

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

INFORMAL SOLICITATION No. 2017-10

Beginning Educator Support Team:
Revision of Standards for Beginning Teacher Induction

The Office of Superintendent of Public Instruction (OSPI) is initiating this Informal Solicitation to solicit applications for individuals with expertise in comprehensive induction of novice teachers.

The [Beginning Educator Support Team \(BEST\)](#) program, part of the Educator Effectiveness Office at OSPI, promotes sustained and comprehensive professional support for teachers in the early years of their career. BEST provides professional development for mentors, resources for districts, and grants (as appropriated by legislative funding), to bolster comprehensive induction. OSPI was tasked by the Legislature with the implementation of this program.

To support this work, OSPI is searching for experienced Consultants to serve as team members to assist in the revision of *Standards for Beginning Teacher Induction*. OSPI seeks eight (8) to ten (10) individuals for this role.

SCOPE OF WORK

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

1. Work as a full group and in smaller work teams for up to three (3) days between June 16, 2017, and June 30, 2017, to review existing [Standards for Induction](#), identify recent literature in the field that informs this work, and revise the standards.
2. Work in small groups and as individuals for up to twenty-four (24) hours between June 16, 2017 and June 30, 2017 as assigned by Team Lead.
3. Coordinate with Team Lead for meeting times, locations, and logistics.

INDUCTION STANDARDS REVISION TEAM MEMBER DELIVERABLE:

1. Submit monthly statement of work describing contributions and progress to Revision Team Lead and OSPI.

PERIOD OF PERFORMANCE

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about June 1, 2017, and end on or about June 30, 2017. The option to extend any contract resulting from this solicitation shall be at the sole discretion of OSPI.

As such, OSPI reserves the right to amend to extend the contract for one (1) additional contract year through June 30, 2018. Decision to amend shall be based on sustained satisfactory performance as decided by the Superintendent's designee, successful completion of project objectives, and availability of funding.

BUDGET

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed \$5,000.

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 the Contractor's involvement. 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 that meet the following minimum criteria:

1. 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 Contractor. Visit the [Department of Revenue](#) for license requirements.
2. Recent employment (within the last five (5) years) in, or by or contracted position with, Washington K-12 schools, Educational Service Districts or educational non-profit organization.
3. Experience using [Standards for Beginning Teacher Induction](#) for district improvement of comprehensive induction of novice educators.
4. Demonstrated leadership within the area of BEST induction work.

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

1. **Additional Preferred Qualification:** Knowledge of district induction work beyond a single school district.

SCHEDULE

OSPI has the right to change this schedule as necessary.

Solicitation Released:	5/18/2017
Proposals Due:	6/2/2017
Evaluation:	6/5/2017
Award:	6/6/2017
Estimated Contract Start:	6/16/2017

PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. **Letter of Application** – Consultant must describe how the Consultant meets the minimum qualifications. For each qualification, provide evidence of effectiveness or skills.
2. **References** – Name, addresses, and telephone numbers of three (3) references who can speak to the qualifications for the specific positions. Consultants shall not use current OSPI staff as references.
3. **Contractor Intake Form** – See Exhibit A

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's proposal based on the Consultant's historical performance.

Proposals will be evaluated by OSPI based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive. **The deadline for submission of responses is 4:00 p.m. on June 2, 2017.**

All proposals shall be submitted electronically via email to the Coordinator noted below. Attachments to email shall be on Microsoft Office software and/or PDF format. 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 proposals.

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

Proposals are to be emailed to:

Office of Superintendent of Public Instruction

Coordinator: Kyla Moore

Email: contracts@k12.wa.us

QUESTIONS

Any requests for information about this project are to be directed to 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:

All Positions	
Phase I. Experience/Qualifications	90 points
Phase II. References (if determined necessary by OSPI)	10 points
Total Points Possible	100 points

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

OSPI reserves the right at its sole discretion to reject any or all proposals 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 selection, if any, will be the proposal, which in the opinion of OSPI best meets the requirements set forth in this solicitation, and is in the best interest of the State of Washington. OSPI is not obligated to select the lowest priced proposal. OSPI shall not be responsible for any costs associated with a Consultant's preparation of a proposal in response to this solicitation. OSPI reserves the right, at its sole discretion, to waive minor administrative irregularities.

The Contractor selected to perform the duties as outlined in this solicitation shall be required to sign a 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, visit the [Department of Enterprise Services](#).

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 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. 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 contact the [OSPI Public Records Office](#).