Request for Proposals No. 2025-27
Alignment Study of Washington Comprehensive Assessment Program

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

PRE-BID CONFERENCE: 10:00 am, Pacific Time (PT) on April 2, 2025 | Zoom

LETTER OF INTENT: 3:00 pm, Pacific Time (PT) on April 25, 2025

PROPOSAL DUE DATE: 3:00 pm, Pacific Time (PT) on May 23, 2025

ESTIMATED CONTRACT PERIOD: July 28, 2025–June 30, 2026

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.

SUBMIT PROPOSAL TO: contracts@k12.wa.us

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. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

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: **924-05:** Advisory Services, Educational; **924-18:** Educational Services, Alternative; **924-19:** Educational Research Services; **924-20**: Examination and Testing

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.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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Section A. SCOPE & REQUIREMENTS

This section describes the purpose of the RFP and provides information about this procurement, including the potential scope of the opportunity and requirements.

A.1. DEFINITIONS

Definitions for the purposes of this RFP include:

Agency or OSPI – The Washington State Office of Superintendent of Public Instruction; the entity issuing this RFP.

Amendment – A unilateral change to the Solicitation that is issued by OSPI at its sole discretion and posted on WEBS and OSPI's website.

Apparent Successful Bidder (ASB) – A Bidder submitting a response to this Solicitation that is evaluated and is identified and announced by OSPI as providing the best value to the Agency. Upon execution of a Contract, the ASB is referred to as the successful Bidder or the Contractor.

Assessment – An evaluation of student achievement related to knowledge and skills in a specific content area and/or a specific grade level.

Authorized Representative – Person representing a party to Contract who is authorized to make commitments and decisions on behalf of the party regarding the performance.

Bid – An offer, proposal, or quote for goods or services submitted in response to this RFP.

Bidder – Individual organization, public or private agency submitting a proposal to attain a contract with OSPI. For purposes of this Solicitation, the terms Bidder, Consultant, and Vendor are interchangeable.

Business Days – Monday through Friday, 8 am–5 pm, Pacific Time, excluding Washington holiday and business closure days unless otherwise stated.

Common Core State Standards (CCSS) – Formally adopted as the Washington State K–12 Learning Standards for English Language Arts (ELA) and Mathematics in 2011 and revised in 2024, these standards form the basis of the Smarter Balanced assessment and Washington Access to Instruction and Measurement (WA-AIM) assessment described in this solicitation.

Competitive Solicitation – A documented formal process providing an equal and open opportunity to Bidders or Consultants culminating in a selection based on predetermined criteria.

Complaint – A process that may be followed by a Consultant prior to the deadline for bid submission to alert OSPI of certain types of asserted deficiencies in the Solicitation.

Consultant – Individual organization, public or private agency submitting a proposal to attain a contract with OSPI. For purposes of this Solicitation, the terms Bidder, Consultant, and Vendor are interchangeable.

Content Standards or Learning Standards – define what all students need to know and be able to do at each grade level.

Contractor – Individual or company whose proposal has been accepted by OSPI and is awarded a fully executed, written contract.

Debriefing – A short meeting an unsuccessful Bidder may request with the Coordinator or evaluation team member following the announcement of the Apparent Successful Bidder for the purpose of receiving information regarding the review and evaluation of that Bidder's Response.

Essential Elements – Specific WA-AIM statements of knowledge and skills linked to the grade-level expectations identified in the Washington K–12 Learning Standards for English Language Arts and Mathematics.

Fiscal Year – In Washington State, a 12-month period extending from July 1 of one calendar year to June 30 of the next calendar year.

Performance Task – A goal-directed assessment exercise that consists of an activity that is completed by the student.

Proposal – A formal offer submitted in response to this RFP.

Proprietary Information – Information such as patents, technological information or other related information that the Bidder or Consultant does not want released or shared with the public.

Protest – A process that may be followed by a Bidder after the announcement of the Apparent Successful Bidder to alert OSPI to certain types of alleged errors in the evaluation of the Solicitation.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the need at a given price. Consultants are invited to submit their bid, detailing their proposed approach, qualifications, and cost to complete the described activities.

Responsible Bidder – An individual, organization, public or private agency, or other entity that has demonstrated the capability to meet all the requirements of the Solicitation and meets the elements of responsibility. (See RCW 39.26.160 (2))

Responsive Bidder – An individual, organization, public or private agency, or other entity who has submitted a Bid that fully conforms in all material respects to the Solicitation and all its requirements, in both form and substance.

Revised Code of Washington (RCW) – The compilation of all permanent laws now in force.

RFP Coordinator – An individual or designee who is employed by OSPI and who is responsible for conducting this Solicitation.

Smarter Balanced – A member-led organization that works with educators to develop a high-quality, comprehensive assessment system designed to enhance instructional practice and improve student learning in English language arts (ELA) and mathematics for federal accountability.

Solicitation – A formal process providing an equal and open opportunity for Bidders culminating in a selection based upon predetermined criteria.

Subcontractor – An individual or other entity contracted by a Consultant to perform part of the services or to provide goods under the Contract resulting from this Solicitation. Subcontractors, if allowed, are subject to the advance approval of OSPI.

Summative Assessment – Test required by federal law to be used to evaluate students on state learning standards, administered in spring of a school year during a fixed administration window.

Test Blueprints or Test map – include critical information about the number of questions, score points, and other information about items associated with each part of the test. They guide the development of test questions, score reporting, and ongoing research.

Testlet – Refers to a set of five standard-aligned items grouped together based on their content area and complexity level when administering the WA-AIM assessment.

Vendor – Individual organization, public or private agency submitting a proposal to attain a contract with OSPI. For purposes of this Solicitation, the terms Bidder, Consultant, and Vendor are interchangeable.

Washington State K–12 Learning Standards – Define what all students need to know and be able to do at each grade level.

WEBS – Washington's Electronic Business Solution, the Consultant notification system found at Washington Electronic Business Solution (WEBS) Procurement website and maintained by the

Washington State Department of Enterprise Services. Consultants are encouraged to register with WEBS to receive automatic notifications about this and other procurements.

A.2. ACRONYMS AND INITIALISMS

AA-AAAS – Alternate Assessment based on Alternate Academic Achievement Standards
ADA – Americans with Disabilities Act
ALD – Achievement Level Descriptor
ASB – Apparent Successful Bidder
CAT – Computer Adaptive Test
CCSS – Common Core State Standards
DOK – Depth of Knowledge
ELA – English Language Arts
ELD – English Language Development
ESEA – Elementary and Secondary Education Act
ESSA – Every Student Succeeds Act
MLs – Multilingual Learners
MWBE – Minority and Women's Business Enterprises
NTAC – National Technical Advisory Committee
OMWBE – Office of Minority and Women's Business Enterprises
OSPI – Office of Superintendent of Public Instruction
PDF – Portable Document Format
PE – Performance Expectations
PII – Personally-Identifiable Information
PT – Pacific Time
PT – Performance Task
RCW – Revised Code of Washington
RFP – Request for Proposal
SB – Smarter Balanced
SBA – Smarter Balanced Assessment
SBAC – Smarter Balanced Assessment Consortium
SEA – State Education Agency
SEPP – Secondary Education and Pathway Preparation
SWV – Statewide Vendor
WA-AIM - Washington-Access to Instruction and Measurement
WCAP – Washington Comprehensive Assessment Program
WEBS – Washington's Electronic Business Solution

A.3. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Competitive Procurement is to receive competitive bids to evaluate and, as appropriate, award a Contract for the Office of Superintendent of Public Instruction (OSPI) to procure goods and/or services as set forth herein. Pursuant to Washington's Procurement Code for Goods and Services, RCW chap. 39.26, state agency purchases of goods and services must be based on a competitive solicitation.

Therefore, OSPI is initiating this Request for Proposals (RFP) to solicit proposals from Consultants interested in participating on a project to evaluate the alignment of Washington's general and alternate assessments in English Language Arts (ELA) and Mathematics, including accommodated paper forms, to the revised State Learning Standards and for the English Language Proficiency general and alternate assessments' Proficiency Level Descriptors to the revised State Learning Standards.

A.4. 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, seven (7) state-tribal education compact schools, and public charter schools, OSPI allocates funding and provides tools, resources, and technical assistance so every student in Washington is provided a high-quality public education.

The Secondary Education and Pathway Preparation (SEPP) division, led by Assistant Superintendent Becky Wallace, supports students by providing access to challenging coursework, a tailored secondary educational experience including culturally responsive and anti-racist curriculum, and pathways to graduation and beyond that reflect student interest and need. The SEPP division coordinates, manages, administers, monitors, and provides guidance for the state general and alternate academic assessments in ELA, mathematics, and science; English language proficiency assessments, and the National Assessment of Educational Progress (NAEP). The following state assessments are within the scope of this RFP:

- Smarter Balanced Assessments (SBA): English language arts (ELA) and mathematics tests in grades 3–8 and 10 are required for federal and state accountability.
- Washington-Access to Instruction and Measurement (WA-AIM): ELA and mathematics alternate assessments in grades 3–8, and 10 for students with significant cognitive disabilities documented in their Individualized Education Program (IEP) are required for federal and state accountability.
- WIDA ACCESS Assessments: Annual tests given to all students in grades K–12 who qualify for English language development services to determine which students remain eligible to continue receiving English language development services.
- WIDA Alternate ACCESS: Test given to students in grades K–12 with significant cognitive disabilities who qualify for English language development services to determine which students remain eligible to continue receiving English language development service.

Learning Standards Review

General Information

As required by state law (RCW 28A.655.070), OSPI develops the state's learning standards and periodically revises them based on the student learning goals in RCW 28A.150.210. Learning standards define what all students need to know and be able to do at each grade level.

Beyond state requirements, the Elementary and Secondary Education Act (ESEA) requires that a state's assessment system assess the depth and breadth of the state's grade-level academic content standards. Assessing the breadth and depth of a state's academic content standards means that each state assessment covers the domains or major components within a content area. For example, if a state's academic content standards for mathematics identify the domains of number sense, measurement, geometry and data analysis, assessing the breadth and depth of

mathematics means that the assessment is aligned to all four of those domains. Assessing the breadth and depth of a state's standards also means that specific content in a state's academic content standards is not systematically excluded from a state's assessment system. Assessing the breadth and dept of standards, however, does not mean that each state assessment must annually cover all discrete knowledge and skills represented within a state's academic content standards; rather, assessing the breadth and depth of a state's academic standards means that a state's assessment system covers all of the knowledge and skills over a period of time.[1]

In 2023, OSPI launched a periodic review through the Washington State Learning Standards Review project resulting in refined and prioritized learning standards in English language arts and mathematics. The ELA and mathematics standards are on schedule for an initial adoption by July 2025 with final adoption occurring between August and December 2025.

English Language Arts:

The Washington K–12 Learning Standards for English Language Arts (2011) are the Common Core State Standards for English Language Arts and Literacy in History/Social Studies, and Technical Subjects. OSPI adopted these standards in 2011. The Washington K–12 Learning Standards for English Language Arts (2011) are organized into four strands: Reading (Literary and Informational); Writing; Speaking and Listening; and Language. Within each strand multiple standards are grouped into categories. The strands, categories, and individual standards have been revised in the Washington State K–12 Learning Standards for English Language Arts (2024). Overall revisions and additions in the Washington K–12 Learning Standards for English Language Arts (2024) include the following:

- Reorganization of all standards from four strands into the following five domains
    - Reading
    - Writing
    - Speaking, Listening, and Digital Forums
    - Language
    - Research and Media Literacy
- Priority Standards have been identified in each domain of the Washington State K–12 Learning Standards for English Language Arts (2024).
- Standards for comprehension strategies, reading of self-selected texts, and evaluation and use of texts have been added to the Reading domain.
- The concept of genre has been embedded throughout the standards and is used to restructure the reading domain and collapse the separate standards for literary and informational texts.
- Process standards have been added to the Writing domain.
- Voice has been added to standards in the Writing and the Speaking, Listening, and Digital Forums domains.

