

Pre-Bid Conference

Request for Proposals No. 2025-30 21st CCLC Program Quality and Technical Assistance

Heidi Schultz, Elementary, Early Learning, Federal Programs
Division



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Vision

All students prepared for post-secondary pathways, careers, and civic engagement.

Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



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Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



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Tribal Land Acknowledgement

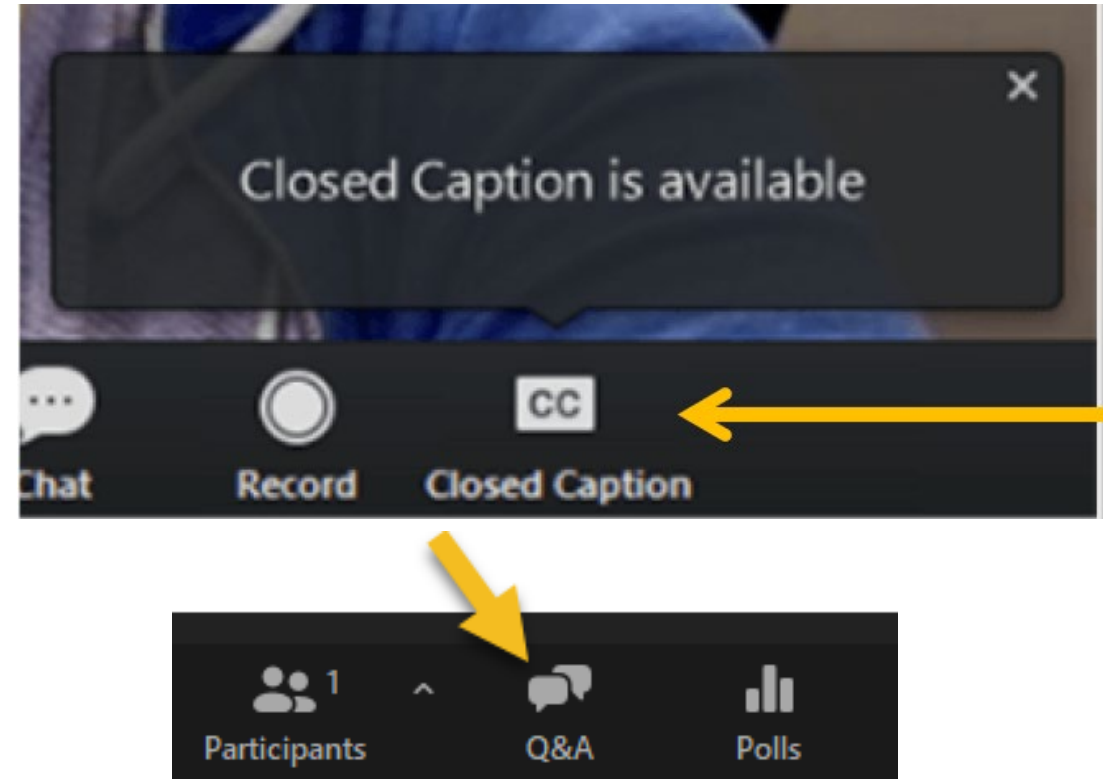
I want to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Nisqually Indian Tribe. Squally-Absch means “People of the River, People of the Grass.” Traditional villages have been found from the shores of the Salish Sea, along the Nisqually and Mashel Rivers, to the slopes of Mount Rainier, and throughout the Nisqually watershed.



Closed Captions are Available

Options can be found in the “Live Transcript” button options in the Zoom toolbar.

Please use the Q&A button to ask questions.



Disclaimer

Aside from this Pre-Bid Conference, any questions or communications concerning this procurement must be directed only to the Procurement Coordinator. Questions and/or inquiries must be emailed, and the procurement number must be included. Consultants are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator will be considered unofficial and non-binding on OSPI and may result in disqualification of the Consultant.

Questions arising at the pre-bid conference or in subsequent communication with the Coordinator will be documented and answered in written form. A copy of the questions and answers in the form of an Addendum will be published on the OSPI website and released on WEBS.

