

Request for Proposals No. 2025-09

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period and at the Pre-Bid Conference hosted on October 16, 2024, for RFP No. 2025-09.

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:** Is there a recording of the conference you can share with us? If not, can we receive a copy of the presentation?

Answer: Q&A from the Pre-Bid Conference, and any applicable supplemental materials will be released on WEBS and OSPI's website, but a recording will not be made public.
- Question:** Can the government provide more information about the incumbent provider and their performance? (if this is a recurring contract)

Answer: This is currently not a recurring contract. There are current contractors working on IPTN, resulting from a similar procurement, but awards from this procurement are not intended to replace those contractors.
- Question:** What are the expectations regarding the delivery formats for professional development (in-person, virtual, asynchronous)? Will there be a preference for one over the others?

Answer: There's no mandate that something be in person nor is there a prohibition.
- Question:** The government has provided numbers within the scope of WA state (*two hundred ninety-five (295) public school districts, seven (7) state-tribal education compact schools, and public charter schools*); is this about the same anticipated number of clients bidders would need to take into consideration for proposal development?

Answer: Not necessarily, although the goal is to provide tiered guidance, some being universal that would reach all LEAs across Washington state.



5. **Question:** Could you please confirm if this proposal is specific to locals from the State of Washington? This information is crucial for our understanding of the bidding process.
Answer: Vendors outside of Washington are eligible to apply, so long as they meet all of the minimum qualifications stated in Section A.5. specifically:
- Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
 - Experience in convening heterogeneous groups of Washington education professionals and families, to identify growth opportunities, develop a change plan, and implementation of a plan.
6. **Question:** I'm seeking a clear answer on whether out-of-state bidders are eligible to submit a bid. My query is based on page 12, A.5, which outlines the Minimum Qualification. Does this apply universally?
Answer: Yes, minimum qualifications apply to all potential bidders both inside and outside of Washington state. Vendors outside of Washington are eligible to apply, so long as they meet all of the minimum qualifications stated in Section A.5.
7. **Question:** Could you kindly clarify if there is a cap on expenses for reimbursement for out-of-state travel on page 28, Travel Cost, lodging, transportation, and meals? This information is crucial due to the February to June 2025 contract terms.
Answer: There is no overall cap for the amount of out-of-state expenses a bidder may include in the proposal. However, there are specific reimbursement amounts for applicable mileage, meals, lodging, or other travel-related expenses, set forth by the Office of Financial Management, per [Washington State travel regulations](#).
8. **Question:** Are subcontractors already under an IPTN-related grant eligible to apply for this contract? An organization that I support is a subcontractor through Ed Northwest on the family engagement collaborative component, for example, though they are not listed as a member of the IPTN.
Answer: Bidders who meet all the qualifications and requirements outlined in the RFP are eligible to submit a proposal for consideration. However, contractors cannot be paid for duplicate services from the state, so if a bidder is already a subcontractor on this project and intends to continue in that capacity, their new proposal must be substantially different than their subcontracted work.
9. **Question:** Are you asking for potential bidders to propose independent projects or serve as technical assistance to existing IPTN members?
Answer: Bidders are expected to submit proposals that thoroughly address the scope of work for the IPTN as detailed in the RFP. This includes tailoring proposals to effectively reach the target audiences identified within the RFP.

10. **Question:** Would you prefer to have 1 consultant/org or more than 1 consultant/org under this contract?

Answer: There is no specific preference regarding the number of individuals or contractors assigned to the project. What matters is that the proposed deliverables and activities are aligned with the network's objectives and the mission of the IPTN, and that they effectively show evidence of contributing to the network aim.

11. **Question:** Can you elaborate on the types of data, outcomes, or reports that would best demonstrate impact for increasing inclusionary practices in Washington state?