[1] A State's Guide to the U.S. Department of Education's Assessment Peer Review Process (September 24, 2018) PDF page 24–25

- The concept of genre has replaced text types in the writing standards and been used to restructure and revise the writing standards.
- Digital forums have been added to standards for discussion, presentation, and public speaking in the Speaking and Listening domain.
- Digital citizenship skills have been embedded in standards in the Writing and Speaking, Listening, and Digital Forums domains.
- Media literacy standards have been added to a new domain, Research and Media Literacy.

Draft crosswalks between Washington State K–12 Learning Standards for English Language Arts (2011) and the Washington State K–12 Learning Standards for English Language Arts (2024) can be found at Exhibit A: Draft ELA Standards Crosswalk. These draft crosswalks provide a high-level overview of some of the revisions. Final versions will be provided upon contract award.

Mathematics

The Washington K–12 Learning Standards for Mathematics (2011) are the Common Core State Standards for Mathematics. The Washington K–12 Learning Standards for Mathematics (2011) are defined by grade level and organized into several content domains in mathematics. While these domains vary across grade levels, taken together, they describe a coherent learning trajectory with the aim of developing student knowledge for students' chosen pathways after high school. The content domains include Counting and Cardinality (Kindergarten only), Operations and Algebraic Thinking (K–5), Numbers and Operations in Base Ten (K–5), Measurement and Data (K–5), Geometry (K–12), Numbers and Operations – Fractions (3–5), Ratio and Proportion (6–7), The Number System (6–8), Expressions and Equations (6–8), Statistics and Probability (6–12), Functions (8–12), Algebra (9–12) and Number and Quantity (9–12).

The Washington State K–12 Learning Standards for Mathematics have been revised to maintain the core structure of the Common Core State Standards while enhancing clarity to support local contexts. The updated standards encourage students to consider multiple approaches to problem-solving and communicate their thinking, promoting deeper understanding and engagement with mathematical concepts. Overall revisions and additions in the Washington K–12 Learning Standards for Mathematics (2024) include the following:

- Priority standards have been identified.
- Revised language to emphasize flexibility, efficiency, accuracy in mathematical fluency, and the use of standardized algorithms.
- The addition of an additional Data Science K–12 domain.

A draft crosswalk between Washington State K–12 Learning Standards for Mathematics (2011) and the Washington State K–12 Learning Standards for Mathematics (2024) can be found at Exhibit B: Draft Mathematics Standards Crosswalk. These draft crosswalks provide a high-level overview of some of the revisions. Final versions will be provided upon contract award.

Test Design

Smarter Balanced English Language Arts and Mathematics

The Common Core State Standards are the content standards in ELA/literacy and mathematics that many states have adopted. Washington refers to these standards as the Washington State K–12 Learning Standards for English Language Arts and for Mathematics. Because the CCSS were not specifically developed for assessment, they contain extensive rationale and information concerning instruction. Therefore, adopting previous practices used by many state programs, Smarter Balanced content experts produced content specifications in ELA/literacy and mathematics that extract assessment-focused elements from the CCSS. Item development specifications are then based on the content specifications. Each item is aligned to a specific claim and target and to a Common Core State Standard.

Washington administers an adjusted blueprints for ELA and an adjusted blueprints for mathematics that were developed by Smarter Balanced to measure the level of proficiency students have achieved in grades 3–8 and 10. The adjusted blueprints are based on the ELA and mathematics learning standards but have a shorter Computer Adaptive Test (CAT) portion than the "full" blueprint. The adjusted blueprints still include both CAT and Performance Task (PT) portions and both machine-scored and human-reader scored questions. Items in the SBA ELA and mathematics CAT are organized into claims and assessment targets. The claims for English Language Arts/Literacy and the claims for Mathematics each have one overall claim and four specific content claims for that describe what students should be able to do and know to demonstrate mastery of the CCSS at each grade level. Within each claim, there are multiple assessment targets. For more information on assessment targets and how test items connect to academic standards see the Smarter Balanced Content Explorer.

WA-AIM

The WA-AIM assessment is the state alternate assessment based on alternate academic achievement standards (AA-AAAS) for students with the most significant cognitive disabilities. The assessment measures student knowledge and skills in the content areas of English language arts, mathematics at grades 3–8 as well as science. The science component is out of scope of this solicitation. Learning standards for this assessment are reduced in depth, breadth, and complexity. For each content area there are five learning standards per grade level assessed by the administration of testlets related to the key knowledge and skills of a specific learning standard. The testlets are available at three different complexity levels also referred to as access points (Less Complex, Intermediate Complex, and More Complex).

The educator most familiar with the student determines the appropriate access point complexity level to meet the communication mode of each student. The educator then chooses a form or assembles their own form using five of the fifteen standard-aligned items from the current item library for each standard being assessed. The teslets must include five items at the same complexity level for each content learning standard. The administration results in students completing 25 items in each tested content area.

The WA-AIM Access Point Frameworks

The WA-Access to Instruction and Measurement (WA-AIM), is built off Access Point Frameworks. The Access Point Frameworks extend the five learning standards in each grade for ELA and Mathematics into three complexity levels access points: Less Complex, Intermediate Complex, and More Complex, where Intermediate Complex defines the "minimal mastery level" knowledge and skills of the grade level standard.

The access points are derived from the Essential Elements for ELA and mathematics which are specific statements of knowledge and skills derived from the identified grade-level Washington K–12 Learning Standards. The purpose of the Essential Elements is to build a bridge from Washington K–12 Learning Standards to the access points which define the achievement expectations for students with the most significant cognitive disabilities.

More information about WA-AIM Access Point Frameworks can be found at Exhibits C: WA-AIM ELA Access Point Frameworks and Exhibit D: WA-AIM Mathematic Access Point Frameworks.

WIDA ACCESS Assessments

The WIDA ACCESS is Washington State's annual English language proficiency (ELP) assessment. It is given to all students in grades K–12 who qualify for English language development services to determine which students remain eligible to continue receiving English language development services. WIDA ACCESS is an online adaptive assessment given to all students in grades 1–12 who are eligible for English language development (ELD) services. Students in Kindergarten will take the WIDA Kindergarten ACCESS test as their annual ELP assessment. Both of these assessments measures students' English language proficiency, both knowledge and skills, in four language domains (reading, listening, writing, and speaking).

Currently, WIDA ACCESS tests are aligned to the WIDA ELD Standards Framework (2012). WIDA plans to release the revised WIDA ACCESS test aligned to the WIDA ELD Standards Framework (2020) by the 2025–26 school year.

In the 2020 edition, WIDA has expanded the K–12 performance definitions into Proficiency Level Descriptors (PLDs). PLDs describe a continuum of language development for activities that target language expectations. They provide a detailed explanation of how students might develop language across six levels of English language proficiency.

More information about WIDA Proficiency Level Descriptors can be found at the end of each grade level section of Exhibit E: WIDA English Language Development (ELD) Standards Framework, 2020 Edition.

WIDA Alternate ACCESS

WIDA Alternate ACCESS is Washington State's annual English language proficiency test measuring the skills and knowledge of students with significant cognitive disabilities who qualify for English

language development services to determine which students remain eligible to continue receiving English language development service. WIDA Alternate ACCESS is paper based and measures four language domains (reading, listening, writing, and speaking).

Information about 2023 WIDA Alternate ACCESS PLDs is available as Exhibit F: WIDA Alternate ACCESS Proficiency Level Descriptors.

A.5. OBJECTIVE AND SCOPE OF WORK

A.5.i. Objective

Examine and report to what extent can the existing in scope WCAP assessments be used to assess the depth and breadth of the revised 2024 Washington K–12 State Learning Standards in ELA and mathematics. Specifically identifying:

- To what extent, or can our current assessments within the scope of this project be used to assess the revised learning standards?
- Under what conditions can our assessments, within the scope of this project, be used to assess the revised learning standards?
- As a result of the alignment studies, what are the recommendations for blueprint adjustments?
- Recommendations for item development to identify gaps in content coverage.
- For our English Language Proficiency assessments, examine and report to what extent the knowledge and skills identified in the revised Washington State K–12 Learning Standards in ELA and mathematics are reflected in the English Language Proficiency Level Descriptors.

A.5.ii. Scope of Work:

Evaluate the alignment of forty (40) grade level state assessments identified in the table below to the revised Washington State K–12 Learning Standards (2024).

Test Name/Content Area	Assessed Grade Levels
Smarter Balanced ELA	3, 4, 5, 6, 7, 8, and 10
Smarter Balanced Mathematics	3, 4, 5, 6, 7, 8, and 10
Washington Access to Instruction and Measurement- ELA	3, 4, 5, 6, 7, 8, and 10
Washington Access to Instruction and Measurement- Mathematics	3, 4, 5, 6, 7, 8, and 10
WIDA ACCESS (for qualifying MLs)	K, 1, 2–3, 4–5, 6–8, 9–12
WIDA Alternate ACCESS (for qualifying MLs with significant cognitive disabilities	K, 1, 2–3, 4–5, 6–8, 9–12

Bidders may submit a proposal for one (1), a combination, or for all three (3) of the following in scope state assessments:

1. **Smarter Balanced Assessments** to the revised English Language Art and Mathematics learning standards, see

- Exhibit G: Public Draft WA State Learning Standards ELA
- Exhibit H: Public Draft WA State Learning Standards Math

Final versions will be provided upon contract award.

2. **Washington Access to Instruction and Measurement (WA-AIM)** to the revised English Language Art and Mathematics learning standards, see Exhibits G–H and
    - Exhibit C: WA-AIM ELA Access Point Frameworks
    - Exhibit D: WA-AIM Mathematics Access Point Frameworks
3. **WIDA ACCESS ELD** and **WIDA Alternate ACCESS ELD** to the revised ELA and mathematics standards, see Exhibits G–H and
    - Exhibit E: WIDA ACCESS ELD Standards Frameworks (2020)
    - Exhibit F: WIDA Alternate ACCESS Proficiency Level Descriptors

The activities required to accomplish the primary objective will involve input from educators and/or subject matter experts who systematically gather judgments about selected dimensions of revised K–12 Learning Standards in ELA and Mathematics, to various components of current assessments. Working collaboratively with OSPI, Contractor will be responsible for identifying the best method of engagement (e.g. virtual, in-person, or digitally.)

For estimating purposes, any in-person meetings to conduct the alignment studies and one (1) post-study meeting with no more than fifteen (15) OSPI staff and six (6) National Technical Advisory Committee (NTAC) members should be proposed for locations in or around Seattle-Tacoma International Airport.

Bidders should become familiar with the materials that are both global (applicable across content) and specific to the general and alternate assessments, regarding design and administration, and that will support plans and approaches to satisfactorily complete the objective of this RFP. The general and alternate assessments should be viewed as filling the prototypical role of a large-scale assessment, and WIDA ACCESS and WIDA Alternate ACCESS are the state's English language proficiency assessments.

A complete analysis, with conclusions drawn as a result of the alignment study, a gap analysis for each assessment, and blueprint adjustment recommendations shall be delivered to OSPI in the form of a technical report (see C.4.iv Deliverables for minimum contents requirements).