Submit Questions to:

Contact Information	
Name:	Josie Horn
Email Address:	contracts@k12.wa.us



Background



The 21st Century Community Learning Centers Program (21st CCLC) supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children who attend high-poverty and low-performing schools. OSPI oversees the administration of the federal grant, Title IV Part B, which funds 21st Century programs.



A community learning center assists students to meet the challenging State academic standards by providing the students with academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session.



Starting the 2025-26 school year OSPI is anticipated to be funding approximately forty-five (45) grantees, including approximately one hundred fifteen (115) sites with three (3) funding cycles, broken into cohorts, each awarded for five- (5) year terms



Purpose of Procurement



The purpose of this procurement is to solicit proposals from Consultants interested in participating in a project to provide a coordinated system of Program Quality Improvement, Capacity Building, and Technical Assistance for the Washington state Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program and the OSPI 21st CCLC program administrative staff.



Objective of the Procurement

The objective of the contract is to assist OSPI in implementing and sustaining high-quality 21st CCLC out-of-school and extended learning time centers through implementing a Quality Improvement System (QIS) and providing ongoing technical assistance, program implementation support, and capacity building training for grantees.



Scope of Work

The Contractor shall provide ongoing support to network/system leaders, including but not limited to.....

- System Building Resource
- Lead, Plan, and Organize Logistics
- Regional Coaching Model
- Leadership Practice Series
- Quality Improvement System and Capacity Building Training
- Professional Learning Advisory Council
- Support for First Year Grantees
- Summer Learning Days
- Professional Learning Summit
- Program Director/Evaluator Meeting
- Research and Reporting



System Building Resource

The contractor shall provide a minimum of twenty (20) hours weekly for a dedicated staff member to act as the project manager to lead and manage this project. The project manager will be responsible for:

- Communicating deliverables and assigning duties to any other contracted or subcontracted staff, managing the project budget, and ensuring that expenditures are tracked and compared against actual costs to maintain financial accuracy and control.
- Maintain regular monthly communication with OSPI via phone, email, etc.
- Consult on the overall Quality Improvement System (QIS) design and implementation, including feedback on timelines, documents, and continuous improvement processes.
- Lead the development of the 21st CCLC annual program activity calendar, securing event space and confirming dates by August 1 of each program year. In the first year of the contract, the contractor is expected to have all events secured by November 1, 2025.
- Recruit and create expectations and support models for external assessors, coaches, and trainers.
- Set short-term and long-term QIS goals to guide data collection and technical support.
- Facilitate participation in a Quality Improvement Learning Community.
- Plan for maintenance, growth, and sustainability of QIS.
- Hold an annual in-person planning meeting.
- Develop and maintain a site-level 'accountability' database.
- Provide ongoing consultation, coaching, and technical assistance to support network/system leaders in building state and local Quality Improvement Systems (QIS).
- Collaborate with OSPI 21st CCLC staff throughout the process of creating and sustaining local systems.
- Guide the process, focus on planning and designing the system, engaging stakeholders, and reflecting on successes and challenges.



Lead, Plan, and Organize Logistics

The contractor will be responsible for these deliverables for in-person, hybrid, or virtual events, including but not limited to:

- Create an online Request for Qualifications for 21st CCLC events to gather speaker proposals.
- Manage the development and delivery of workshops; manage subcontracting with outside speakers and evaluations/feedback for each event.
- Support the development of the agenda for each event.
- Produce online web interface for registration, program and session descriptions, and schedule.
- Negotiate lodging rates for participants according to the Washington state per diem rates assigned by the Office of Financial Management.
- Secure space, coordinate the food, ensure proper audiovisual equipment, and assign responsibility for setting up and cleaning up.



A Regional Coaching Model



Provide coaching, training, support, and a Learning Community for up to four (4) coaches experienced with youth development programs and trained in a QIS model.



Develop a solution to identify programs that need additional support with their QIS efforts.



Manage coach contracts and deployment and provide stipends and support for coaches.



