

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

**INFORMAL SOLICITATION No. 2018-26  
2018 Great ShakeOut Preparation**

**DUE DATE:** 3:00 p.m., Pacific Standard Time (PST) on April 13, 2018

**ESTIMATED CONTRACT PERIOD:** May 7, 2018 – January 15, 2019. 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 Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation 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 code in order to receive notifications: **990-29: Disaster Preparedness/Emergency Planning 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](mailto:equity@k12.wa.us).*

The Office of Superintendent of Public Instruction (OSPI) is initiating this Informal Solicitation to solicit proposals for a Contractor to provide educational support to Washington State schools, school districts, and other entities in Washington State on matters pertaining to Incident Command Systems training and earthquake, tsunami, landslide, and other seismic hazards, in compliance with RCW 28A.320.125. Specifically, the selected Contractor will work with Washington State Emergency Management Earthquake Program Staff, public education staff, Public Information Officers, and others in the development of the Washington Great ShakeOut (GSO) Campaign for 2018.

## **SCOPE OF WORK**

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

- Work with Washington State Emergency Management Earthquake Program Staff, External Affairs personnel to include the Public Education Staff, Public Information Officers (PIOs), and others in the development of the Great ShakeOut (GSO) Campaign 2018.
- Develop strategies to work with all Washington State Schools.
- Develop/modify posters, flyers, memorandums, and letters for the 2018 campaign.
- Develop certificates, stickers, and other awards in coordination with the Washington State Public Education staff and Earthquake program personnel.
- Research the GSO websites for other state initiatives and methods to broaden participation in the Great Washington Shake Out 2018.
- Work with External Affairs partners to secure corporate partners for promotional items to be used during conferences, school visits and other Great Shake Out events.
- Work with PIO's and Public Education personnel to assist in press releases and announcements as related to school participation in the GSO.
- Select at least five hundred (500) schools in a variety of counties to participate in the GSO drill, allowing the media a place to view schools properly performing an earthquake drill.
- Assist all selected schools in preparation for the GSO drill as requested.
- Make presentations to selected schools and at school-related conferences.
- Identify childcare centers and encourage participation in the GSO.
- Work with and incorporate GSO materials and information in other on-going public education campaigns throughout the state.
- Work closely with private schools across the state providing all pertinent information about the GSO.
- Make every effort to include Home schooled students in the GSO, and include them in the October GSO drill.
- Encourage inclusion of the tribal schools in the GSO. Materials will be provided at conferences and through tribal schools.
- Work closely with Administrators and Superintendents to discuss and gain support for the campaign.
- Attend monthly GSO meetings with other partners and agencies.

- Meet with Resource work group monthly to develop materials for schools.
- Work with other GSO designated populations as identified by the Earthquake Program Manager. This includes a post drill survey to provide a documented history of the drill.

**DELIVERABLES**

The Contractor shall produce the following written reports and perform the following duties by the dates indicated below:

<b>Deliverable</b>	<b>Due Date</b>
Work on resources that will be made available to schools for GSO	August 15, 2018
Work and assist with schools across the state for Shake Out 2018 on October 18, 2018	October 18, 2018
Submit written summary report to OSPI and EMD showing the details, number of contacts made, resources expended, future meetings and future involvement with schools	October 31, 2018 November 30, 2018 December 20, 2018 January 10, 2019

**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 May 7, 2018, and end on or about January 15, 2019. 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 January 31, 2020. Decision to renew 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 fifteen thousand dollars (\$15,000).

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.

Per OSPI’s indirect costs policy, the maximum amount that may be charged or included in grants and contracts is the following:

Entity	State Grants and Contracts	Federal Grants and Contracts
School Districts	State recovery rate	Federal indirect rates, per OSPI's agreement with the U.S. Department of Education
Educational Service Districts	Per annual letter of agreement by K-12 Financial Resources Division	Per annual letter of agreement by K-12 Financial Resources Division
All other entities (including higher education, non-profits, independent Bidders, etc.)	10%	10%

### 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's website](#) for license requirements.
2. Experience working with Emergency Management Earthquake Program Staff.
3. Experience developing and/or participating in large scale disaster scenarios.