Contractor shall prepare and present a pre-study presentation of the alignment study to OSPI and their National TAC to gather feedback on proposed methodology prior to study commencement estimated to occur in Fall 2025.

Contractor shall prepare and present a post-study presentation of the alignment study to OSPI and their National TAC summarizing results from the draft technical report estimated to occur Winter 2025/2026.

Contractor shall deliver a draft technical report with supporting documentation to OSPI sixty (60) business days prior to the conclusion of the awarded contract. Following OSPI review, a final technical report shall be delivered to OSPI thirty (30) business days prior to the conclusion of the awarded contract.

Access to test items is not anticipated to accomplish the objective of this RFP. Should a Bidder propose an alignment study methodology requiring either Smarter Balanced, WA-AIM, and/or WIDA test items, it will be incumbent upon the Bidder to coordinate directly with the appropriate vendor, Smarter Balanced, Cambium, DRC, and/or WIDA respectively, to acquire access to their item bank independently from OSPI.

A.5.iii. Accessibility & Branding Requirements:
All documents, videos, audio records, presentations, or other deliverables required under the resulting Contract 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 Exhibit I: OSPI Americans with Disabilities Act Compliance: Graphics and Colors, OSPI's Brand Use Policy, OSPI's Style Guide, and OSPI's Videography Style Guide which are hereby incorporated by this reference. For narrative or documentary style videos required under the resulting Contract, the final product and all raw footage shall be mailed to the OSPI Communication and Digital Media office on a hard drive furnished by the Contractor. In the event that the deliverables are not compliant, OSPI may require Contractor to promptly make modifications that will make the deliverables compliant. Additionally, OSPI shall have the right to modify or copy the deliverables in order to make them accessible and/or compliant.

A.6. BIDDER QUALIFICATIONS

Minimum Qualifications:

- 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 with large-scale assessment, and associated knowledge of best practices in the field of test measurement
- Understanding of federal peer review processes and critical elements related to alignment
- Understanding of state academic learning standards and English language proficiency standards
- Experience conducting varied alignment study activities between standards and measurement instruments using appropriate defensible methodologies for varied assessment designs
- Knowledge of and/or experience in implementing sound alignment projects based in research

Consultants who do not meet these minimum qualifications 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.

Desirable Qualifications:

- Experience within the last five (5) years with Smarter Balanced and aligned large-scale assessments
- Experience with Washington K–12 Learning Standards and assessments
- Experience conducting alignment studies for English Language Proficiency and alternate assessments

A.7. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about July 28, 2025, and end on or about June 30, 2026. The option to extend any contract resulting from this procurement shall be at the sole discretion of OSPI.

Additional services that are appropriate to the scope of this RFP, as determined by OSPI, may be added to the resulting contract by a written amendment mutually agreed to and executed by both parties.

A.8. FUNDING

OSPI has a total budgeted amount not to exceed one million, seven hundred eight thousand, nine hundred twenty-eight dollars ($1,708,928) for this alignment study project for SBA, WA-AIM, WIDA ACCESS and WIDA Alternate ACCESS; however, OSPI does not represent or guarantee any minimum purchase from the resulting contract. Proposals in excess of this amount will be rejected as non-responsive and will not be evaluated. The following table outlines the maximum amount by assessment for a resulting contract.

Assessment	Maximum Amount
SBA	$598,125
WA-AIM	$598,125
WIDA ACCESS	$256,339
WIDA Alt ACCESS	$256,339

This project includes state funds tied to the state's fiscal year, which runs July 1–June 30. Contractor must invoice OSPI immediately following the June 30 deadline. Contractor may invoice sooner if their last deliverable(s) is completed sooner. Cost Proposal must identify the fiscal year itemized expenses are expected to occur.

Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in accordance with Washington State travel regulations established by the Office of Financial Management.

Any contract awarded is contingent upon the availability of funding. Bidders are encouraged to provide their most favorable and competitive cost estimate to perform the work.

Fifteen percent (15%) of the funds proposed for this project will be funded using Federal money provided by Catalog of Federal Domestic Assistance number 84.369A (Award S369A240049). The selected contractor must therefore comply with Exhibit J: Federal Grant Terms and Conditions.

A.9. AMERICANS WITH DISABILITIES ACT

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFP Coordinator to receive this Request for Proposals in an alternative format.

Section B. GENERAL INFORMATION FOR BIDDERS

This section describes the procurement timeline and includes useful information for Bidders such as procurement procedure and state requirements.

B.1. RFP COORDINATOR

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

B.2. QUESTIONS and ANSWERS

Any questions or communications concerning this RFP must be directed only to the RFP Coordinator noted in Section B.1. Questions and/or inquiries must be sent via email and should include the RFP number. Consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant. Answers or other applicable addenda will be posted to OSPI and WEBS in accordance with the schedule in Section B.3.

Bidders are encouraged to make any inquiry regarding the Competitive Solicitation as early in the process as possible to allow OSPI to consider and, if warranted, respond to the inquiry. If a Bidder does not notify the Procurement Coordinator of an issue, exception, addition, or omission, such matter may be considered to be waived by the bidder for protest purposes.

B.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Action	Date
OSPI issues RFP	March 15, 2025
Question and Answer period	March 15–April 25, 2025
OSPI hosts Pre-Bid Conference	**10:00 am PT on April 2, 2025**
OSPI posts Question and Answer Addendum or Amendment resulting from Pre-Bid Conference (if necessary)	April 9, 2025
Letter of Intent due	**3:00 pm PT on April 25, 2025**
Last date to submit questions regarding RFP	April 25, 2025
OSPI posts final Question and Answer Addendum or Amendment (if necessary)	May 9, 2025
Complaints due	May 16, 2025
Proposals due	**3:00 pm PT on May 23, 2025**
OSPI conducts evaluation of written proposals	May 27–June 6, 2025
OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	June 9–10, 2025
OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	June 13, 2025
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
Contract negotiation begins	June 13, 2025
Anticipated contract start date	July 28, 2025

OSPI reserves the right to revise the above schedule.

B.4. PRE-BID CONFERENCE

A pre-bid conference is scheduled to be held on April 2, 2025 at 10:00 am PT. The purpose of the pre-bid conference is to clarify the Competitive Solicitation as needed and raise any issues or concerns that bidders may have.

The pre-bid conference will be held virtually.

Join Zoom Meeting
https://us02web.zoom.us/j/88155567582?pwd=fuikTMlpG5uddhm4i3CEDEL9h2Ploh.1
Meeting ID: 881 5556 7582
Passcode: 049868

All prospective Consultants 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.

B.5. LETTER OF INTENT

It is recommended that Consultants intending to submit a proposal provide a **Letter of Intent to propose no later than 3:00 pm PT on April 25, 2025.** The letter must be submitted via email to the RFP Coordinator.

B.6. COMPLAINT PROCEDURE

The complaint process is available to Consultants interested in this RFP. The complaint process allows Consultants to focus on the Solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow OSPI to correct a problem before proposals are submitted and time expended on evaluations.

A Consultant may submit a complaint based on any of the following:

- The Solicitation unnecessarily restricts competition;
- The Solicitation evaluation or scoring process is unfair or flawed; or
- The Solicitation requirements are inadequate or insufficient to prepare a proposal.

Consultants may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Consultants are encouraged to submit complaints as soon as possible so OSPI can rectify the issue(s) early in the process. Complaints must be submitted to the RFP Coordinator. To be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.

Complaints not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by OSPI. Failure by the Bidder to raise a complaint at this stage may waive its right for later consideration.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will review valid complaints and respond to the submitter in writing. OSPI will consider all complaints but is not required to adopt a complaint, in part or in full. OSPI's response to the complaint is final

and not subject to administrative appeal. The response, and any changes to the RFP, will be posted as an amendment to WEBS prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

B.7. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this RFP is a public record and will be disclosed consistent with the Public Records Act, Chapter 42.56 RCW. Bid submissions and evaluations are temporarily exempt from public disclosure until announcement of the ASB(s).

B.7.i. Confidential Documents

For the purposes of this RFP, do not include confidential or proprietary information unless specifically requested by OSPI.

If OSPI requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

B.7.ii. Public Records Requests

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", OSPI will take the following steps:

i. We will notify you. We will identify the requestor and the date that OSPI will disclose the requested records.
ii. We will give you an opportunity to seek a court order to stop OSPI from disclosing the records.
iii. We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

If you have any questions, refer to the OSPI Public Records Office.

B.8. ADDENDUMS AND AMENDMENTS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, an addendum or an amendment will be published on the OSPI website. For this purpose, the published Consultant questions and Agency answers, and any other pertinent information, shall be considered an addendum to the RFP. Additionally, all addenda referred to above will be released on WEBS under the commodity code(s) listed on the cover page of this RFP. Only consultants who have properly registered in WEBS will receive automatic notification of amendments or other correspondence pertaining to this RFP. For those not registered in WEBS, it will be the responsibility of interested Consultants to check the website periodically for addenda and amendments to the RFP.

B.9. SMALL BUSINESS, MINORITY & WOMEN'S BUSINESS ENTERPRISES (MWBE), AND VETERAN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis. For more information on certification, contact the Washington Office of Minority and Women's Business Enterprises. However, no preference points will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW 43.60A.195. For more information on certification, contact Washington State Department of Veteran Affairs.

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including microbusinesses and minibusinesses.

Vendors who meet criteria set forth in chapter 39.19 RCW, should indicate status on Exhibit K: Contract Intake Form.

B.10. ETHICS, POLICIES, & LAW

This RFP, the evaluation of proposals, and any resulting contract shall be made in conformance with applicable Washington State laws and Policies.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. Bidders should familiarize themselves with the requirements prior to submitting a proposal. Bidders shall indicate any current or former state employees who are employed by, or subcontracted with, Bidder on Exhibit K: Contract Intake Form.

B.11. ACCEPTANCE PERIOD

Proposals must provide ninety (90) business days for acceptance by OSPI from the due date for receipt of proposals. OSPI may accept such bid, with or without further negotiation, at any time within such period.

B.12. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative and minimum requirements and instructions specified in this RFP- i.e., does the bid

include each of the required bid submittals, are the submittals complete, signed, legible. OSPI may reject a Proposal as non-responsive at any time for any of the following reasons:

- Incomplete Response
- Submission of a Response that proposes services that deviate from the scope and technical requirements set forth in this document and Exhibit L, Sample Contract, except as permitted in an amendment to this Solicitation
- Failure to meet the minimum Bidder qualifications or to comply with any requirement set forth in this RFP, including Attachments
- Submission of incorrect, misleading or false information
- History of prior unsatisfactory contractual performance

Bidders whose proposals are found to be non-responsive shall be disqualified from further evaluation and shall be notified in writing.

The RFP Coordinator or evaluator(s) may contact any Bidder for clarification of the proposal. A Bidder's failure to provide requested information to OSPI within ten (10) business days may result in disqualification.

OSPI reserves the right to reject any or all bids, or portions thereof, and/or accept any portion of a bid unless the bidder stipulates all or nothing in their bid. If a proposal meets all administrative and Bidder qualification requirements and submittal instructions, OSPI shall continue with the written evaluation and, if applicable, the oral evaluation.

OSPI reserves the right at its sole discretion to waive informalities. An informality is an immaterial variation from the exact requirements of the RFP, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the goods or the quality, capability, or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders.

B.13. MOST FAVORABLE TERMS

OSPI reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Bidder can propose. There will be no best and final offer procedure. OSPI does reserve the right to contact a Bidder for clarification of its proposal.

The Bidder should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Bidder's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to OSPI.