Leadership Practice Series



Design up to five (5) virtual workshops explicitly targeted at network leads, program quality leads, and site managers rooted in social, emotional, and cognitive learning and development.



Facilitate the pairing of experienced out-of-school time staff with new afterschool program staff, creating intentional learning opportunities for mutual learning and growth.



Quality Improvement System and Capacity Building Training

Design

Design a training model for program staff to implement a QIS self and external assessment with fidelity.

Provide

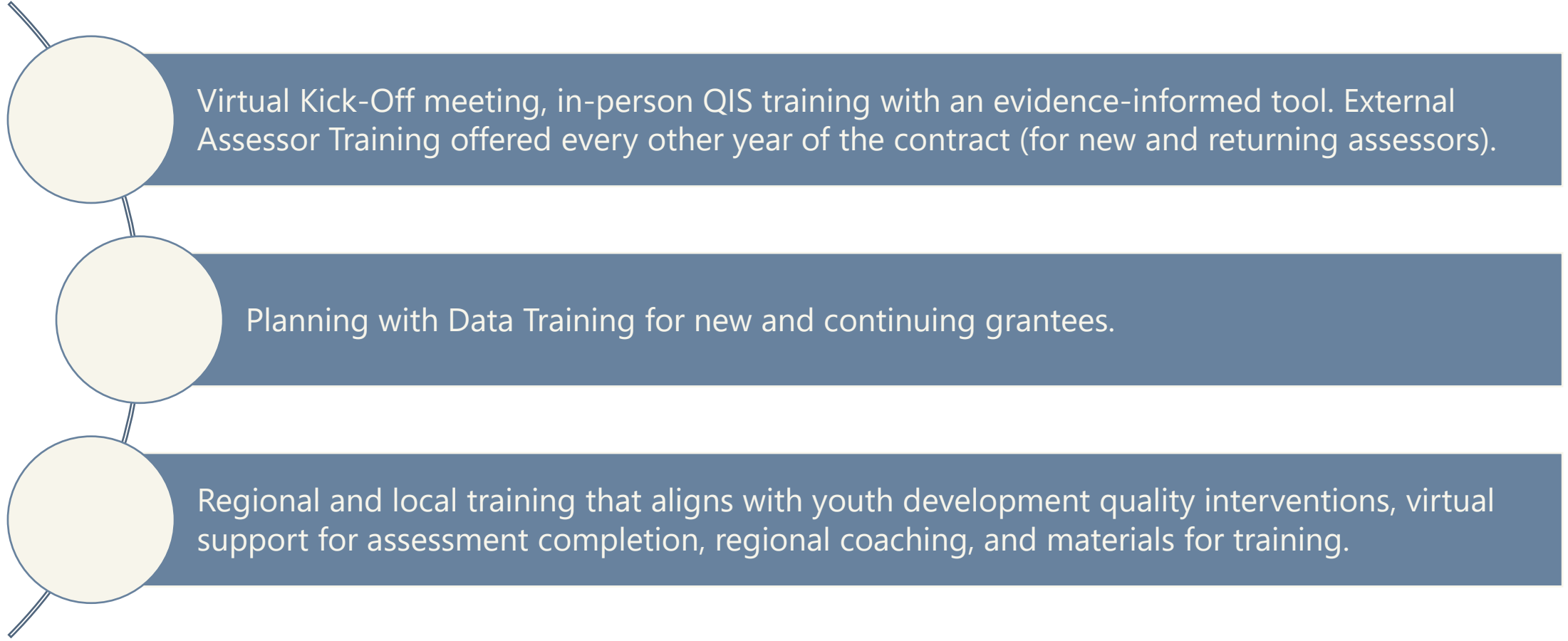
Provide a hybrid training model of virtual and facilitated onsite trainings.

Accommodate

Accommodate simultaneous training across multiple programs and sites using expert trainers for virtual content and onsite facilitators.



Quality Improvement System and Capacity Building Training



Professional Learning Advisory Council

Recruit up to twelve (12) advisory council members and coordinate a selection process from current and former 21st CCLC grantees.

