



Open Educational Resources Project - Request for Reviewers
Learning and Teaching Department
Office of Superintendent of Public Instruction

**OPEN EDUCATIONAL RESOURCES REVIEW:
Informal Solicitation No. 2016-29**

SYNOPSIS OF PROGRAM:

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications for reviewers (Contractors) to examine open educational resources (OER) in K–2 English Language Arts (ELA) intended for use in public schools.

Open Educational Resources are teaching and learning materials that reside in the public domain or have been released under an open license. These resources may be used free of charge, distributed widely, and in most cases, modified without permission. OSPI's OER Project, legislatively mandated by House Bill 2337, has created a collection of openly licensed courseware and an associated awareness campaign to inform school districts about these resources. This year, the project is conducting a review of full courses in K–2 ELA to add to the collection.

SCOPE OF WORK

Contractors shall examine OER for both their alignments to the Common Core State Standards and any implementation requirements.

OSPI will provide training to the resulting Contractors at Renton Technical College in Renton, WA. The review training will occur on February 13, 2017. Contractors will then examine instructional materials for K–2 that are aligned to the Common Core state standards during four- (4-) week open review period.

The following areas are identified as the primary responsibilities for the Contractors:

1. Attend a full day in-person training session at Renton Technical College in Renton, WA.
2. Using OSPI-provided evaluation rubrics, review assigned digital materials remotely during a four (4) week open review period. Anticipate a twenty-five (25) to thirty (30) hour time commitment. **(For K-12 teachers, reviews must be conducted while not on school time or teacher must take leave.)**
3. Attend two (2) virtual training session webinars:

OER Reviewer Overview	February 3, 2017	3:30 – 4:30 p.m.
ELA Reviewer Pre-Training	February 7, 2017	3:30 – 5:00 p.m.
4. Attend three (3) virtual meetings with other reviewers and facilitator during the open review period (February 14, 2017, through March 14, 2017).

PERIOD OF PERFORMANCE

The period of performance of any contract awarded as a result of this solicitation is scheduled to begin on or about February 1, 2017, and be in force through March 20, 2017.

BUDGET

It is anticipated that any individual contract awarded under this solicitation shall be in an amount not to exceed nine hundred dollars (\$900) for services and travel costs. Services shall be compensated in an amount not to exceed four hundred dollars (\$400), and travel compensation will be determined based on the Consultant's city of residence.

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.

If OSPI determines it is necessary to increase the Contractor's involvement, OSPI may amend any awarded contract to increase or decrease the Contractor's involvement depending upon the number of products to review. Such amendment, if any, to increase or decrease the dollar value and extend the period of performance, shall be at the sole discretion of OSPI.

MINIMUM QUALIFICATIONS

This solicitation is open to individuals who meet the following minimum criteria*:

1. Educator in Washington State with experience teaching K–2 English Language Arts OR with experience providing professional development to early elementary school ELA educators.

Applicants who do not meet the minimum qualifications shall be deemed to be non-responsive, will not be evaluated, and a score will not be assigned.

**Consultants who meet the criteria listed on <http://bls.dor.wa.gov/faqlicense.aspx> may need to obtain a Washington State business license.*

HOW TO APPLY

Applications for the position may be completed online at:

<http://www.surveygizmo.com/s3/3090244/OER-Reviewer-Application-2016-17>

Applications will be evaluated by OSPI based on the response to the information requested above. All items above must be addressed for the application to be considered responsive. The deadline for submission of responses is 4:00 p.m. on November 28, 2016.

LATE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.

All Applications shall be submitted electronically via the online application to the coordinator noted below.

Office of Superintendent of Public Instruction
Coordinator: Kyla Moore at contracts@k12.wa.us

OSPI does not assume responsibility for any problems in the email submission or delays caused by any delivery service. The Coordinator will respond with a confirmation email upon receipt of applications.

If you are selected as a reviewer, a [Contractor Intake Form](#) will need to be submitted via email to Kyla Moore. You will receive a notice on how to complete this step in your acceptance letter.

QUESTIONS

Any requests for information about this project are to be directed to the Coordinator named above. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator may result in disqualification of the Consultant.

EVALUATION

The following weights will be assigned for bid evaluation purposes:

Experience/Qualifications (score based on application)	80 points
Reference Checks (if determined necessary)	20 points
Total Points Possible	100 points

SCHEDULE

Issue Informal Solicitation	November 10, 2016
Applications due	November 28, 2016 (by 4:00 p.m.)
Evaluate applications	November 21– December 2, 2016
Selection of Contractors	Week of December 12, 2016
In-person reviewer training session <i>Travel expenses to training session at Renton Technical College covered by OSPI</i>	February 13, 2017
Contract start date	February 1, 2017
Open review period	February 14 – March 14, 2017
Contract end date	March 20, 2017

GENERAL INFORMATION

OSPI reserves the right at its sole discretion to reject any or all applications for any reason whatsoever prior to the execution of a contract. This solicitation does not obligate OSPI to contract for the services specified herein. The final selections, if any, will be the applications, which in the opinion of OSPI best meet the requirements set forth in this solicitation, and are in the best interest of the State of Washington. OSPI shall not be responsible for any costs associated with a Consultant's preparation of an application in response to this solicitation.

The Contractor selected to perform the duties as outlined in this solicitation shall be required to sign a personal service contract, including General Terms and Conditions. Consultants shall not propose their own standard contract, or terms and conditions in response to this solicitation.

AMERICANS WITH DISABILITIES ACT

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the Informal Solicitation Coordinator to receive this Solicitation in an alternative format.

COMMITMENT OF FUNDS

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

STATEWIDE VENDOR PAYMENT REGISTRATION

Individuals awarded contracts as a result of this solicitation are **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 you, as a vendor, to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. For online registration, please visit: <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>

SMALL BUSINESS, WOMEN-/MINORITY- OR 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 solicitation or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

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.

However, no preference will be included in the evaluation of applications, no minimum level of MWBE participation shall be required as a condition for receiving an award, and applications will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this solicitation is a public record and will be disclosed consistent with the Public Records Act), Chapter 42.56 RCW.

A. CONFIDENTIAL DOCUMENTS

For the purposes of this solicitation 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. 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, please do not hesitate to contact the OSPI Public Records Office at <http://www.k12.wa.us/publicrecordsrequest/>