B.14. CONTRACT AND GENERAL TERMS & CONDITIONS

The Apparent Successful Bidder will be expected to enter into a contract which is substantially the same as Exhibit L: Sample Contract and Exhibit M: General Terms and Conditions. In no event is a Bidder to submit its own standard contract terms and conditions in response to this RFP. The Bidder may submit documented exceptions in Exhibit N: Contract Issues List. OSPI will review requested exceptions and accept or reject the same at its sole discretion.

Should contract negotiations fail to be completed within two (2) weeks after initiation, the Agency may immediately cease contract negotiations, declare the Bidder with the second highest score as the new Apparent Successful Bidder, and enter into contract negotiations with that Vendor. This process will continue until the Contract(s) are signed or no qualified Bidders remain.

B.15. COSTS TO PROPOSE

OSPI will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

B.16. NO OBLIGATION TO CONTRACT

This RFP does not obligate the State of Washington or OSPI to contract for services specified herein. OSPI also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract without penalty.

B.17. REJECTION OF PROPOSALS

OSPI reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

B.18. COMMITMENT OF FUNDS

Only an authorized representative of OSPI may legally commit OSPI to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

B.19. STATEWIDE VENDOR PAYMENT REGISTRATION

Consultants awarded contracts as a result of this RFP will be required to register as a Statewide Vendor (SWV). The SWV file is a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. This allows vendors to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. All OSPI Contractors are required to register as a Statewide Vendor;

however, participation in direct deposit is optional. For online registration, visit the Office of Financial Management Statewide Vendor/Payee Services website.

B.20. WASHINGTON STATE BUSINESS REGISTRATION

Consultants awarded contracts as a result of this RFP will be required to register with the Washington Secretary of State and/or Washington State Department of Revenue if registration requirements set forth by the Department of Revenue apply.

B.21. INSURANCE COVERAGE

The Apparent Successful Bidder must comply with the insurance requirements identified in Exhibit M: General Terms and Conditions.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the Contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to OSPI within fifteen (15) days of the contract effective date.

Section C. PROPOSAL CONTENTS

This section identifies how to prepare and submit a bid/proposal for this Competitive Solicitation. In addition, bidders will need to review and follow the Competitive Solicitation requirements including those set forth in the exhibits, which identifies the information that bidders must provide to the Procurement Coordinator to constitute a responsive bid. By responding to this Competitive Solicitation and submitting a bid, bidders acknowledge having read and understood the entire Competitive Solicitation and accept all information contained within this Competitive Solicitation.

C.1. SUBMISSION OF PROPOSALS

Consultants shall submit proposals as an attachment to an email to the RFP Coordinator noted in Section B.1. **Proposals must arrive by 3:00 pm PT on May 23, 2025.** The RFP number must be noted in the email subject line. Attachments to the email shall be Microsoft Word, Portable Document Format (PDF), or a zipped file. The maximum file size that can be received via email at OSPI is 35MB. Bidders should also be aware of their own service provider's limits which may be more restrictive. Proposals that exceed such limits may be submitted via OneDrive. OSPI does not assume responsibility for any problems with the electronic delivery of materials, unless it is determined that OSPI's email system or server was at fault.

Proposals not received by the deadline will not be reviewed. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.

C.2. PROPOSAL OVERVIEW

Proposals must be formatted to print on eight and one-half by eleven (8 ½ x 11) inch paper size with individual sections clearly identified. The Letter of Submittal shall be a maximum of one (1) page excluding **signed** *Contract Intake form*, *Certifications and Assurances, and Qualification Affirmations*. The four (4) major sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal (one page only) with the following attachments:
    a. Exhibit K: Contract Intake Form
    b. Exhibit N: Contract Issues List (if applicable)
    c. Exhibit O: Certifications and Assurances
    d. Exhibit P: Qualification Affirmations
    e. References

2. Technical Proposal
3. Management Proposal
4. Cost Proposal

Proposals must provide information in the same order as presented in this document with the same paragraph number format and headings included. This will not only be helpful to the evaluators of the proposal but should assist the Consultant in preparing a thorough response. Exhibit Q: Proposal Checklist is available.

C.3. LETTER OF SUBMITTAL

The Letter of Submittal shall include introductory remarks, contact information for the Bidder's point of contact for the proposal, and applicable certifications must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, (e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship).

C.4. TECHNICAL PROPOSAL

The Technical Proposal must contain a comprehensive description of services including the following elements:

C.4.i. Project Approach/Methodology

Include a complete description of the Consultant's proposed approach and methodology for the project. Proposals should identify the proposed methodology for each assessment, including any adaptations to known methodologies. This section should convey Consultant's understanding of each assessment within scope and methodology match to each assessment. Proposals may identify reasons why other methodologies were not proposed.

C.4.ii. Work Plan

Include all project requirements and the proposed tasks, services, activities, etc., necessary to accomplish the scope of the project defined in this RFP. This section of the Technical Proposal must contain sufficient detail to convey to members of the evaluation team the Consultant's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of OSPI staff. Include if educator input will be sought and how contractor proposes vetting of educator's expertise. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

C.4.iii. Project Schedule

Include a detailed project schedule indicating all elements, when the elements of the work will be completed, and when deliverables will be provided.

C.4.iv. Deliverables

Fully describe deliverables to be submitted under the proposed contract. Deliverables are the services and materials Consultants provide as described in contract agreements.

Contractor shall prepare and present a pre-study presentation of the alignment study to OSPI and their National TAC to gather feedback on proposed methodology prior to study commencement estimated to occur in Fall 2025.

Contractor shall prepare and present a post-study presentation of the alignment study to OSPI and their National TAC summarizing results from the draft technical report estimated to occur Winter 2025/2025.

Contractor shall deliver a draft technical report with supporting documentation to OSPI sixty (60) business days prior to the conclusion of the awarded contract. Following OSPI review, a final technical report shall be delivered to OSPI thirty (30) business days prior to the conclusion of the awarded contract.

Alignment Study Technical Report should be organized either as stand-alone reports by assessment and content area or as a combined report with separate sections by assessment and content area (Smarter Balanced, WA-AIM, and WIDA ACCESS and Alternate ACCESS. Report should contain the following at a minimum:

- Study Design or alignment methodology
- Justification of the methodology chosen
- What other methodologies were considered but not chosen
- To what extent can our current assessments within the scope of this project be used to assess the revised learning standards?
- Under what conditions can our assessments within the scope of this project be used to assess the revised learning standards?
- As a result of the alignment studies, what are the recommendations for blueprint adjustments?
- Recommendations for item development to identify gaps in content coverage.
- For our English Language Proficiency assessments, examine and report to what extent the knowledge and skills identified in the revised Washington State K–12 Learning Standards in ELA and mathematics are reflected in the English Language Proficiency expectations.

C.4.v. Performance-Based Contracting

RCW 39.26.180 requires that, to the extent practicable, Washington State agencies enter into performance-based contracts. Performance-based contracts identify expected deliverables and performance measures or outcomes and are contingent on the contractor providing such deliverables or achieving performance outcomes.

Bidders are encouraged to structure Technical and Cost proposals in a performance-based manner that identify payment(s) tied to deliverables identified in Section C.4.iv.

C.4.vi. Outcomes and Performance Measurement

Describe the impacts/outcomes the Consultant proposes to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured, and reported to the state agency.

Note: Mere repetition of the work statement in Section A.5 Objective and Scope of Work will not be considered responsive.

C.4.vii. Risks

Define risks you identify as being significant to the success of the project. Include how you would propose to effectively monitor and manage these risks, including reporting of risks to the Agency's contract manager. Examples may include:

- A proposal for mitigating staff turnover and its impact on the Agency's contract management staff
- A business continuation plan that illustrates how you will monitor and manage through times of labor disruption, loss of facility, and/or key staff/personnel

C.5. MANAGEMENT PROPOSAL

The Management Proposal must contain a comprehensive description of the following elements:

C.5.i Project Management/Team Structure/Internal Controls

Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Clear delineation of all staff and subcontractors and their roles and responsibilities within the project. Include the qualifications of such personnel and include the amount of time each will be assigned to the project.

Provide an organizational chart of your firm, including subcontractors, indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of

authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

C.5.ii. Experience of the Consultant/Staff/Subcontractors

Relevant Experience – Describe how the Consultant meets the minimum qualifications and, if applicable, the desired qualifications. Include other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.

Bidder shall also affirm minimum qualifications on Exhibit P: Qualification Affirmations.

Related Contracts – Include a list of contracts the Consultant has had during the last five (5) years that relate to the Consultant's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, phone numbers, and email addresses.

C.5.iii. References

List names, addresses, telephone numbers, and fax numbers/email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them.

By submitting a proposal in response to this RFP, the Consultant and team members grant permission to OSPI to contact these references and others who, from OSPI's perspective, may have pertinent information. OSPI may or may not, at OSPI's discretion, contact these references or others. OSPI reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

C.5.iv. Past Performance

Provide information regarding past performance by indicating if the Consultant has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, OSPI reserves the right to disqualify Consultant proposals based on the Consultant's historical performance, as outlined above in Section B. General Information for Bidders, 12. Responsiveness.

C.5.v. Examples/Samples of Related Projects/Previous Work

Provide 2–3 examples or samples of previous work/deliverables for related projects.

C.5.vi. Subcontractors

Identify any known or potential subcontractors who will be assigned to the potential contract.

Once a contract is awarded, the contract will be subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). Confidential information (Tax ID, etc.) will not be published. Contractors that have previously registered with B2Gnow for any public entity, must verify the system has updated information. User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are provided by the Office of Minority and Women's Business Enterprises in the Access Equity Help Center.

Each month during the contract, the Contractor is required to report payments to all Subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars made to the Subcontractor, payment dates, and any additional information required to verify payment to Subcontractors. The Contractor shall enter this payment information into the Access Equity system, and require the Subcontractors verify the information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Contractors and Subcontractors, proposed during the procurement process and/or after a contract has been awarded and/or executed.

C.6. COST PROPOSAL

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFP. However, Consultants are encouraged to submit proposals that are consistent with state government efforts to conserve state resources.

In the event that bidder is awarded a Contract, the total price for the goods and/or services shall be bidder's price as submitted. Except as provided in the Contract, there shall be no additional costs of any kind.

C.6.i. Identification of Costs

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. The Consultant is to submit a fully detailed budget including staff costs, administrative costs, travel costs, and any other expenses

necessary to accomplish the tasks and to produce the deliverables under the Contract. A bidder's failure to identify all costs in a manner consistent with the instructions in this Competitive Solicitation is sufficient grounds for disqualification. Consultants are required to collect and pay Washington State sales tax, if applicable.

Costs must be subtotaled for each assessment the bidder has chosen to submit a proposal for. A Standard Cost Evaluation Formula: (Lowest Bid/Bid Evaluated) x Maximum Points Available will be applied to the total cost for each assessment.

Bidders are advised that submission of additional information in support of the Cost Proposal is encouraged to the extent that such information will assist in evaluating the reasonableness and rationale supporting the costs.

C.6.ii. Travel Costs

If the Consultant's proposal includes any travel-related expenses as a line item, they are to be broken out separately. Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in accordance with Washington State travel regulations established by the Office of Financial Management.

C.6.iii. Subcontractor Costs

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

C.6.iv. Indirect Costs

Per OSPI's indirect costs policy, the maximum amount that may be charged or included in contracts is the following:

Entity	State Contracts	Federal Contracts
School Districts	State recovery rate	Federal indirect rates, per OSPI's agreement with the U.S. Department of Education
Educational Service Districts	Per annual letter of agreement by K–12 Financial Resources Division	Per annual letter of agreement by K–12 Financial Resources Division
All other entities (including higher education, non-profits, independent consultants, etc.)	10%	10%

Section D. EVALUATION AND AWARD

D.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by OSPI, which will determine the ranking of the proposals.