Provide a content expert and/or trainer/coach to facilitate quarterly check-in meetings.

Lead logistics for space, materials, stipends, food, and council member reimbursement for travel and lodging.



Support for First Year Grantees



The Contractor shall develop, implement, and provide program implementation support to first-year grantees



Provide onsite or virtual technical and capacity building assistance for up to ten (10) first-year grantees.



Lead the development of an implementation plan with first-year grantees to set them up for success.



Summer Learning Days



Plan, organize, coordinate, and contract facilitators for the event for approximately one hundred (100) 21st CCLC staff and managers.



Convene OSPI staff and the Advisory Council in the needs assessment and planning process and manage the development and delivery of workshops.



Facilitate ongoing program and workshop development with the Advisory Council and OSPI.



Professional Learning Summit

Convene

Convene OSPI staff and the 21st CCLC Professional Development Learning Council in the needs assessment and planning process and manage the development and delivery of workshops by OSPI staff and other outside speakers.

Plan, organize, coordinate, and contract

Plan, organize, coordinate, and contract facilitators for the event for approximately one hundred (100) 21st CCLC staff and managers.

Facilitate

Facilitate ongoing program and workshop development with the Advisory Learning Council and OSPI.



Program Director/Evaluator Meeting

Build leadership, capacity, and management skills and ensure compliance with the 21st CCLC Program requirements.

Convene OSPI staff and the 21st CCLC Professional Learning Advisory Council to provide expert support in planning, content, and delivery of the Director Evaluator meeting agenda.

Support day-of training and writing of the agenda and facilitate and/or lead part of the Director Evaluator meeting as requested by OSPI.

Coordinate with OSPI staff to provide support for Director Evaluator Meetings.



Research and Reporting

Conduct surveys of grantee staff and managers to determine satisfaction and impact of services and support.

Provide ongoing reports and data on training registration, participation by participant role, and summaries of training evaluations.

Submit quarterly audits with a breakdown of actual costs for each deliverable and a summary of budget expenditures.

Participate in planning calls with the 21st CCLC statewide evaluator to streamline research and reporting requirements.



Summary of Events



Microsoft Word
Document



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21st CCLC, EELFP Division

5/13/2025

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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.

Expertise in event logistics: Proven track record in planning, organizing, and executing events, including securing venues, coordinating food and audiovisual equipment, managing event schedules, acquiring day of support, and contracts for speakers.

21st CCLC program quality experience: Knowledge and experience in implementing and sustaining high-quality 21st Century Community Learning Centers (21st CCLC) programs, including familiarity with Quality Improvement Systems (QIS) and capacity building trainings.

Evidence-Based Practices: Experience in implementing evidence-based practices and strategies that have been proven to be effective in out-of-school time programs.

Compliance with Federal and State Regulations: Bidders must be knowledgeable about and comply with all relevant federal and state regulations, including those specific to the 21st CCLC program.

Collaboration and partnership building: The ability to collaborate with schools, community organizations, and other stakeholders is crucial. This includes experience in building and maintaining partnerships.

Facilitation skills: Ability to facilitate group discussions, training sessions, and workshops, ensuring active participation and engagement from all attendees.

Organizational leadership: Strong leadership skills with the ability to manage teams, set goals, and ensure the successful completion of projects.

Demonstrated capacity to successfully manage comprehensive projects, including successful management of budget, personnel, resources, and subcontractors if appropriate.

Desired Qualifications



Demonstrate strong leadership skills: demonstrate the ability to lead and motivate a team, set clear goals, and ensure that everyone is working towards the same objectives.



Excellent communication skills: be able to communicate effectively with team members, stakeholders, and clients, ensuring that everyone is informed and on the same page.



Demonstrated time management: ensuring that deadlines are met and that the project stays on schedule.



Experience managing project budgets effectively, ensuring that the project is completed within the allocated budget.



Experience with project management tools: bidders should be familiar with and proficient in using project management tools and software to plan, track, and manage the project.



