

# Request for Qualifications No. 2025-20

## Addendum 01 – Pre-Bid Conference Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on January 22, 2025.

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:** How many contractors are you hiring?  
**Answer:** We are looking to hire 15-25 contractors between the three (3) roles spelled out in the RFQ. We have the ability to contract with the same person for up to four (4) years with the renewal clause included in the RFQ.
  - Question:** In regards to minimum requirement A.5: 4 years of experience in education, is there any type of education in particular?  
**Answer:** Education as a whole, from Paraeducator to Superintendent. The minimum qualification speaks broadly to any role that a person could hold in an educational setting.
  - Question:** Can someone apply for all three (3) roles? Or just one (1)?  
**Answer:** Yes, one (1) contractor can apply for any or all of the roles in which they meet the minimum qualifications.
  - Question:** I'm with a group. Can we apply as a group or just as an individual?  
**Answer:** We are looking for individual applicants to apply, not entire organizations.
  - Question:** In regards to Induction Coaching, how many grantees do you have each year?  
**Answer:** Given that BEST runs a competitive grant, based on applications, typically 70 to 80 grantees are identified per year.
  - Question:** What's the balance between on-site and virtual events?  
**Answer:** We offer comprehensive virtual online trainings for BEST mentors in various roles. We then partner with local LEAs and local regional ESDs to offer in-person



trainings on an as needed basis. Our offerings are mostly online with a smattering of in-person trainings as requested by the community.

7. **Question:** Clarifying that this RFQ is hiring a person and not a RFP hiring a service provider to provide a proposal outlining their specific offerings.

**Answer:** Yes, we are hiring individuals to perform very specific duties outlined in the roles posted in the RFQ. The roles include Mentor Academy Faculty, Mentor Academy Faculty – ESA Specialist, and Induction Coach.

8. **Question:** If my availability changes, can I change my commitment to the contract to increase my number of assignments?

**Answer:** Once a successful bidder is selected they will receive an availability survey, from there the BEST program will schedule and assign contractors to events based on initial survey responses. Substitutions due to sickness, vacations, etc happen over the course of the year but increasing assignments due to a change in availability is unlikely.

9. **Question:** Are you looking for individuals to mentor these three (3) roles in the RFQ? Would each of the candidates who applies address what they have done in mentoring?

**Answer:** No, we are looking for individuals to provide their qualifications for the following three (3) roles. Mentor Academy Faculty would facilitate learning experiences that we offer to mentors, that are out in service to mentees in Washington State. ESA Specialists would support training of ESA mentors; school psychologists, school nurses, school counselors. Induction Coaches are assigned to coach local school districts and grantees on induction supports to grow their systems within their districts. We are not directly connected with the mentees, BEST and our contractors support the mentors and the grantees.

Please see the application for the roles in which you are applying and the minimum/desired qualifications to address what background and questions we are looking for contractors to answer.

10. **Question:** Are you accepting individuals from other states?

**Answer:** Yes, as long as the bidder meets the minimum qualification of being licensed to do business in the State of Washington or provide written intent to become licensed to do business in Washington within thirty (30) calendar days of being selected.

11. **Question:** Are you only asking for individual applicants and not a company with a group of people?

**Answer:** We are looking for individual applicants to apply, not entire organizations.

12. **Question:** Does the "coach" need to be business licensed or do they need to be certified/licensed to teach in the state?

**Answer:** A minimum qualification for all Mentor Faculty and Induction Coach's is to be licensed to do business in the State of Washington or provide written intent to become licensed to do business in Washington within thirty (30) calendar days of being selected.

13. **Question:** Can you paint a fuller picture of what success looks like for the role of an induction coach?

**Answer:** As you read the minimum and desired qualifications of an Induction Coach, you will see that the role is intended to support the growth of systems around teacher induction. If you understand self, your commitment to comprehensive system of support for novice educators, understand the standards for beginning educator induction as defined by the State, and you have the ability to facilitate reflective conversations, we would defined those the qualities of a successful induction coach.

14. **Question:** Is there a base number of hours you can share based on what's required from a contractor?

**Answer:** Hours vary based on scheduled duties and availability of the contractor.

15. **Question:** Does BEST staff provide leadership and design the curriculum?

**Answer:** Yes, BEST staff provide the leadership and design of the curriculum. Staff and contractors then work together for additional content refinement.

16. **Question:** What's the financial stability of this program going forward for the year?

**Answer:** The legislature funds the BEST program based on the RCW. BEST is state funded and has had stable funding for many years and we expect it to continue.

17. **Question:** Is there a recording available of the pre-bid conference meeting?

**Answer:** There is currently no recording accessible.

18. **Question:** One area that I am really interested in is providing beginning teachers with induction support using the Project ECHO model. This would ensure teachers had a place for social and technical support, as well as access to a multidisciplinary team for feedback. I am wondering if this sort of model of service delivery would be something of interest in this call for proposals?

**Answer:** BEST mentoring is designed for in person interactions and feedback from observations and learning conversations with Mentors visiting school classrooms of mentees. The Project ECHO service delivery model is presented as a virtual/remote support to the community. Although a Grantee might consider this project, the use of the virtual system would not align with BEST mentoring supports offered in Washington State through BEST funds and BEST trainings.

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