For responsive bids, OSPI will determine whether the bidder is a "responsible bidder." Accordingly, OSPI may make reasonable inquiry to determine bidder responsibility on a pass/fail basis. In determining bidder responsibility, OSPI may consider the following statutory elements:

- Bidder's ability, capacity, and skill to perform the contract or provide the service required;
- Bidder's character, integrity, reputation, judgment, experience, and efficiency;
- Bidder's ability to perform the contract within the time specified;
- Bidder's performance quality pertaining to previous contracts or services;
- Bidder's compliance with laws relating to the contract or services;
- Whether, within the three-year period immediately preceding the date of the Competitive Solicitation, bidder has been determined by a final and binding citation and notice of assessment issued by the Washington State Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
- Such other information as may be secured having a bearing on the decision to award the Contract.

In accordance with RCW 39.26.160(2)(a)-(g), OSPI may request financial statements, credit ratings, references, record of past performance, clarification of bidder's bid, on-site inspection of bidder's or subcontractor's facilities, or other information as necessary to determine bidder's capacity to perform and the enforceability of bidder's contractual commitments. Failure to respond to these requests may result in a bid being rejected as non-responsive.

D.2. EVALUATION AND SCORING

The following points will be assigned to the proposals for evaluation purposes:

Category	Maximum Points Possible
Responsive to Minimum Qualifications and Requirements	**Pass/Fail**
Responsible Bidder	**Pass/Fail**
Technical Proposal	**60 points**
C.4.i. Project Approach/Methodology	20
C.4.ii. Work Plan	10
C.4.iii. Project Schedule	5
C.4.iv. Deliverables	15
C.4.v. Performance-Based Contracting	Yes/No
C.4.vi. Outcomes and Performance Measurements	5
C.4.vii. Risks	5
Management Proposal	**20 points**
C.5.i. Project Management/Team Structure/Internal Controls	10
C.5.ii. Experience of the Consultant/Staff/Subcontractors	10
C.5.iii. References	Yes/No
C.5.iv. Past Performance	Yes/No
C.5.v. Examples/Samples of Related Projects/Previous Work	Yes/No
C.5.vi. Subcontractors	Yes/No, N/A
Cost Proposal	**20 points**
C.6.i. Identification of Costs -Proposal submitted as requested by assessment -Standard Cost Evaluation Formula: (Lowest Bid/Bid Evaluated) x Maximum Points Available	20
C.6.ii. Travel Costs	Yes/No, N/A
C.6.iii. Subcontractor Costs	Yes/No, N/A
C.6.iv. Indirect Costs	Yes/No, N/A
TOTAL PROPOSAL SCORE	**100 points**

Other Scoring Considerations for Top-Scoring Bidders:	
D.3. Reference Checks (if determined necessary by OSPI)	50
D.4. Interview/Demonstration (if determined necessary by OSPI)	50
TOTAL POINTS POSSIBLE	**200 points**

D.3. REFERENCE CHECKS

References may be contacted for the top-scoring Bidder(s) only and will then be scored and added to the total score.

By submitting a proposal in response to this RFP, the Consultant and team members grant permission to OSPI to contact these references and others who, from OSPI's perspective, may have pertinent information. OSPI may or may not, at OSPI's discretion, contact these references or others. OSPI reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

D.4. INTERVIEW/DEMONSTRATION

After bids are received and written evaluations are completed, OSPI, at its sole discretion, may request that one or more top bidders with the highest-scored proposals participate in an oral interview and/or presentation or demonstration. Should OSPI elect to hold interviews/demonstrations, it will contact the top-scoring bidder(s) to schedule a date, time, and location. Bidder(s) is/are encouraged to hold the date(s) indicated in the Estimated Schedule of Procurement Activities. OSPI will provide further instruction at the time of scheduling demonstrations/interviews. Commitments made by the Bidder at the interview/demonstration, if any, will be considered binding.

The scores from the written evaluation and the oral presentation combined together will determine the Apparent Successful Bidder.

D.5. SELECTION OF APPARENT SUCCESSFUL BIDDER

OSPI reserves the right to award the contract to the Bidder whose proposal is deemed to be in the best interest of and most advantageous to OSPI and the state of Washington. Based on the proposed models provided, this RFP may result in multiple awards specific to a test. The selected bidder(s) will be declared the Apparent Successful Bidder(s) (ASB(s)).

The date of announcement of the ASB will be the date the announcement is emailed. The State will enter into contract negotiations with the ASB. Should contract negotiations fail to be completed within two (2) weeks after initiation, the State may immediately cease contract negotiations, declare the Bidder with the second highest score as the new ASB, and enter into contract negotiations with that Bidder. This process will continue until the Contracts are signed or no qualified Bidders remain. Alternatively, OSPI reserves the right to cancel this solicitation and not award a contract to any Bidder.

Upon OSPI's announcement of ASB, all bid submissions and all bid evaluations are subject to public disclosure pursuant to Washington's Public Records Act.

Following announcement of ASB, the agency will publicly post awarded bid(s) and bid award documents to its website and/or WEBS.

D.6. NOTIFICATION TO BIDDERS

Proposals that have not been selected for further negotiation or award will be notified via email by the RFP Coordinator.

D.7. DEBRIEFING OF UNSUCCESSFUL BIDDERS

At the Bidder's request, an individual debriefing conference will be scheduled with an unsuccessful Bidder. A Debrief Conference is an opportunity for a bidder and OSPI to meet and discuss the bidder's bid (and, as further explained below, is a necessary prerequisite to filing a protest). Following the bid evaluation, OSPI will issue an ASB announcement. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days following announcement of the ASB. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by OSPI and Bidder.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debrief conferences may be conducted either in person at OSPI's office in Olympia, Washington, or virtually (e.g., by telephone or web-based virtual meeting such as Zoom, Skype, MS Teams), as determined by OSPI, and may be limited by OSPI to a specified period of time.

Since debriefing conferences pertain to the formal evaluation process, Bidders who were disqualified as non-responsive and therefore did not go through the formal evaluation process, are not entitled to a debriefing conference.

Please note, because the debrief process must occur before making an award, OSPI likely will schedule the Debrief Conference shortly after the announcement of the ASB and the Bidder's request for a Debrief Conference. OSPI will not allow the debrief process to delay the award. Therefore, Bidders should plan for contingencies and alternate representatives; Bidders who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest.

D.8. PROTEST PROCEDURE

This protest procedure is available to Bidders who submitted a response to this RFP document and who have participated in a Debriefing Conference. Upon completion of the debriefing conference, the Consultant is allowed five (5) business days to file a protest of the procurement with the RFP Coordinator. Protests shall be submitted to the RFP Coordinator via email.

Consultants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

The protest must state:

1. The RFP number.
2. The grounds for the protest including specific facts and complete statements of the action(s) being protested. The protesting party may submit with the protest any documents or information deemed relevant.
3. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator/evaluation team;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document or OSPI policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, 2) OSPI's assessment of its own and/or other agencies needs or requirements, or 3) a complaint raised during the Complaint Procedure.

Upon receipt of a protest, a protest review will be held by OSPI.

1. The agency will assign a Protest Officer who had no involvement in the evaluation and award process to investigate and respond to the protest.
2. The Protest Officer will consider the available facts and issue a written response to the Bidder within ten (10) business days after receipt of the protest, unless additional time is needed. OSPI will notify the protesting bidder in writing if additional time is needed.
3. A copy of the protest and the agency's written decision will be provided to the Superintendent of Public Instruction and the Director of DES.

In the event a protest may affect the interest of another Bidder that submitted a proposal, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the Protest Officer.

The final determination of the protest shall either:

- Find the protest lacking in merit and uphold OSPI's action; or
- Find only technical or harmless errors in OSPI's procurement process and determine OSPI to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide OSPI options which may include:
    - Correct the errors and re-evaluate all proposals, and/or
    - Reissue the RFP document and begin a new process, or

- Make other findings and determine other courses of action as appropriate.

If OSPI determines that the protest is without merit, OSPI will enter into a contract with the Apparent Successful Bidder, assuming the parties reach agreement on the contract's terms. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken. All decisions made by OSPI relating to the protest shall be final.

D.9. ADDITIONAL AWARDS

OSPI reserves the right, during the resulting Contract term, to make additional Contract awards to responsive, responsible bidders who provided a bid but who were not awarded a Contract under this RFP. Such awards would be on the same or substantially similar terms and conditions and would be designed to address an awarded Contractor vacancy (e.g., an awarded contractor is terminated or goes out of business) or be in the best interest of the State of Washington.

Section E. RFP EXHIBITS

Exhibit A Draft ELA Standards Crosswalk
Exhibit B Draft Mathematics Standards Crosswalk
Exhibit C WA-AIM ELA Access Point Frameworks
Exhibit D WA-AIM Mathematic Access Point Frameworks
Exhibit E WIDA ELD Standards Framework, 2020 Edition
Exhibit F WIDA Alternate ACCESS Proficiency Level Descriptors
Exhibit G Public Draft WA State Learning Standards ELA
Exhibit H Public Draft WA State Learning Standards Math
Exhibit I OSPI Americans with Disabilities Act Compliance: Graphics and Colors
Exhibit J Federal Grant Terms and Conditions
Exhibit K Contract Intake Form
Exhibit L Sample Contract
Exhibit M General Terms and Conditions
Exhibit N Contract Issues List
Exhibit O Certifications and Assurances
Exhibit P Qualification Affirmations
Exhibit Q Proposal Checklist

EXHIBITS A-H

Exhibit A Draft ELA Standards Crosswalk
Exhibit B Draft Mathematics Standards Crosswalk
Exhibit C WA-AIM ELA Access Point Frameworks
Exhibit D WA-AIM Mathematic Access Point Frameworks
Exhibit E WIDA ELD Standards Framework, 2020 Edition
Exhibit F WIDA Alternate ACCESS Proficiency Level Descriptors
Exhibit G Public Draft WA State Learning Standards ELA
Exhibit H Public Draft WA State Learning Standards Math

Available for download on OSPI's procurement website.

EXHIBIT I

OSPI AMERICANS WITH DISABILITIES ACT COMPLIANCE: GRAPHICS AND COLORS

Graphics & Colors: OSPI Americans with Disabilities Act (ADA) Compliance

Many people with low vision do not see web pages the same as others. Some see only small portions of a computer display at one time. Others cannot see text or images that are too small. Still, others can only see website content if it appears in specific colors.

For these reasons, many people with low vision use specific color and font settings when they access the Internet.

For example, some people with low vision need to use high-contrast settings, such as bold white or yellow letters on a black background. Others need just the opposite – bold black text on a white or yellow background. And, many must use softer, more subtle color combinations.

Tips for Graphic Creation that is Accessible

- Provide good contrast. Be especially careful with light shades of gray, orange, and yellow.
- Use True Text whenever possible. You can see True Text (TT) next to the font selection in most programs.
- Avoid all caps. All caps can be difficult to read and can be read incorrectly by screen readers.
- Use adequate font size. The size can vary depending on the font chosen, but 10 point is usually the minimum.
- Make sure links are recognizable.
- Differentiate links in the body of the page with underline or bold. Links should clearly tell the user where the link will take them (no "click here" links).
- Don't convey content with color alone. Users often can't distinguish or may override page colors.

