

Pre-Bid Conference

Request for Qualifications and Quotations (RFQQ) No. 2027-02

Amy Harris, Director of Federal Fiscal Policy & Grants Management

August 3, 2026



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Welcome and Introductions

- 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.
- Please enter your name, business name and e-mail in the chat.
- Meeting agenda:
 - Procurement information
 - 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 sent via email and should include the procurement number (2027-02). 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:	Marion Kariuki
Email Address:	contracts@k12.wa.us



Background

- OSPI passed through over \$1.3 billion in federal grant funding to Local Educational Agencies (LEAs) in state Fiscal Year 2025. OSPI staff that manage federal grants need to stay up-to-date on changes relating to these grants so they can provide accurate, timely technical assistance to these LEAs.



Purpose of Procurement

- Provide federal grants consulting to OSPI staff.



Scope of Work

1. **Provide up-to-date information on all developments at the federal level affecting programs administered by the Superintendent.** The Contractor shall provide the latest information on legislative and regulatory developments with specific attention to:
 - a) Implementation of Every Student Succeeds Act (ESSA) in 2015, based primarily on regulations and guidance issued by the U.S. Department of Education;
 - b) The reauthorization of special education programs under the Individuals with Disabilities Education Act;
 - c) Workforce Investment Act, vocational education, and other workforce development initiatives; and
 - d) All relevant funding, appropriations, and budget issues.
2. Maintain monthly contact with the Superintendent's designated staff to **provide up-to-the-minute factual reports of relevant developments.**
3. **Explain and advise** in non-legal, practical terms, exactly **how key developments will affect Washington State.** This shall include relaying information on federal legislative developments and regulatory actions reflected in the Federal Register, non-regulatory guidance, and/or relevant policy letters.
4. **Answer questions that arise from the administrative staff** of the Superintendent relating to new legislative and regulatory developments, as well as existing legislation and regulations.
5. **Provide up to one (1) virtual training and one (1) in-person training per year,** at the request of the Superintendent's designee. This training may involve State Education Agency and/or Local Education Agency staff, delivering presentations on topics requested by the Superintendent, and others as needed.



Minimum & Desired 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.
- Knowledge of Department of Education and Department of Agriculture federal grants, including, but not limited to, the federal grants included under the Elementary and Secondary Education Act (ESEA), Individuals with Disabilities Act (IDEA), Strengthening Career and Technical Education for the 21st Century Act (Perkins V), and the Child Nutrition Act.
- Knowledge of federal grant requirements, including, but not limited to, EDGAR, Uniform Grant Guidance and the federal compliance supplement.
- Experience providing professional documents and trainings to stakeholders.



Minimum & Desired Qualifications

- Desirable Qualifications:
 - Knowledge of external auditing of federal grants and internal controls.



Submitting Proposals

- Proposals must be submitted by **3:00 p.m. PT on August 17, 2026**
- Proposals must be submitted via email to contracts@k12.wa.us
- Note the RFP number (2027-02) in the email



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.

Included in Proposal	Component
☐	Letter of Submittal
☐	Management Proposal
☐	References
☐	Certifications and Assurances
☐	<i>Contractor Intake Form</i> Download an editable version on CPI's website
☐	Washington State Business License, if applicable (see <i>Contractor Intake Form</i>) For more information about this, visit the Department of Revenue website.
☐	<i>Business Enterprise Certification Form</i> , if applicable (see <i>Contractor Intake Form</i>) For more information about certification, visit the Office of Minority and Women's Business Enterprises website or Department of Veterans Affairs website.
☐	Copy/proof of past or present K-12 teaching and/or administrative certification (as appropriate)
☐	Copy of masters and/or doctorate diploma
☐	CV/Resume that includes a minimum of 5 years of experience in an education leadership role (majority within last 7 years)



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
Technical Proposal	80 points
Project Approach/Methodology	15 points
Quality of Work Plan	35 points
Project Schedule	10 points
Project Deliverables	10 points
Risks	10 points
PCB Testing of Products	11 points
Management Proposal	60 points
Project Team Structure/Internal Controls	15 points
Staff Qualifications/Experience	15 points
Experience of the Consultant	30 points
Cost Proposal	70 points
Subtotal	210 points
Reference Checks (if determined necessary by OSPI)	10 points
Oral Presentation (if determined necessary by OSPI)	10 points
GRAND TOTAL FOR PROPOSAL	241 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.

Item	Action	Date
1.	OSPI issues RFP	May 5, 2022
2.	Question and Answer period	May 5-26, 2022
3.	Last date for questions regarding RFP	May 26, 2022
4.	Complaints due	May 26, 2022
5.	OSPI posts final Question and Answer Addendum or Amendment (if necessary)	May 27, 2022
6.	Proposals due	June 2, 2022
7.	OSPI conducts evaluation including review of written proposals and oral interviews with finalists (if determined necessary by OSPI)	June 3-20, 2022
8.	OSPI announces "Apparent Successful bidder" and sends notification to unsuccessful bidder(s)	July 1, 2022

Item	Action	Date
9.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
10.	Contract negotiation begins	July 1, 2022
11.	Anticipated <u>contract</u> start date	July 25, 2022



Period of Performance

- Tentatively schedule to begin on September 14, 2026, and end on or about August 31, 2028.
- OSPI reserves the right to amend to extend (renew) the contract for 3 additional contract years through 2029, 2030 and 2031.



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](#)



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

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

LINKED DEPOSIT LOAN INQUIRIES

LDLP@omwbe.wa.gov | (360) 561-7261



OMWBE BUSINESS NEWSLETTER

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

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

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

A photograph of a man and a woman standing together, smiling. The woman is on the left, wearing a dark blue top, and the man is on the right, wearing a light brown sweater. They are in an indoor setting with a modern interior.

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.



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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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