

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

**REQUEST FOR PROPOSALS (RFP)**

**RFP NO. 2019-24  
Amendment 02 (6/3/19)**

**PROJECT TITLE:** Evaluation for the Student Assistance Prevention and Intervention Services Program

**PROPOSAL DUE DATE:** 3:00 p.m., Pacific Time (PT) on ~~June 3, 2019~~ June 10, 2019

**ESTIMATED CONTRACT PERIOD:** ~~July 1, 2019~~ July 1, 2019, through August 31, 2020. Amendments extending the period of performance, if any, shall be at the sole discretion of OSPI.

**CONSULTANT ELIGIBILITY:** This solicitation is open to those Consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

**SUBMIT PROPOSAL TO:** [contracts@k12.wa.us](mailto:contracts@k12.wa.us)

**FAXED PROPOSALS WILL NOT BE ACCEPTED.**

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

This RFP 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 RFP amendments or Consultant questions and OSPI answers will be posted to these sites. All interested Consultants must be registered with WEBS under the following commodity codes in order to receive notifications: 952-77: Research and Evaluation; 952-06 Alcohol and Drug Prevention; 924-19 Educational Research 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, marital status, 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).*

**SECTION A4. OBJECTIVE AND SCOPE OF WORK** is amended as follows:

**Technical Assistance and Coordination:**

- a. **Assistance to OSPI.** Consult with OSPI officials to address questions and plan other evaluation activities as needed. This is estimated to occur monthly for between fifteen (15) minutes and one (1) hour of time per session, dependent on needs of the program, the cycle of evaluation, and any major changes related to program delivery.  
**Coordinator Meetings.** Participate in monthly coordinator meetings, as needed, to discuss evaluation issues, present findings, and provide technical assistance.
- b. **Evaluation Work Group.** Participate in evaluation workgroup meetings to help define specifications for revisions to data collection system. Meetings may occur as frequently as two (2) times monthly or as infrequently as every-other-month, dependent upon need. Need is determined collaboratively by OSPI and the ESDs.
- c. **Other Assistance.** Coordinators, program staff, and other stakeholders are encouraged to call or email the Contractor when they have questions about data collection, data display, data management, and evaluation procedures or results at both the state and local level. The Contractor shall use phone and email to respond as necessary.
  - a. Email and phone call response time is expected within twenty-four (24) hours of request. For requests that demand additional effort or time, the consultant is expected to indicate to the duration or estimated timeframe a complete response will take.
  - b. Hours of availability are Monday – Friday, 8:00 am – 5:00 pm Pacific Standard time.
- d. **Web-Based Dissemination.** The Contractor shall make data collection manuals, selected evaluation findings, and other material available to program staff via the internet and host e-copies of documents as requested.

**Web-Based Data Collection:**

- a. **Web-Based Data Collection.** The Contractor shall collect evaluation data using the web-based data collection tool through June August 30, 2020 (and June August 30 in subsequent years thereafter, should a renewal be offered to the Contractor). Visit [Washington's Student Assistance Prevention and Intervention Services Program website](#) to see the web-based data collection tool. Data collection tasks include:
  - Preparing the database for the new school year.
  - Hosting the database through the contract.
  - Making enhancements to expand the utility of reports as requested by OSPI
  - Monitoring data quality.
  - Providing technical assistance related to improving data-quality and data collection.
  - Providing technical assistance on evaluation requirements and use of the database.
  - Providing periodic reports as requested to OSPI and program coordinators about data quality.
- b. **Form-based Collection.** The Contractor shall collect evaluation data using existing scanable forms, or other OSPI approved proposal for a new data-collection system. Pre- and Post- Instruments are a significant portion of data collection related to the Student Assistance Program and an approximate number of forms presently received varies

between five thousand (5,000) to nine thousand (9,000) in a calendar year. Anticipated data collection tasks include:

- Tracking and receiving pre- and post- instruments from the field.
  - Data entry and data-capture related to pre- and post- instruments.
  - Reports and findings related to the data collected through the instruments
  - Technical assistance on the pre- post- instruments, see “ins
- c. **Modifications.** The Consultant shall make needed modifications to the system and facilitate integration with other systems on an ongoing, as needed basis. Modifications will be jointly determined by OSPI and the consultant. Existing modification areas include
- Preparing changes needed in exporting data to DBHR’s [Minerva System](#).
  - Making modifications of selected reports to expand their utility, as requested by OSPI.
  - Reviewing the collection and processing of Program Evaluation Forms for any needed changes. Discuss procedural issues with local grantees.
- c. **Instrument Modifications.** In consultation with OSPI, the Contractor shall review and revise the current instruments ~~for needed changes~~ or develop new instruments:
- Program Evaluation Form
  - Pre-Post instruments
  - Data collection guidance and manuals
  - Data entry formats (scanning bubble forms, online forms, etc.)
  - ~~Data monitoring guidance and manuals~~