Resources for Web Accessibility

- Color code finder. Upload a photo to find the different color codes.
- Color contrast checker. Enter color codes to find out which foreground and background combination is accessible.

Accessible Color Guidance

The colors below are OSPI's main brand colors and associated codes. They are displayed with text and background color in ADA compliance.

OSPI's cream and charcoal colors should be used in designs instead of white and black.

- Charcoal color code: #40403d
- Cream color code: #f7f5eb

Preferred

#40403d	#f7f5eb

Optional

#0d5761	#8cb5ab

Washington Office of Superintendent of
PUBLIC INSTRUCTION

EXHIBIT J
FEDERAL GRANT TERMS AND CONDITIONS

PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
    - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
    - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
    - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
    - Federal grant funds cannot be used to pay for alcoholic beverages; and
    - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.

- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
    - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
    - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
    - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:
      The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
    - A short conversation could help avoid a costly and embarrassing mistake.

Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting and conference-related expenses.

EXHIBIT K
CONTRACT INTAKE FORM

Available as a fillable form on OSPI's procurement website.

EXHIBIT L
SAMPLE CONTRACT

Contract No. _____

between

SUPERINTENDENT OF PUBLIC INSTRUCTION,
STATE OF WASHINGTON
(hereinafter referred to as Superintendent)
Old Capitol Building, P.O. Box 47200
Olympia, WA 98504-7200

and

>CONTRACTOR<
(hereinafter referred to as Contractor)
>ADDRESS<

>Federal Identification #<
>Unified Business Identifier #<

In consideration of the promises and conditions contained herein, Superintendent and Contractor do mutually agree as follows:

I. DUTIES OF THE CONTRACTOR

A. The general objective(s) of this contract is/are as follows:

Examine the alignment of Washington's general and alternate assessments in English Language Arts (ELA) and Mathematics to the revised State Learning Standards and for the English Language Proficiency general and alternate assessment Proficiency Level Descriptors to the revised State Learning Standards.

Report to what extent can the existing in scope WCAP assessments be used to assess the depth and breadth of the revised 2024 Washington K–12 State Learning Standards in ELA and mathematics. Specifically identifying:

- Can, or to what extent, can our current assessments within the scope of this project be used to assess the revised learning standards?
- Under what conditions can our assessments within the scope of this project be used to assess the revised learning standards?
- As a result of the alignment studies, what are the recommendations for blueprint adjustments?

- Recommendations for item development to identify gaps in content coverage.
- For our English Language Proficiency assessments, examine and report to what extent the knowledge and skills identified in the revised Washington State K–12 Learning Standards in ELA and mathematics are reflected in the English Language Proficiency Level Descriptors.

B. In order to accomplish the general objective(s) of this Contract, Contractor shall perform the following specific duties, and those outlined in OSPI's Request for Proposals No. ____, and Contractor's Proposal, to the satisfaction of the OSPI Contract Manager:

>SCOPE OF WORK PLACEHOLDER<

C. The Contractor shall produce the following written reports or other written documents (deliverables) by the dates indicated below:

>DELIVERABLES PLACEHOLDER<

All written reports/documents required under this contract must be delivered to the OSPI Contract Manager in accordance with the schedule above.

D. **ADA Compliance:** All documents, videos, audio records, presentations, or other deliverables required under the resulting Contract 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 which are hereby incorporated by this reference. For narrative or documentary style videos required under the resulting Contract, the final product and all raw footage shall be mailed to the OSPI Communication and Digital Media office on a hard drive furnished by the Contractor. In the event that the deliverables are not compliant, OSPI may require Contractor to promptly make modifications that will make the deliverables compliant. Additionally, OSPI shall have the right to modify or copy the deliverables in order to make them accessible and/or compliant.

E. *If subcontractor(s) will be used, the following section is required.* **Subcontracting.** This Contract is subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). The Contractor and all Subcontractors shall report and confirm receipt of payments made to the Contractor and each Subcontractor through the Access Equity system, per Subcontractor Payment Reporting requirements within Attachment A – General Terms and Conditions.
    - Within fifteen (15) days of contract commencement, the Contractor shall register and enter all required subcontractor information into the Access Equity system.
    - Within twenty (20) days of contract commencement, the Contractor shall complete the required user training.

- Within thirty (30) days of payment from OSPI to the Contractor, the Contractor shall report the amount and date of all payments (i) received from the Superintendent, and (ii) paid to Subcontractors.

As such, OSPI hereby acknowledges Contractor will utilize the following subcontractors. Any additional subcontractors/substitutions of subcontractors shall be submitted to the OSPI Contract Manager in writing before performing any duties related to this Contract.

- **>SUBCONTRACTOR PLACEHOLDER<**
- **>SUBCONTRACTOR PLACEHOLDER<**

II. PERIOD OF PERFORMANCE

No costs shall be incurred under this Contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor's duties is as follows:

>START DATE<, or date of execution, whichever is later, through **>START DATE<**.

III. INVOICING & PAYMENT

III.A.1. **Compensation Amount.** In consideration of Contractor's satisfactory performance of the duties set forth herein, Superintendent shall compensate Contractor at a rate not to exceed a total of **$$$.** Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

III.A.2. *If Applicable:* **Travel Expense Reimbursement.** Travel and per diem expenses for [#] person(s) in the amounts and for the purposes otherwise established for state employees at the time of incurrence by the rules and regulatory policies of the Office of Financial Management (OFM) shall not exceed **$$$**. Contractor's "official duty station" (i.e., the origin of reimbursable travel and/or per diem) shall be [official duty station].

III.A.3. **Funding Source.** Funds for the payment of this Contract are provided, in part, by state dollars.

Fifteen percent (15%) of the funds proposed for this project will be funded using Federal money provided by Catalog of Federal Domestic Assistance number 84.369A (Award S369A240049); therefore, Contractor shall comply with Federal Grant Terms and Conditions, attached hereto as Attachment A1.

III.B.1. **Billing Procedure.** Payment shall be made to the Contractor as follows:

Contractor shall submit invoices to the OSPI Contract Manager in accordance with the Schedule of Payments set forth below:

>PAYMENT SCHEDULE PLACEHOLDER<

III.B.2. **Invoice Requirements.** The invoice(s) shall document to the OSPI Contract Manager's satisfaction a description of the work performed and payment requested. Within approximately thirty (30) calendar days of the OSPI Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to the Contractor by Agency Financial Services, OSPI.

The invoice(s) must be emailed to the OSPI Contract Manager and shall include:

- OSPI Contract number
- Contractor name, address, telephone number, and email address for billing issues if someone other than the Contractor's Contract Manager
- Contractor's Federal Tax Identification Number
- Contractor's Statewide Vendor Number
- Description of Services and Deliverables provided
- Date(s) of Service, if applicable
- Invoice amount for each Service or Deliverable, including applicable taxes

Contractor's invoices for payment shall reflect accurate Contract prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein. OSPI shall have no obligation to pay Contractor for any services that do not comply with this Contract.

III.B.3. **Errors & Corrections.** If errors are found in the submitted invoice or supporting documents, the OSPI Contract Manager will notify the Contractor. In order to receive payment, it shall be the responsibility of the Contractor to make corrections in a timely manner, resubmit the invoice and/or supporting documentation as requested, and notify the OSPI Contract Manager.

III.B.1. **Final Payment.** Final payment shall be made after acceptance by the OSPI Contract Manager if received by within sixty (60) days after the Contract expiration date, unless negotiated with the OSPI Contract Manager and the Fiscal Budget Analyst. There will be no obligation to pay any claims that are submitted sixty-one (61) or more calendar days after the expiration date ("Belated Claims"). Belated Claims will be paid at OSPI's sole discretion, and any such potential payment is contingent upon the availability of funds.

IV. CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this contract. Any changes to this information shall be communicated to the other party in writing as soon as reasonably possible.

Contractor	**OSPI**
[Contract Manager's Name] [Contract Manager's Title] [Contract Manager's Address] Phone: ( ) - Email: [Contract Manager's Email Address]	[Contract Manager's Name] [Contract Manager's Title] Old Capitol Building, PO Box 47200 Olympia, WA 98504-7200 Phone: ( ) - Email: [Contract Manager's Email Address]

SAMPLE
Do Not Complete

V. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Attachment A – Contract for Services, General Terms and Conditions
- Attachment A1 – Federal Grant Terms and Conditions
- Attachment B – Request for Proposals with any formal RFP amendments that change scope of work, etc.
- Attachment C – Contractor's Proposal
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

VI. APPROVAL

This contract shall be subject to the written approval of the Superintendent's authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

We the undersigned agree to the terms of the foregoing contract.

CONTRACTOR	Superintendent of Public Instruction State of Washington
Signature	OSPI Contracts Administrator
Print Name Date	Date
Who certifies that he/she is the Contractor identified herein OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.	Approved as to FORM ONLY by the Assistant Attorney General

SAMPLE
Do Not Sign

EXHIBIT M
GENERAL TERMS AND CONDITIONS

Definitions. As used throughout this Contract and General Terms and Conditions, the following terms shall have the meaning set forth below:

"Contract" or **"Agreement"** means the entire written agreement between OSPI and the Contractor, including any attachments, exhibits, documents, or materials incorporated by reference. Contract and Agreement may be used interchangeably.

"Contractor" shall mean that firm, provider, organization, individual, or other entity performing service(s) under this Contract, and shall include all employees of the Contractor.

"Services" means all work performed or provided by Contractor pursuant to this Contract.

"Statement of Work" or **"SOW" or "Scope of Work"** means a detailed description of the work activities the Contractor is required to perform under the terms and conditions of this Contract, including the deliverables and timeline.

"Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms " Subcontractor" and " Subcontractors" means Subcontractor(s) in any tier.

"Superintendent" shall mean the Office of Superintendent of Public Instruction (OSPI) of the State of Washington, any division, section, office, unit or other entity of the Superintendent, or any of the officers or other officials lawfully representing the Superintendent. Superintendent and OSPI may be used interchangeably.

1. **Access to Data.** In compliance with Chapter 39.26 RCW, the Contractor shall provide access to data generated under this Contract to the Superintendent, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

2. **Alterations and Amendments.** This Contract may be amended only by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

3. **Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.** The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of

employment, public accommodations, state and local government services, and telecommunications.

4. **Assignment.** Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the Superintendent.

5. **Assurances.** The Superintendent and the Contractor agree that all activity pursuant to this Contract will be in accordance with all applicable current federal, state and local laws, rules and regulations.

6. **Attorney's Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.

7. **Audit Requirements.** If the Contractor is a Subrecipient of federal awards as defined by the Office of Management and Budget (OMB) CFR, Part 200, Subpart F, and expends seven hundred and fifty thousand dollars ($750,000) or more in federal awards (does not apply to contracts for goods and services) from all federal sources in any fiscal year beginning on or after December 26, 2014, the Contractor shall procure at their expense a single or program-specific audit for that year. The Contractor shall incorporate OMB CFR, Part 200, Subpart F audit requirements into all contracts between the Contractor and its Subcontractors who are Subrecipients of federal awards. The Contractor shall comply with any future amendments to OMB and any successor or replacement Circular or regulation.

8. **Budget Revisions.** Any monetary amount budgeted by the terms of this Contract for various activities and line-item objects of expenditure may be revised without prior written approval of Superintendent, so long as the revision is no more than ten percent (10%) of the original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of the Superintendent.

9. **Certification Regarding Debarment, Suspension, and Ineligibility.** The Contractor certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. "Covered transactions" include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars ($25,000). Contractor may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Contractor shall immediately notify the Superintendent if, during the term of this contract, Contractor becomes debarred. The Superintendent may immediately terminate this Contract by providing Contractor written notice if Contractor becomes debarred during the term of this Contract.

