

# *Request for Proposal No. 2023-09*

## *Addendum 01 – Q&A*

**STATE OF WASHINGTON  
PROFESSIONAL EDUCATOR STANDARDS BOARD (PESB)  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)  
OLYMPIA, WASHINGTON**

This document is posted to capture the questions received, and agency answers provided, at the October 14 Pre-Bid Conference, and during the question and answer period of RFP No. 2023-09.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to [contracts@K12.wa.us](mailto:contracts@K12.wa.us). Communication directed to other parties will be considered unofficial and non-binding on OSPI and Professional Educator Standards Board (PESB), and may result in disqualification of the Consultant.

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### **Financial (F) Q&A:**

**Question F-1:** Can you tell me if that is the budget reserved to pay services provided by the firm?

**Answer F-1:** The not to exceed amount in *RFP Section A.7* (\$55,000 for work to be done during fiscal year 2023 plus \$5,000 for work to be done during fiscal year 2024 for a total of \$60,000) is the maximum amount available for payment under the contract. It includes contractor fees that cover services, goods, travel, and anything else.

**Question F-2:** Is it possible for you to disclose the salary range of the executive director position?

**Answer F-2:** We have not determined a salary range. Salary range is part of the Executive director profile component of the scope of work (*RFP Section A.4.B item 2.b.iii*).

## **October 14, 2022, Pre-Bid Conference Q&A:**

The pre-bid conference Q&A are organized into the following topical areas:

- Agency Personnel
- Bidder Qualifications
- Proposal Instructions

### **Agency Personnel (AP) Questions**

**Question AP-1:** Have you already constituted the Executive Director Hiring Advisory Committee (EDHAC), and will it include outsiders?

**Answer AP-1:** In RFP Section A.1, the EDHAC is defined as "A subset of four (at the time of publication of this RFP) Professional Educator Standards Board and Paraeducator Board members, assisted by PESB, OSPI, and Office of the Attorney General staff." PESB staff facilitate discussion, OSPI staff provide human resources expertise, and attorney general staff provide legal expertise. Though the EDHAC itself does not include outsiders, a Bidder's proposal may include external stakeholder input as part of the planned hiring process.

**Question AP-2:** To whom should questions be directed?

**Answer AP-2:** To the RFP Coordinator, Kyla Moore, at [Contracts@k12.wa.us](mailto:Contracts@k12.wa.us). Kyla will route questions to PESB staff, who will return responses to her for public posting. OSPI houses PESB administratively, and solicitation and contract assistance are part of the administrative services OSPI provides to PESB.

### **Bidder Qualifications (BQ) Questions**

**Question BQ-1:** Our firm is trying to expand into the education sector, but we don't have huge experience in education. Could we submit a bid?

**Answer BQ-1:** The Minimum Qualifications listed in RFP Section A.5 include the following requirement: "At least five (5) years' experience providing support in an executive-level search in education." Section A.5 goes on to say that "Consultants who do not meet these minimum qualifications will be rejected as nonresponsive and will not receive further consideration." A Bidder that does not meet the minimum qualifications and submits a bid anyway is gambling that PESB would at some point revise the RFP in a way that relaxed this requirement.

**Question BQ-2:** Must a Bidder be licensed to operate in Washington?

**Answer BQ-2:** No. Though being "Currently Licensed to do business in the state of Washington" is a Desirable Qualification, it is not a Minimum (i.e. required) Qualification. However, the Minimum Qualifications do include the following requirement: "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.” Include such a written intent in the Letter of Submittal.

**Question BQ-3:** Would the Ethics in Public Service law disqualify a Bid from a former school district employee?

**Answer BQ-3:** RCW [42.52.080](#) section (1) states:

*(1) No former state officer or state employee may, within a period of one year from the date of termination of state employment, accept employment or receive compensation from an employer if:*

*(a) The officer or employee, during the two years immediately preceding termination of state employment, was engaged in the negotiation or administration on behalf of the state or agency of one or more contracts with that employer and was in a position to make discretionary decisions affecting the outcome of such negotiation or the nature of such administration;*

*(b) Such a contract or contracts have a total value of more than ten thousand dollars; and*

*(c) The duties of the employment with the employer or the activities for which the compensation would be received include fulfilling or implementing, in whole or in part, the provisions of such a contract or contracts or include the supervision or control of actions taken to fulfill or implement, in whole or in part, the provisions of such a contract or contracts. This subsection shall not be construed to prohibit a state officer or state employee from accepting employment with a state employee organization.*

Since we interpret “agency” in Section 42.52.080 (1)(a) to mean PESB, and since this is the first executive search solicitation (and contract) the PESB has engaged in since the organization’s inception, the statute would not disqualify a former Washington school district employee from being a Bidder, working for a Bidder, or having an ownership interest in a Bidder.

### **Proposal Instructions (PI) Questions**

**Question PI-1:** Are proposals submitted electronically or on paper?

**Answer PI-1:** Proposals are submitted electronically. However, they must be printable on 8.5”x11” paper, per the instructions in RFP Section C.1. This will enable the proposal evaluation team to easily print proposals if they wish.

**Question PI-2:** Where are the Certifications and Assurances?

**Answer PI-2:** They are in Appendix A of the RFP, which is mentioned in RFP Sections C.1 and C.2 as an attachment to the Letter of Submittal. This question made us realize after the Bidder’s Conference that Sections C.1 and C.2 needed be revised to include attachment of Appendix B, Qualification Affirmations, to the Letter of Submittal. Please see Amendment 02 to the RFP for revised language.