Answer: One overarching outcome is improvements in LRE Data for Black students with disabilities and for students with Intellectual and Developmental disabilities, specifically data that shows those student groups moving to the highest tier of inclusion (LRE 1, 80-100% of the time in general education). Other outcome data might include but is not limited to the following:

- Disciplinary data to track exclusionary practices such as suspensions, expulsions, and restraint and isolation, particularly for marginalized groups.
- Student progress towards grade level standards: to evaluate academic progress and ensure that students in inclusive settings are making progress on grade-level standards.
- Family and student engagement data to understand the lived experiences and the extent to which families and students feel involved and supported and like they belong in the educational process.
- Social-emotional and mental health outcomes to ensure that students are receiving the necessary supports to thrive holistically, not just academically.
- Capacity assessment data at the Region, District, and Organizational level, to assess statewide needs around systems development.

12. **Question:** To clarify, should services be organized by tiers?

Answer: IPTN providers are expected to provide universal, targeted and more intensive supports. Yes, services should be organized by tiers.

13. **Question:** Can you provide specific examples of “fee-based services” that LEAs might contract with Consultants for, in the context of the IPTN sustainability plan?

Answer: An example of a fee-based service might be more intensive technical assistance an organization is providing to an LEA that goes beyond universal supports. As a result of the LEA requiring more intensive supports, the LEA might consider contracting with the partner organization in a fee for service model.

14. **Question:** Will OSPI be providing training or resources to ensure compliance with its specific formatting standards for document accessibility and branding?

Answer: OSPI will not provide assistance regarding accessibility. It is the expectation vendors understand and budget for the fact that all documents, videos, audio records, presentations, or other deliverables required under OSPI contracts shall be produced in

format, compliant with the Americans With Disabilities Act and follow the [Web Content Accessibility Guidelines \(WCAG\) 2.0](#), OSPI's formatting standard specified in Attachment – OSPI Americans with Disabilities Act Compliance: Graphics and Colors, [OSPI's Brand Use Policy](#), [OSPI's Style Guide](#), and [OSPI's Videography Style Guide](#).

15. **Question:** Concerning the desired proposal cost range, is there a preference for proposals closer to \$200,000 or \$250,000? What would make a proposal more likely to receive funding at the higher end of the range?

Answer: \$200,000-\$250,000 is the desired range for proposals, but proposals with a higher cost (up to \$400,000) will still be strongly considered if costs are reasonable.

16. **Question:** How many awards are you anticipating making?

Answer: OSPI is waiting to see how many proposals and their expected costs before determining how many vendors are feasible to bring onto the project.

17. **Question:** Could you elaborate on the timeline and process for potential Data Sharing Agreements?

Answer: Successful bidders who may potentially need a data-sharing agreement with OSPI will complete a form provided by our Data Governance office to make that determination. The form will be provided soon after the announcement of successful bidder(s), during the contract's negotiation and planning phase.

18. **Question:** Is IPTN RFP 2.0 targeting the same priority groups as IPTN 1.0?

Answer: The few remaining target audiences that were not addressed are mental and behavioral health for our students with disabilities and school and district administrators.

19. **Question:** Are you looking for the framework to be built and do you need help guiding people at the district level to implement the policies you've developed?

Answer: Both. We do have a design team that includes partners at the state agency and partners from a national technical assistance center that are supporting OSPI with this. It is aligned with a multi-tiered system of support framework, therefore we are seeking vendors who will primarily be district and school facing. However, we will have a larger network that meets together on a regular basis so that vendors who are involved in the project can help frame the work and work in communities of practice to dig into priority areas.

20. **Question:** Is there a specific time or FTE allocation range for the collaboration?

Answer: Current contractors have that time built into their contracts. There is expected collaboration with other IPTN providers since this is a network of support. There are monthly design team meetings that are 90 minutes in length and work that needs to occur ongoing in partnership with other organizations, although some of these activities could occur asynchronously between sessions.