The Contractor also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Contractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.

10. **Certification Regarding Lobbying.** The Contractor certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor shall require its subcontractors to certify compliance with this provision.

11. **Certification Regarding Wage Violations.** The Contractor certifies that within three (3) years prior to the date of execution of this Contract, Contractor has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52.

    The Contractor further certifies that it will remain in compliance with these requirements during the term of this Contract. Contractor will immediately notify the Superintendent of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Contract.

12. **Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the Superintendent of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

13. **Confidentiality.** The Contractor acknowledges that all of the data, material and information which originates from this Contract, and any student assessment data, material and information which will come into its possession in connection with performance under this Contract, consists of confidential data owned by the Superintendent or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or other privacy laws, and that the data must be secured and protected from unauthorized disclosure by the Contractor. The Contractor is wholly responsible for compliance with FERPA requirements.

    The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release

it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure or usages not specifically authorized by this Contract.

14. **Copyright Provisions.** Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the Superintendent. The Superintendent shall be considered the author of such Materials. If Materials are not considered "works for hire", Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Superintendent effective from the moment of creation of such Materials.

    Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Copyright ownership includes the right to patent, register and the ability to transfer these rights.

    Contractor understands that, except where otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract shall carry a Creative Commons Attribution License, version 4.0 or later.

    All Materials the Contractor has adapted from others' existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

    For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial (preferred) or Creative Commons Attribution-NonCommercial-ShareAlike licenses, version 4.0 or later, are acceptable for these specific sections.

    The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

    The Contractor shall exert all reasonable effort to advise the Superintendent, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Superintendent shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this Contract. The Superintendent shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

15. **Covenant Against Contingent Fees.** The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Contractor for the purpose of securing business. The Superintendent shall have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.

16. **Disputes.** In the event that a dispute arises under this Contract, it shall be determined by a Dispute Board in the following manner: (1) The Superintendent shall appoint a member to the Dispute Board; (2) the Contractor shall appoint a member to the Dispute Board; (3) the Superintendent and the Contractor shall jointly appoint a member to the Dispute Board; (4) the Dispute Board shall evaluate the dispute and make a determination of the dispute; and, the determination of the Dispute Board shall be final and binding on the parties hereto.

    As alternatives to the above Dispute Board process: (1) if the dispute is between two or more state agencies, any one of the agencies may request intervention by the Governor, as provided by 43.17.330 RCW, in which event the Governor's process shall control; and, (2) if the dispute is between a non-state agency and another state agency or non-state agency party to this Contract, all the disputing parties may mutually agree to mediation prior to submitting the dispute to a Dispute Board in the event the dispute is not resolved pursuant to mediation within an agreed-upon time period.

17. **Duplicate Payment.** The Superintendent shall not pay the Contractor, if the Contractor has charged or will charge the state of Washington or any other party under any other contract or agreement, for the same services or expenses.
18. **Electronic signature.** Any signature page delivered via fax machine or electronic image scan, receipt acknowledged in each case, shall be binding to the same extent as an original, wet ink signature page. Any Party who delivers such a signature page agrees to later deliver an original counterpart to any Party which requests it.

19. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

20. **Ethical Conduct.** Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty or service in whole or part under this Contract in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and 41.06.250 prohibiting the use of public resources for political purposes.

Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to the Superintendent's employees.

21. Governing Law and Venue. This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

22. Indemnification. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Superintendent and all officials, agents, and employees of the Superintendent, from and against all claims for injuries or death arising out of or resulting from the performance of this Contract. "Claim" as used in this Contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition. Contractor's obligation to indemnify, defend and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the Superintendent for any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines out of or incident to Contractor's or subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, or hold harmless the Superintendent shall not be eliminated or reduced by any actual or alleged concurrent negligence by Superintendent or its agents, employees, or officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless Superintendent and its agents, employees, or officials.

23. Independent Capacity of the Contractor. The parties intend that an independent Contractor relationship will be created by this Contract. The Contractor and his/her employees or agents performing under this Contract are not employees or agents of the Superintendent. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of the Superintendent or of the state of Washington by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

24. Insurance.

a. **Worker's Compensation Coverage.** The Contractor shall at all times comply with all applicable worker's compensation, occupational disease, and occupational health and

safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Contractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such worker's compensation and occupational disease requirements shall include coverage for all employees of the Contractor, and for all employees of any subcontract retained by the Contractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Satisfaction of these requirements shall include, but shall not be limited to:

1) Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;

2) Purchase worker's compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;

3) Maintenance of a legally permitted and governmentally approved program of self-insurance for worker's compensation and occupational disease.

Except to the extent prohibited by law, the program of the Contractor's compliance with worker's compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against the Superintendent, its directors, officers, and employees.

If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable worker's compensation and occupational disease laws, statutes, and regulations and the Superintendent incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify the Superintendent for such fines, payment of benefits to Contractor or subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed the Superintendent by the Contractor pursuant to the indemnity may be deducted from any payments owed by the Superintendent to the Contractor for the performance of this Contract.

b. **Automobile Insurance.** In the event that services delivered pursuant to this Contract involve the use of vehicles, owned or operated by the Contractor, automobile liability insurance shall be required. The minimum limit for automobile liability is:

$1,000,000 per accident or occurrence, using a Combined Single Limit for bodily injury and property damage.

c. **Business Automobile Insurance.** In the event that services performed under this Contract involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required. If Contractor-owned personal vehicles are used, a Business Automobile policy covering a minimum Code 2 "owned autos only" must be secured. If the Contractor's employees' vehicles are used, the Contractor must also include under the Business Automobile policy Code 9, coverage for "non-owned autos." The minimum limits for automobile liability is:

$1,000,000 per accident or occurrence, using a Combined Single Limit for bodily injury and property damage.

d. **Public Liability Insurance/General Liability.** The Contractor shall at all times during the term of this Contract, at its cost and expense, carry and maintain general public liability insurance, including contractual liability, against claims for bodily injury, personal injury, death, or property damage occurring or arising out of services provided under this Contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or servants. The limits of liability insurance, which may be increased from time to time as deemed necessary by the Superintendent, with the approval of the Contractor (which shall not be unreasonably withheld), shall not be less than as follows:

Each Occurrence	$1,000,000
General Aggregate Limits (other than products-completed operations)	$2,000,000
Products-Completed Operations Limit	$2,000,000
Personal and Advertising Injury Limit	$1,000,000
Fire Damage Limit (any one fire)	$ 50,000
Medical Expense Limit (any one person)	$ 5,000

e. **Additional Insured.** The State of Washington, Office of Superintendent of Public Instruction, shall be specifically named as an additional insured on all policies except for liability insurance on privately-owned vehicles, and all policies shall be primary to any other valid and collectible insurance. The Superintendent may waive this requirement at its discretion. Policies and certificates of insurance shall include the contract reference number.

f. **Proof of Insurance.** Certificates and or evidence satisfactory to the Superintendent confirming the existence, terms and conditions of all insurance required above shall be delivered to the Superintendent within five (5) days of the Contractor's receipt of Authorization to Proceed.

g. **General Insurance Requirements.** Contractor shall, at all times during the term of the Contract and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the

termination of the Contract at the Superintendent's option. By requiring insurance herein, Superintendent does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the Superintendent in this Contract.

Contractor shall include all subcontractors as insureds under all required insurance policies, or shall furnish proof of insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

25. Licensing and Accreditation Standards. The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Contract.

26. Limitation of Authority. Only the Superintendent or the Superintendent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Contract is not effective or binding unless made in writing and signed by the Superintendent.

27. Nondiscrimination.

a. **Nondiscrimination Requirement.** During the term of this Contract, the Contractor, including any subcontractor, shall comply with all the federal and state nondiscrimination laws, regulations and policies, which are otherwise applicable to the Superintendent. Accordingly, on the bases enumerated at RCW 49.60.530(3), no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Contractor and its agents under this Contract. In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

b. **Obligation to Cooperate.** Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

c. **Default.** Notwithstanding any provision to the contrary, the Superintendent may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Superintendent receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), the Superintendent may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

d. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. The Superintendent shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe the Superintendent for default under this provision.

28. Overpayments. Contractor shall refund to Superintendent the full amount of any overpayment under this Contract within thirty (30) calendar days of written notice. If Contractor fails to make a prompt refund, Superintendent may charge Contractor one percent (1%) per month on the amount due until paid in full.

29. Payments. No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the Superintendent. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported invoice for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this Contract, and (2) Acceptance and certification by the OSPI Contract Manager or designee of satisfactory performance by the Contractor.

Except as otherwise provided in this Contract, (1) All approvable invoices for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor and acceptance and certification by the OSPI Contract Manager or designee, and (2) All expenses necessary to the Contractor's performance of this Contract not specifically mentioned in the Contract shall be borne in full by the Contractor.

30. **Public Disclosure.** Contractor acknowledges that the Superintendent is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Contract shall be a public record as defined in RCW 42.56. Any specific information that is claimed by the Contractor to be confidential or proprietary must be clearly identified as such by the Contractor. To the extent consistent with chapter 42.56 RCW, the Superintendent shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the Contractor's information, the Superintendent will notify the Contractor of the request and the date that such records will be released to the requester unless Contractor obtains a court order enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, the Superintendent will release the requested information on the date specified.

31. **Publicity.** The Contractor agrees to submit to the Superintendent all advertising and publicity matters relating to this Contract which in the Superintendent's judgment, Superintendent's name can be implied or is specifically mentioned. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Superintendent.

32. **Registration with Department of Revenue.** The Contractor shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

33. **Records Maintenance.** The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by the Superintendent, personnel duly authorized by the Superintendent, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

    If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

34. **Right of Inspection.** The Contractor shall provide right of access to its facilities to the Superintendent or any of its officers at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract on behalf of the Superintendent. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Contractor's business or work hereunder.

35. **Severability.** The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

36. **Site Security.** While on Superintendent premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

37. **Subcontracting.** Neither the Contractor nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of the Superintendent. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of the Contractor to the Superintendent for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this Contract.

    If, at any time during the progress of the work, the Superintendent determines in its sole judgment that any subcontractor is incompetent, the Superintendent shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by the Superintendent of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the Superintendent.

38. **Subcontractor Payment Reporting.** If a subcontractor is used to is perform all or part of the services under this Contract under a separate contract with the Contractor, this Contract is subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). The Contractor and all Subcontractors shall report and confirm receipt of payments made to the Contractor and each Subcontractor through the Access Equity system. User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are provided by the Office of Minority and Women's Business Enterprises in the Access Equity Help Center. The Superintendent reserves the right to withhold payments from the Contractor for non-compliance with this section. For purposes of this section, Subcontractor means any subcontractor working on the Contract, at any tier and regardless of status as certified woman and/or minority business (WMBE) or Non-WMBE. The Contractor shall:
    a. Register and enter all required Subcontractor information into Access Equity no later than fifteen (15) days after the Superintendent creates the Contract Record.

    b. Complete the required user training (two (2) one- (1-) hour online sessions) no later than twenty (20) days after the Superintendent creates the Contract Record.

    c. Report the amount and date of all payments (i) received from the Superintendent, and (ii) paid to Subcontractors, no later than thirty (30) days, issuance of each payment made by the Superintendent to the Contractor, unless otherwise specified in writing by the Superintendent, except that the Contractor shall mark as "Final" and report the

final Subcontractor payments) into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Contract, with all payment information entered no later than sixty (60) days after end of fiscal year.

d. Monitor contract payments and respond promptly to any requests or instructions from the Superintendent or system-generated messages to check or provide information in Access Equity.

e. Coordinate with Subcontractors, or Superintendent, when necessary, to resolve promptly any discrepancies between reported and received payments.

f. Require each Subcontractor to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from the Contractor or a higher tier Subcontractor, if applicable, through Access Equity; (iii) report payments made to any lower tier Subcontractors, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from the Contractor or system-generated messages to check or provide information in Access Equity; and (v) coordinate with Contractor, or Superintendent when necessary, to resolve promptly any discrepancies between reported and received payments.