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.

Desirable Qualifications:

- Experience working with school districts, schools, tribal schools, and childcare centers.
- Experience working with the Washington Emergency Management Department.
- Experience developing and/or participating in Washington Great Shake Out exercises.

### SCHEDULE

OSPI has the right to change this schedule as necessary.

Solicitation Released:	March 29, 2018
Proposals Due:	April 13, 2018
Evaluation:	April 16, 2018
Award:	April 17, 2018
Estimated Contract Start:	May 7, 2018

### PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. Resume
2. 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.

3. Project Work Plan
4. Cost proposal
5. Certification and Assurances – Exhibit A
6. Contractor Intake Form – Exhibit B

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 Bidder’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 Informal Solicitation 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 Informal Solicitation 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](mailto:contracts@k12.wa.us)

**QUESTIONS**

Any requests for information about this project are to be directed to Informal Solicitation 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 Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.

**EVALUATION**

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	30 points
Project Work Plan	25 points
Reference Checks (if determined necessary by OSPI)	25 points
Cost	20 points
<b>Total Points Possible</b>	<b>100 points</b>

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). Bidders 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 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.

### **COMPLAINT PROCEDURE**

The complaint process is available to Bidders interested in this solicitation. The complaint process allows Bidders to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow OSPI to correct a problem before proposals are submitted and time expended on evaluations.

A Bidder may submit a complaint based on any of the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Bidders may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Bidders are encouraged to submit complaints as soon as possible so OSPI can rectify the issue(s) early in the process. Complaints must be submitted to the Informal Solicitation Coordinator. In order to be considered a valid complaint, the complaint must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the complaint.
- Should include a proposed remedy.

Complaints not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by OSPI. Failure by the bidder to raise a complaint at this stage may waive its right for later consideration.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will review valid complaints and respond to the submitter in writing. OSPI will consider all

complaints but is not required to adopt a complaint, in part or in full. OSPI's response to the complaint is final and not subject to administrative appeal. The response, and any changes to the Informal Solicitation will be posted to WEBS prior to the proposal due date. Any complaint addressed during the complaint process cannot be raised during the protest process.

### **DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, an individual debriefing conference will be scheduled with an unsuccessful Bidder. The request for a debriefing conference must be received by the Coordinator within three (3) business days after the Notification of Unsuccessful Bidder letter or e-mail is sent to the Bidder. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by the Informal Solicitation Coordinator and Bidder.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one (1) hour.

### **PROTEST PROCEDURE**

This protest procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completion of the debriefing conference, the Bidder is allowed five (5) business days to file a protest of the acquisition with the Informal Solicitation Coordinator. Protests may be submitted by fax or email, but should be followed by a hard copy document.

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest including specific facts and complete statements of the action(s) being protested. The protesting party may submit with the protest any documents or information deemed relevant. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the Informal Solicitation Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator/evaluation team;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document or OSPI policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, 2) OSPI's assessment of its own and/or other agencies needs or requirements, or 3) a complaint raised during the Complaint Procedure.

Upon receipt of a protest, a protest review will be held by OSPI. OSPI's Contracts Administrator or an employee delegated by the Contracts Administrator who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10)

business days of receipt of the protest. If additional time is required, the protesting party will be notified.

In the event a protest may affect the interest of another Bidder that submitted a proposal, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the Informal Solicitation Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold OSPI's action; or
- Find only technical or harmless errors in OSPI's acquisition process and determine OSPI to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide OSPI options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the solicitation and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If OSPI determines that the protest is without merit, OSPI will enter into a contract with the Apparent Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## **EXHIBIT A CERTIFICATION AND ASSURANCES**

*Bidder must sign and include the full text of this Exhibit A with their proposal.*

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of sixty (60) days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the sixty- (60-) day period.
4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.
10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.

11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).
12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.
13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.
14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

*I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.*

Signature of Bidder	Date	Place Signed (City, State)
Print Name	Title	Organization Name

**EXHIBIT B  
CONTRACTOR INTAKE FORM**

Available as an editable Word document on [OSPI's contract website](#):

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