21. **Question:** Given the short timeline of the performance period, if more distal measures of impact like implementation or capacity would suffice over student outcomes?
Answer: We don't plan to divert from what is currently written in the RFP.
22. **Question:** How many potential vendors are going to be brought on board?
Answer: OSPI is waiting to see how many proposals and their expected costs before determining how many vendors are feasible to bring onto the project.
23. **Question:** Would regular IPTN meetings be outside of the scope of the grant and RFP?
Answer: There are ongoing meetings, but they would be scheduled around and within the timeframe of the vendor contracts.
24. **Question:** Is the IPTN tiered structure just for participating or is OSPI expecting services to be tiered as well?
Answer: Both. The goal is to provide examples with a focus on ensuring greater and more meaningful inclusion for Black children with disabilities and students with intellectual and developmental disabilities. At the state agency we did a deep dive into the statewide data and identified LEAs with both targeted intensive needs in these areas and exemplar districts. We will work with vendors to provide direct supports to those identified schools and at the same time we expect that vendors coming on will build supports in a tiered structure that would be universal and available to all LEAs across Washington.
25. **Question:** Why is the performance start date set so far out?
Answer: Due to the scheduling constraints of the RFP process and the contract drafting and approval process, the specified start date is the soonest feasible date available.
26. **Question:** Are you going to have multiple contractors working with the same audience groups?
Answer: Unknown at this time; we will review the proposals in their entirety and analyze where there are gaps from the first round. While we do expect that there will be multiple vendors, we don't know the nature or scope of what that would be yet until we review all the proposals.
27. **Question:** How are you currently measuring inclusion?
Answer: The network itself continues to dig into those concepts. Least restrictive environment data is one measure. We are also looking at other dimensions of belonging, like whether a student is truly participating, whether they feel like they're needed, and those are much more qualitative components that the network is working on, in addition to ensuring that we also get student and family voice in those definitions. Please see the answer to question #4 for other examples.

28. **Question:** What data demonstrates Black students are included at lesser rates.
Answer: Our state focus has focused on the opportunity gap in terms of multiple areas, including: Less access to Core Curriculum in the general ed setting, higher rates of disciplinary exclusion and higher rates of restraint and isolation.
29. **Question:** Are vendors supposed to support schools in their sustainability plans?
Answer: It depends on the audience and who the provider is looking to support. Some IPTN organizations will work directly with schools on their sustainability plans where other might be focused on district infrastructure to support sustainability.
30. **Question:** What changes are there between the initial IPTN RFP and this one?
Answer: For this RFP there is a \$400,000 cap on proposal costs and the period of performance is shorter.
31. **Question:** What is the scope of work for working with administrators.
Answer: The proposal for a scope of work would be outlined in the RFP as submitted by bidders.
32. **Question:** Should proposals target a specific audience with a plan to carry that out?
Answer: The RFP does ask to identify which audience will benefit from the technical assistance.
33. **Question:** Does OSPI subscribe to a specific definition of developmental disability?
Answer: In terms of developmental disabilities, our aim is primarily looking at students with intellectual disabilities, since that group is the most excluded from general education opportunities.
34. **Question:** Can one organization submit multiple proposals if they target more than one audience group?
Answer: If the organization wants to approach the work by submitting multiple proposals they can, but all the current organizations are targeting multiple audience groups as part of their work with the IPTN.
35. **Question:** Is there a preference for organizations to partner to submit a proposal?
Answer: No, there is no preference for this, we are considering all proposals that meet the requirements outlined in the RFP.
36. **Question:** What is the requirement for previous work experience in WA?
Answer: Experience in convening heterogeneous groups of Washington education professionals and families, to identify growth opportunities, develop a change plan, and implementation of a plan. Also, evidence of demonstrated impact for increasing inclusionary practices in Washington state including the priority areas described in this RFP. This could include data, outcomes gathered through evaluation, or reports. These

requirements and all minimum and desired qualifications can be found in Section A.5. Bidder Qualifications.

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.