39. Taxes. All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

40. Technology Security Requirements. The security requirements in this document reflect the applicable requirements of Standard 141.10 of the Office of the Chief Information Officer (OCIO) for the state of Washington, which by this reference are incorporated into this agreement.

The Contractor acknowledges it is required to comply with WaTech OCIO IT Security Policy 141 and OCIO IT Security Standard 141.10, Securing Information Technology Assets. OCIO IT Security Standard 141.10, Securing Information Technology Assets, applies to all Superintendent assets stored as part of a service, application, data, system, portal, module, components or plug-in product(s) that are secured as defined by the WaTech OCIO's IT Security Policy 141 and OCIO IT Security Standard 141.10, Securing Information Technology Assets.

As part of OCIO IT Security Standard 141.10, a design review checklist and/or other action may be required. These activities will be managed and coordinated between Superintendent and the Contractor. Any related costs to performing these activities shall be at the expense of the Contractor. Any such activities and resulting checklist and/or other products must be shared with the Superintendent's Information Technology Services.

41. **Termination for Convenience.** Except as otherwise provided in this Contract, the Superintendent or Superintendent's Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this Contract is so terminated, the Superintendent shall be liable only for payment required under the terms of the Contract for services rendered or goods delivered prior to the effective date of termination.

42. **Termination for Default**. In the event the Superintendent determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the Superintendent has the right to suspend or terminate this Contract. The Superintendent shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) days, the Contract may be terminated. The Superintendent reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Superintendent to terminate the Contract. In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the Superintendent provided in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.

43. **Termination Due to Funding Limitations or Contract Renegotiation, Suspension.** In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion of this Contract, with the notice specified below and without liability for damages:

    a. At Superintendent's discretion, the Superintendent may give written notice of intent to renegotiate the Contract under the revised funding conditions.

    b. At Superintendent's discretion, the Superintendent may give written notice to Contractor to suspend performance when Superintendent determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed.

        (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.

(2) When Superintendent determines that the funding insufficiency is resolved, it will give the Contractor written notice to resume performance, and Contractor shall resume performance.

(3) Upon the receipt of notice under b. (2), if Contractor is unable to resume performance of this Contract or if the Contractor's proposed resumption date is not acceptable to Superintendent and an acceptable date cannot be negotiated, Superintendent may terminate the Contract by giving written notice to the Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. Superintendent shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

c. Superintendent may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. Superintendent shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to Superintendent in the event the termination option in this section is exercised.

d. For purposes of this section, "written notice" may include email.

44. Termination Procedure. Upon termination of this Contract the Superintendent, in addition to other rights provided in this Contract, may require the Contractor to deliver to the Superintendent any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Superintendent shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the Superintendent and the amount agreed upon by the Contractor and the Superintendent for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by the Superintendent, and (d) the protection and preservation of the property, unless the termination is for default, in which case the Superintendent shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Contract. The Superintendent may withhold from any amounts due to the Contractor such sum as the Superintendent determines to be necessary to protect the Superintendent against potential loss or liability.

The rights and remedies of the Superintendent provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Superintendent, the Contractor shall:

a. Stop work under this Contract on the date and to the extent specified, in the notice.

b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;

c. Assign to the Superintendent, in the manner, at the times, and to the extent directed by the Superintendent, all rights, title, and interest of the Contractor under the orders and subcontracts in which case the Superintendent has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Superintendent to the extent the Superintendent may require, which approval or ratification shall be final for all the purposes of this clause;

e. Transfer title to the Superintendent and deliver, in the manner, at the times and to the extent as directed by the Superintendent, any property which, if the Contract had been completed, would have been required to be furnished to the Superintendent;

f. Complete performance of such part of the work not terminated by the Superintendent; and

g. Take such action as may be necessary, or as the Superintendent may direct, for the protection and preservation of the property related to this Contract which, in is in the possession of the Contractor and in which the Superintendent has or may acquire an interest.

45. Treatment of Assets. Except as otherwise provided for in the Contract, the ownership and title to all real property and all personal property purchased by the Contractor in the course of performing this Contract with moneys paid by the Superintendent shall vest in the Superintendent, except for supplies consumed in performing this Contract. The Contractor shall (1) maintain a current inventory of all the real and personal property; (2) label all the property "State of Washington, Superintendent of Public Instruction"; and, (3) surrender property and title to the Superintendent without charge prior to settlement upon completion, termination or cancellation of this Contract.

Any property of the Superintendent furnished to the Contractor shall, unless otherwise provided herein, or approved by the Superintendent, be used only for the performance of the Contract.

The Contractor shall be responsible for any loss or damage to property of the Superintendent which results from the negligence of the Contractor which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

If any property is lost, destroyed, or damaged, the Contractor shall notify the Superintendent and take all reasonable steps to protect the property from further damage.

All reference to the Contractor under this clause shall include Contractor's employees, agents and subcontractors.

Waiver. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties

EXHIBIT N
CONTRACT ISSUES LIST

This Exhibit is optional. Bidders need only to complete and submit this Exhibit ***IF*** bidder has issues, concerns, exceptions, or objections to any of the terms or conditions contained in the Sample Contract and/or any terms and conditions stated within the procurement. In such case, bidder must use this *Bidder's Contract Issues List* to identify the same as set forth below.

The *Contract Issues List* is designed to frame contract discussions, if any, between OSPI and bidders regarding the Contract terms and conditions. In completing the *Contract Issues List*, bidders **must**:

A. Identify the specific Contract section/subsection that creates a business issue, concern, exception, or objection;

B. Describe, in business terms, the issue, concern, exception, or objection pertaining to the Contract section/subsection;

C. Propose, in business terms, a solution that is reasonable in light of the Competitive Solicitation and the procurement solution being sought by OSPI; and

D. Provide bidder' reason or rationale supporting bidder's proposed solution, including how the proposed solution is commercially reasonable for a public contract, benefits both the bidder and the OSPI and equitably allocates contractual risk and return.

Please be advised: The Contract(s) to be awarded is the result of a Competitive Solicitation developed pursuant to Washington's Procurement Code for Goods/Services that is designed to meet governmental needs for eligible purchasers. OSPI endeavors to develop commercially reasonable Contracts that incentivize performance and equitably allocate risk and return based on stakeholder input from eligible purchasers, vendors, procurement professionals, and others. Accordingly:

- Contract revisions, if any, may NOT be bidder-specific, but must apply to all bidders.
- Redlined Documents Will Not Be Reviewed. Do not provide a redlined Contract or sections/subsections. Redlined text may result in OSPI making potentially inaccurate assumptions regarding bidder's issue(s). Instead, bidders must follow the instructions set forth above.
- 'Standard' Bidder Contracts Will Not Be Reviewed. Do not provide a copy of bidder's (or a third party's) 'standard' contract or contract section. It will not be reviewed.
- No Substantial Changes. Bidders are cautioned that this is a competitive solicitation for a public contract and **OSPI cannot and will not accept a bid or enter into a Contract that substantially changes the material terms and conditions set forth in this Competitive Solicitation and Contract**. Bids that are contingent upon OSPI making substantial

changes to material terms and conditions set forth in the Competitive Solicitation or Contract likely will be determined to be non-responsive.

OSPI will consider the number and nature of the items on *Contract Issues List* in determining the likelihood of completing a Contract with such bidder

Available as a fillable form on OSPI's procurement website.

Bidder's Contract Issues List				
Bidder Name:				
No.	Contract Section	Issue Description	Bidder's Proposed Solution	Bidder's Rationale for Proposed Solution
1.				
2.				
3.				
4.				
5.				

EXHIBIT O

CERTIFICATIONS AND ASSURANCES

Available as a fillable form on OSPI's procurement website.

Bidder must sign and include the full text of this Exhibit O with their proposal.

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.

2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.

3. The attached proposal is a firm offer for a period of ninety (90) business days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) business-day period.

4. 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.)

5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.

7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on Exhibit Q: Contract Issues List.

8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.

10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.

11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).

12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.

13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.

14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

_____

Signature of Bidder | Date | Place Signed (City, State)

_____

Print Name | Title | Organization Name

EXHIBIT P

QUALIFICATION AFFIRMATIONS

Available as a fillable form on OSPI's procurement website.

CONSULTANT INFORMATION	
Bidder:	

MINIMUM QUALIFICATIONS

Consultants who do not meet the minimum qualifications noted below 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.

Please check all boxes that apply.

- ☐ 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 Apparently Successful Bidder.
- ☐ Experience with large-scale assessment, and associated knowledge of best practices in the field of test measurement.
- ☐ Understanding of federal peer review processes and critical elements related to alignment.
- ☐ Understanding of state academic learning standards and English language proficiency standards.
- ☐ Experience conducting varied alignment study activities between standards and measurement instruments using appropriate defensible methodologies for varied assessment designs.
- ☐ Knowledge of and/or experience in implementing sound alignment projects based in research.

ADDITIONAL DESIRED QUALIFICATIONS

Please check all boxes that apply.

- ☐ Experience within the last five (5) years with Smarter Balanced and aligned large-scale assessments
- ☐ Experience with Washington K–12 Learning Standards and assessments
- ☐ Experience conducting alignment studies for English Language Proficiency and alternate assessments

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

_____

Signature of Bidder | Date | Place Signed (City, State)

_____

Print Name | Title | Organization Name

EXHIBIT Q
PROPOSAL CHECKLIST

This checklist identifies the components that must be submitted to constitute a complete proposal. Proposals that do not include the components identified below may be rejected as nonresponsive. In addition, a bidder's failure to complete any submittal as instructed may result in the proposal being rejected. Bidders may not provide unsolicited materials. For any supplemental materials expressly required by this procurement in writing, bidders must identify such supplemental materials with the bidder's name.

This checklist does not need to be submitted with your proposal.

Component
☐ **Letter of Submittal** (maximum of one (1) page)
☐ Exhibit K: **Contract Intake Form** **Must be signed** and submitted by a duly authorized representative for the bidder. Download an editable version from OSPI's website
☐ **Washington State Business License**, if applicable (see *Exhibit K: Contract Intake Form*). Provide a copy of the business license, **or** the UBI number on the *Contractor Intake Form*. A bidder without a Washington State Business License may submit a proposal. Contingent upon award, the bidder may be required to obtain a license. For more information about this, visit the Department of Revenue website.
☐ Exhibit N: **Contract Issues List** (if applicable) Bidders need only to complete and submit this Exhibit ***IF*** bidder has issues, concerns, exceptions, or objections to any of the terms or conditions contained herein. Download an editable version from OSPI's website
☐ Exhibit O: **Certifications and Assurances** The certification **must be signed** and submitted by a duly authorized representative for the bidder. Download an editable version from OSPI's website
☐ Exhibit P: **Qualification Affirmations** Bidder must confirm that the bidder meets all minimum qualifications set forth in the Minimum Qualifications section. Download an editable version from OSPI's website
☐ **References**
☐ **Technical Proposal**
☐ **Management Proposal**
☐ **Cost Proposal**