#### **Outcome Evaluation:**

- a. **Outcomes for Selected/Indicated Students.** Review Student Assistance Program Professionals’ experience in collecting and submitting Program Evaluation Forms. Make improvements to the current system for collecting and analyzing these data to the satisfaction of OSPI.
- b. **Develop and Improve online reports.** Create reports that are dynamic and responsive to the needs, measures, and complexity of Student Assistance Prevention-Intervention Services Program. Examples of report types utilized in SAPISP:
- Universal Activity Reports, inclusive of prevention activities summaries at local and state-level, and groups conducted summary
  - Indicated Student Reports, inclusive of service summary, student progress, student outcomes, substance use change, substance use change categories, and case management referral status
  - Data Monitoring Reports, inclusive of quality control and summary, program evaluation status reports, follow up and other peer support group referral reports
  - Staffing reports, inclusive of staff listing report and staffing summary report
- c. **Statistical Analysis.** Conduct statistical analyses of student outcome data and present preliminary findings to OSPI and OSPI-designated ESD program coordinators:
- Describe Student Assistance Program implementation fidelity.
  - Document the technical quality of the revised instrument.
  - Assess the effectiveness of selected program services and various subgroups.

**Reporting:**

- a. **Annual Report.** Submit an annual report for both the Student Assistance Program to cover data collected over the year including both activity data and student outcomes. Report should include data, conclusions, and summaries. The report shall include trend data and outcome data from the Student Assistance Program.
- b. Presentation with PowerPoint of the outcomes at the internal OSPI meetings and partner meetings, including but not limited to: School Improvement/K12 Supports meeting, State Prevention Enhancement (SPE) Policy Consortium, Prevention Learning Community Meeting, and HCA/DBHR Prevention staff meetings, annually.
- c. Reports are due within sixty (60) days of the end of the State Fiscal Year.
- d. Reports and presentations should include activities and services, characteristics of students served, pre-post screening findings, substance use outcomes, behavior outcomes, and program experience data such as youth satisfaction levels.
- e. **Local Profile.** Provide profiles summarizing local program services and outcomes for the school year.
- f. Work with OSPI to generate quarterly reports that reflect the following measures:
  - Percentage of the youth participating in the program with substance abuse as an intervention goal that reduce their use (statewide/program wide). The Contractor will also provide regional reports for the nine (9) ESDs on this metric.
  - The number of youth with a substance use intervention goal trend data for comparable quarters of previous years (statewide/program wide). The Contractor will also provide regional reports for the nine (9) ESDs on this metric

**SECTION B6. PERIOD OF PERFORMANCE** is amended as follows:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about ~~July 1, 2019~~ July 8, 2019, and end on or about August 31, 2020. The option to extend any contract resulting from this procurement shall be at the sole discretion of OSPI.

As such, OSPI reserves the right to amend to extend the contract for three (3) additional contract years through 2023. 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. If OSPI provides a renewal notice to the Contractor, the Contractor shall be obligated to enter into a contract with the same fiscal obligations as the previous Contract year, provided that OSPI and Contractor shall negotiate any revision of additional services or goals beyond those encompassed in the previous Contract.

Additional services that are appropriate to the scope of this RFP, as determined by OSPI, may be added to the resulting contract by a written amendment mutually agreed to and executed by both parties.

**SECTION B2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES** is amended as follows:

Item	Action	Date
1.	OSPI issues RFP	May 13, 2019
2.	Question and Answer period	May 13-27, 2019
3.	Last date for questions regarding RFP	May 27, 2019
4.	Complaints due	May 27, 2019
5.	OSPI posts final Question and Answer Addendum or Amendment (if necessary)	<del>May 28, 2019</del> <u>June 3, 2019</u>
6.	Proposals due	<del>June 3, 2019</del> <u>June 10, 2019</u>
7.	OSPI conducts evaluation of written proposals	<del>June 4-10, 2019</del> <u>June 11-14, 2019</u>
8.	OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	<del>June 11-14, 2019</del> <u>June 24-25, 2019</u>
9.	OSPI announces "Apparent Successful Bidder" and sends notification to unsuccessful Bidder(s)	<del>June 17, 2019</del> <u>June 26, 2019</u>
10.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
11.	Contract negotiation begins	June 26, 2019
12.	Anticipated contract start date	<del>July 1, 2019</del> <u>July 8, 2019</u>

OSPI reserves the right to revise the above schedule.

**SECTION B4. SUBMISSION OF PROPOSALS** is amended as follows:

Consultants shall submit proposals as an attachment to an email to the RFP Coordinator noted in Section B.1. ***Proposals must arrive by 3:00 p.m. on ~~June 3, 2019~~ June 10, 2019.*** (Please note RFP No. 2019-24 in the email subject line.) Attachments to the email shall be Microsoft Word format or in Portable Document Format (PDF). Zipped files may be received by OSPI and can be used for submission of proposals. OSPI does not assume responsibility for any problems with the electronic delivery of materials.

Proposals not received by the deadline will not be reviewed. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.