

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

**INFORMAL SOLICITATION No. 2018-01
PEER REVIEWERS FOR THE 21ST CENTURY COMMUNITY LEARNING CENTER
GRANT APPLICATIONS**

DUE DATE: 3:00 p.m., Pacific Standard Time (PST) on Friday, July 14, 2017

ESTIMATED CONTRACT PERIOD: August 1-31, 2017. Amendments extending the period of performance, if any, shall be at the sole discretion of OSPI.

BIDDER ELIGIBILITY: This Informal Solicitation is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

All communications concerning this Informal Solicitation must be directed only to the Informal Solicitation Coordinator via email. Any other communication will be considered unofficial and non-binding on OSPI. Bidders are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator may result in disqualification of the Bidder.

This Informal Solicitation is available at the Office of Superintendent of Public Instruction (OSPI) website located at [OSPI's website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#). All Informal Solicitation amendments or Bidder questions and OSPI answers will be posted to these sites. All interested Bidders must be registered with WEBS under the following commodity codes in order to receive notifications: 924-05 Educational Advisory Services.

OSPI, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.

The Office of Superintendent of Public Instruction (OSPI) is initiating this Informal Solicitation to solicit for peer reviewers to read and score 21st Century Community Learning Center applications.

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.

What is a Community Learning Center? A community learning center offers academic, artistic, and cultural enrichment opportunities to students and their families during non-school hours (before or after school) or periods when school is not in session (including holidays, weekends or

summer recess). According to section 4201(b)(1) of the program statute, a community learning center assists students in meeting state and local academic achievement standards in core academic subjects, such as reading and mathematics, by providing the students with opportunities for academic enrichment. Centers also provide students with a broad array of other activities – such as drug and violence prevention, counseling, art, music, recreation, technology, and character education programs – during periods when school is not in session. Community learning centers must also serve the families of participating students, e.g., through family literacy programs.

SCOPE OF WORK

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

1. Prior to the all-day live training, review and become familiar with Federal 21st CCLC program statute, non-regulatory guidance, the WA 21st CCLC 2017 Grant Application Process (GAP), scoring rubric, Power Point slides, and bidders conference audio training. (This may take approximately 4-6 hours.)
2. Participate in a three- (3-) hour 21st CCLC Introductory Training webinar on August 2, 2017, from 1:00 p.m.-4:00 p.m.
3. Prior to the live 21st CCLC RFP Scoring Training, review and score a 21st CCLC grant application, and provide written comments to justify the scores. It will take approximately three (3) hours to read, score, and provide written comments. Be prepared to discuss the proposal by section with a group of other reviewers to build group consensus on scores.
4. Participate in a live, all-day 21st CCLC RFP Scoring Training in the SeaTac area, on August 4, 2017, from 8:00 a.m.-5:00 p.m. Reviewers will practice scoring applications, calibrating as a team, and coming to consensus on scores. The Scoring Training must be attended in person. No remote options will be available.
5. Review and score at least nine (9) applications and no more than eleven (11) applications between August 4, 2017, and August 23, 2017, based on criteria established by OSPI's 21st CCLC program. Applications are roughly thirty (30) pages.
6. Be available for approximately three (3), two- (-2) to three- (3-) hour conference calls, to discuss scoring with a review team between August 2, 2017, and August 23, 2017. Reviewers must submit draft scores to the assigned team leader before each conference call.
7. Submit final scores and required written comments electronically in the required score forms, to OSPI by 4:00 p.m. on August 23, 2017.
8. Be available by phone until August 31, 2017, to resolve any questions regarding final scores.

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 August 1, 2017, and end on or about August 31, 2017. The option to extend any contract resulting from this solicitation shall be at the sole discretion of OSPI.

BUDGET

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed two thousand, two hundred and fifty dollars (\$2,250) inclusive of travel, lodging, and meals.

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 Apparent Successful Bidder. [Visit Department of Revenue for license requirements.](#)
2. A Bachelor's degree or five (5) years of direct experience in a 21st CCLC program.
3. Demonstrated experience working with rural and/or urban schools and districts.
4. Experience as a peer reviewer in grant applications.
5. Knowledge of federal programming laws and regulations.
6. Knowledge of out-of-school time programming.
7. Demonstrated knowledge and experience in three or more of the following areas. Applicants shall indicate the three areas in the Letter of Interest.

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| • Grants Management | • Technology Instruction/Activities | • Elementary School |
| • Community-Based Organizations | • Family Literacy Programs | • Community Service/Service Learning |
| • Title I Students | • Youth Development/Drug/Violence Prevention Programs | • English Language Learner Programs |
| • Extended Day/After School/Summer Programs | • Gifted and Talented Programs | • Early Childhood Education |
| • Professional Development | • Academic Enrichment Programs | • Science Education Activities |
| • Fiscal Reviews | • Native American Activities | • Elementary Students |
| • Tutoring | • Reading Instruction | • Special Education Instruction |
| • Parental Involvement Activities | • Reading Instruction | • 21st CCLC program evaluation |
| • Non-profit Management | • High School Students | • Cultural Activities (Art, Music, etc.) |
| • K-12 Administration/Educational Leadership | | |

8. No conflict of interest. A conflict of interest includes, but is not limited to, current or previous employment, financial interest or other benefit from the applicant institution to the grant reader or the grant reader's family, close friends, or professional partners.

Bidders 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.

DESIRED QUALIFICATIONS

1. Master's degree.
2. Experience reviewing and scoring applications.
3. Experience reading a large volume of material in a defined period of time, be capable of providing in-depth individual analysis, and/or participating in small group discussions about the applications.
4. Analytical/critical thinking skills: provide thoughtful and objective evaluations based on established criteria, provide written rationale to support evaluation.
5. Strong communication, listening, and speaking skills.
6. Organizational and time management skills to adhere to deadlines.
7. Ability to collaborate in a team environment.
8. Experience with diverse populations who might reflect the 21st CCLC.

SCHEDULE

OSPI has the right to change this schedule as necessary.

Solicitation Released:	July 7, 2017
Proposals Due:	July 14, 2017
Evaluation:	July 17-18, 2017
Award:	July 18, 2017
Estimated Contract Start:	August 1, 2017

PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. Resume highlighting education and demonstrated experience in the minimum and desired qualifications section.
2. Letter of interest outlining demonstrated experience in the minimum and desired qualifications.
3. A letter of recommendation.
4. Name, addresses, and telephone numbers of three (3) references. By submitting a proposal in response to this solicitation, the Bidder and team members grant permission to OSPI to contact these references and others, who from OSPI's perspective, may have pertinent information. OSPI may or may not, at OSPI's discretion, contact these references or others. Do not include current OSPI staff as references.
5. Contractor Intake Form.

Provide information regarding past performance by indicating if the Bidder 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 Bidder'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.

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. Bidders are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator may result in disqualification of the Bidder.

EVALUATION

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	50 points
Letter of Recommendation	5 points
Total Points Possible	55 points

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 Bidder'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. Bidders 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.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this Informal 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 Informal 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, refer to the [OSPI Public Records Office](#).

STATEWIDE VENDOR PAYMENT REGISTRATION

Vendors 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' website](#).

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 mini-businesses.

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.

CONTRACTOR INTAKE FORM

A downloadable, fill-in form can be found on [OSPI's website](#):

<http://www.k12.wa.us/RFP/default.aspx>