is described at the category level, and doesn't describe <i>all</i> fields collected)...	From this source (Not guaranteed complete)...	In this format...	On or by this date/ within this period/ When triggered by...	In order to...	This data is shared with these systems (not guaranteed complete)...	And the data is used in these reports (not guaranteed complete)
Monthly State of Finances Reports	County Treasurers	Any format, often paper	<ul style="list-style-type: none"> September 1 (Start of new school year), AND F-196 completed for previous school year 	Permit district records to be reconciled by the State Auditor's Office (SAO) by comparing reported expenditures to cash-on-hand.	<ul style="list-style-type: none"> F-195 F-196 	<ul style="list-style-type: none"> Reports and queries as needed for ad-hoc analysis and reconciliations Year End Extract for SAO Data to support edits in F-195 and F-196 Data to support F-196 Financial Summary Reports Data to support Apportionment reporting

A.4. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Action	Date
OSPI issues Pre-Procurement Announcement	October 7, 2024
OSPI hosts Pre-Bid Conference	October 21, 2024 at 11:00 a.m. PT.
OSPI issues Request for Proposal (RFP)	November 2024
Anticipated due date for RFP	February 2025
Anticipated contract start date (funding dependent)	July 2025

OSPI reserves the right to revise the above schedule.

A.5. OBJECTIVE AND SCOPE OF WORK

A. Objective: OSPI seeks a technical solution to meet changing requirements for accurate financial data for current and proposed programs, internal system alignment of the budgeting and expenditure processes, and federal and state accountability. OSPI presently relies upon an aging, homegrown set of applications for user identification, authorization, and data access, data collection, and calculations, and has concerns about the security, architecture, and supportability of its current system for both its current and potential future uses.

Based on the recommendations received from a completed feasibility study, OSPI would prefer a low-code-platform-based solution. However, Commercial, Off-the-Shelf (COTS) solutions, or custom solutions created solely for OSPI will be considered.

B. High Level Summary Scope of Work:

Note: this is not a complete list of the project's full scope but rather a limited summary to provide high-level information to potential bidders in preparation for the full Request for Proposal document.

- 1) Collaborate with OSPI staff to analyze, design, build, and implement a School Apportionment Financial System (SAFS) to replace the current legacy systems, which accommodates the extensive catalog of business rules and formulas to properly calculate and determine the distributions of school apportionment funds.
- 2) Create a dashboard that permits authorized users to make annual adjustments to business rules, formulas, schedules, and metadata (such as school names) in a time-sensitive manner. Additions and deletions of entities, job roles, or calculation categories should also be managed in the dashboard.
- 3) Provide a test environment, or 'sandbox,' to test changes made prior to publishing.
- 4) Accommodate modern security practices in terms of securing the platform, its data, and role-based access as governed by WaTech: [Home | WaTech](#).

- 5) With staff, roll-out the system to users at the Agency, in each of Washington's 295 school districts, nine Educational Service Districts (ESDs), seven state-tribal education compact schools, and a variety of other external partners.
- 6) Provide training materials to support the maintenance and updating of the system by both technical and business staff.

A.6. BIDDER QUALIFICATIONS

OSPI intends to include the following Minimum Qualifications in the RFP:

- Licensed to do business in the State of Washington. If not so licensed, provide written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
- Ability to analyze, develop, test, coordinate, facilitate, evaluate and deploy the new school apportionment system over at least a two-year period in close consultation with OSPI staff and other system stakeholders.
- Experience understanding and implementing complex, interconnected business rules and mathematical formulas in such a way that system administrators can create, read, update, or delete them with limited or no computer coding skills or experience.
- Willingness to assign a team liaison dedicated full time (although not necessarily onsite) to this project for its duration.

OSPI intends to include the following Desired Qualifications in the RFP:

- Experience working with clients in state government agencies.
- Proven experience developing financial and/or apportionment systems.

Consultants who do not meet these minimum qualifications, or any others listed in the forthcoming RFP, will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

OSPI reserves the right to change these qualifications before posting the RFP.

A.7. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from the forthcoming RFP is anticipated to begin on or about July 1, 2025, and end on or about June 30, 2027. The option to extend any contract resulting from the procurement shall be at the sole discretion of OSPI.

A.8. FUNDING

Funding for the forthcoming RFP is undetermined at this time. OSPI has submitted a Decision Package to the Washington State Legislature for consideration during the 2025 session, and it is anticipated that this request will receive funding sufficient to implement a reasonable solution

identified through the RFP process. The legislature may choose to impose additional conditions on project funding during their consideration.

While consideration is given to a number of factors besides cost, bidders will be encouraged to provide their most favorable and competitive cost estimate to perform the work in the forthcoming RFP.

A.9. QUESTIONS

Submit any questions regarding the preliminary scope of work or any other components of this notification to the RFP Coordinator listed below. Communication directed to parties other than the RFP Coordinator will be considered unofficial and non-binding on OSPI. Please reference **RFP 2025-13** when posing questions.

OSPI will not accept questions related to this project after the Pre-Bid conference, but there will be an opportunity for Q&A and a another Pre-Bid conference once the subsequent RFP is released.

The RFP Coordinator is the sole point of contact in OSPI for this procurement. All communication between the Consultant and OSPI upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Contact Information	
Name:	Kyla Moore
Address:	600 Washington Street South PO Box 47200 Olympia, WA 98504-7200
Email Address:	contracts@k12.wa.us

A.10. PRE-BID CONFERENCE

A pre-bid conference is scheduled to be held on October 21, 2024 at 11:00 a.m. PT. The purpose of the pre-bid conference is to clarify the forthcoming RFP as needed and raise any issues or concerns that bidders may have.

The pre-bid conference will be held virtually: <https://us02web.zoom.us/j/81038507790>

All prospective respondents should attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. OSPI shall be bound only to written answers to questions. Any oral responses given at the pre-bid conference shall be considered unofficial until OSPI releases a written copy of the questions and answers from the

pre-bid conference. A copy of the questions and answers in the form of an Addendum will be published on the [OSPI website](#) and released on WEBS under the commodity code(s) listed on the cover page of this RFP within five (5) business days of the pre-bid conference.

Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator.

OSPI has the right to cancel or stop the pre-bid conference if no interested bidders join within thirty (30) minutes of the start.

A.11. AMERICANS WITH DISABILITIES ACT

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFQQ Coordinator to receive this document in an alternative format.