Demonstrate a proven track record of successfully managing similar projects.



Compensation

OSPI has budgeted an amount not to exceed five hundred and fifty thousand dollars (\$550,000) for years one (1) and two (2) of the project; 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.

	Period of Performance	Budget (up to)
Year 1	September 1, 2025 – August 31, 2026	\$275,000
Year 2	September 1, 2026 – August 31, 2027	\$275,000
Contract total:		\$550,000



Submitting Proposals

- Letter of Intent due by 4:00 pm PT June 3, 2025
- Proposals must be submitted by **3:00 p.m. PT July 10, 2025**
- Proposals must be submitted via email to contracts@k12.wa.us
- Note the RFP number in the email, 2025-30



Proposal Checklist

- Ensure that you have included all required materials in your proposal.
- The Proposal Checklist will provide a list.
- It is not required that you include this list with your proposal.

Component
<input type="checkbox"/> Letter of Submittal
<input type="checkbox"/> Management Proposal
<input type="checkbox"/> References
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> Contract Issues List 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
<input type="checkbox"/> Contractor Intake Form Must be signed and submitted by a duly authorized representative for the bidder. Download an editable version from OSPI's website
<input type="checkbox"/> Washington State Business License , if applicable (see <i>Contractor Intake Form</i>). Provide a copy of the business license, or the UBI number on the <i>Contractor Intake Form</i> . 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.



Scoring & Evaluation

- RFP Coordinator will first review for minimum qualifications.
- Responsive proposals are passed to the Program for written evaluation.
- Program may conduct reference checks and/or oral presentations (interviews) if determined necessary.

Category	Maximum Points Possible
Responsive to Minimum Qualifications and Requirements	Pass/Fail
Responsible Bidder	Pass/Fail
Technical Proposal	75 points
Project Approach/Methodology	25
Quality of Work Plan	5
Project Schedule	10
Project Deliverables	25
Risks	10
Management Proposal	60 points
Project Team Structure/Internal Controls	15
Staff Qualifications/Experience	20
Experience of the Consultant	25
Cost Proposal	25 points
Cost Proposal	25
Subtotal	20 points
Reference Checks (if determined necessary by OSPI)	20
Interview/Demonstration (if determined necessary by OSPI)	20
TOTAL POINTS POSSIBLE	200 points

Selection of Apparent Successful Bidder

OSPI reserves the right to award 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.

The Apparent Successful Bidder (ASB), and bidders that have not been selected for further negotiation, will be notified via email by the RFP Coordinator.

OSPI will enter into negotiations with the ASB. Should negotiations fail to be completed within 2 weeks after initiation, OSPI may cease negotiations, declare the Bidder with the second highest score as the new ASB, and enter into contract negotiations with that Bidder.



Complaints, Debriefs, & Protests

- Complaints

- Complaint period ends five (5) business days before the bid due date.

- Debrief Conferences

- Bidders will have three (3) business days to request a Debrief Conference after announcement of ASB.

- Protests

- Must have participated in debrief conference
 - Bidders may protest the award of the Master Contract **only** for three reasons:
 - Bias, discrimination, or conflict of interest on the part of an evaluator;
 - Error in computing evaluation scores; or
 - Non-compliance with any procedures described in the Competitive Solicitation.



RFP Schedule

- OSPI reserves the right to revise the schedule.
- Any revisions will be posted via Addendum to the OSPI website and WEBS.

Action	Date
OSPI issues RFP	April 28, 2025
Letter of Intent due	4:00 p.m. PT June 3, 2025
Question and Answer period	April 28-June 26, 2025
OSPI hosts Pre-Bid Conference	1:00 p.m. PT May 15, 2025
OSPI posts Question and Answer Addendum or Amendment resulting from Pre-Bid Conference (if necessary)	May 22, 2025
Last date to submit questions regarding RFP	June 26, 2025
Complaints due	July 2, 2025
OSPI posts final Question and Answer Addendum or Amendment (if necessary)	July 2, 2025
Proposals due	3:00 p.m. PT July 10, 2025
OSPI conducts evaluation of written proposals	July 11-25, 2025
OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	July 29, 2025
OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	August 1, 2025
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
Contract negotiation begins	August 1, 2025
Anticipated contract start date	September 1, 2025



Period of Performance

- Tentatively scheduled to begin on or about September 1, 2025, and end on or about August 31, 2027. The option to extend any contract resulting from this procurement shall be at the sole discretion of OSPI.
- As such, OSPI reserves the right to amend to extend the contract for six (6) additional contract years in two-year increments through 2028, 2029, 2030, 2031, 2032, 2033. The decision to amend shall be based on sustained satisfactory performance as decided by the Contract Manager.



Diversity Inclusion

- OSPI supports the Office of Minority and Women's Business Enterprises' (OMWBE) efforts to increase state procurement with small, minority-, women-, and veteran-owned businesses.
- Consider registering to get access to additional state-level resources.
 - [OMWBE](#)
 - [Small Business Assistance](#)
 - [Veteran Affairs](#)



Washington State Office of Minority & Women's Business Enterprises (OMWBE)

SMALL BUSINESS RESOURCES

APPLICATION ASSISTANCE
Please contact our technical assistance line for any questions about the state or federal certification program.
Technicalassistance@omwbe.wa.gov
(360) 664-9750 | Toll Free (866) 208-1064

OMWBE BUSINESS NEWSLETTER
Keep up with OMWBE events and information by subscribing to our monthly newsletter.
public.govdelivery.com/accounts/WAOMWBE/signup/30047

SMALL BUSINESS SUPPORT SERVICES
If you are OMWBE certified and want to learn more about utilizing your certification, please contact our small business advocate, Julie Campos.
JulieC@omwbe.wa.gov | (360) 561-7261

BIDS & CONTRACTING OPPORTUNITIES
omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities

CERTIFIED FIRMS DIRECTORY
Is your agency or business looking to contract with an OMWBE certified business? Visit our certified firms directory.
omwbe.wa.gov/directory-certified-firms

LINKED DEPOSIT LOAN INQUIRIES
LDLP@omwbe.wa.gov | (360) 561-7261

CALENDAR OF EVENTS
Are you looking for courses, events, and resources? Visit
omwbe.wa.gov/resources/calendar

USING OMWBE LOGOS
To download logos and a certified business badge visit
omwbe.wa.gov/about-omwbe/use-logos



WHY CERTIFY?

- Be visible to agencies, local governments, and prime contractors
- Gain access to valuable government contracts
- Appear on our Directory of Certified Firms

WHO IS ELIGIBLE?

For-profit businesses owned and controlled by minorities, women and socially/economically disadvantaged people are eligible to be certified.

WHERE CAN I LEARN MORE?

Start your application by visiting omwbe.diversitycompliance.com
You can also call our office at (360)-664-9750.

Washington State Office of MINORITY & WOMEN'S Business Enterprises

When you become certified with the Washington State Office of Minority & Business Enterprises (OMWBE), your business is added to our Directory of Certified Firms where state agencies, local governments, and prime contractors are seeking qualified minority- and women-owned small businesses to fulfill their contracting needs.

Certified businesses are eligible to apply for the Linked Deposit Program, and receive our monthly newsletter that includes upcoming events, resources, and opportunities to support you as a business owner. We regularly partner with local community and business organizations to provide additional opportunities to certified businesses.

Linked Deposit Loan Program
Certified businesses can apply for a low interest business loan through participating lenders. Save up to 2% on interest rates in this state government backed program. Visit our website at omwbe.wa.gov to learn more.

Resources

- [WEBS](#) | to receive automatic notifications about this and other RFPs
- [Statewide Payee Desk](#) | to register as Statewide Vendor
- [OMWBE](#) | for registration information
- [WA Department of Veteran's Affairs](#) | for registration information
- [Washington Department of Revenue](#) | review business requirements
- [Washington State Secretary of State](#) | review business requirements





Question & Answer Time



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