

Request for Proposals No. 2024-12

Addendum 01 – Pre-Bid Conference Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on April 2, 2024.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

The PowerPoint presentation given during the Pre-Bid Conference is available on the [OSPI website](#) and ([WEBS](#)).

- Question:** Could we propose work with other bidders that is tied together?
Answer: Yes, collaboration with other bidders is permitted, but not required.
- Question:** If two or more bidders decide to partner, will the funding occur in multiples?
Answer: Funding will be decided based on each individual proposal. You can do one of the following:

 - Submit one proposal per bidder. Each proposal will be scored and funded separately.
 - Submit one collaborative proposal. This will be scored and funded as one single proposal. In this scenario, one entity must be designated as the lead or Prime Contractor.
- Question:** What are the details around required convenings?
Answer: Successful bidders will enter contract negotiations with OSPI. Details around convenings are yet to be determined and will be collectively decided.
- Question:** Should we plan to modify our proposal if we get funded so we can use the strengths and proposed supports of each contractor awarded? What level of collaboration is expected across all awarded vendors?
Answer: Collaboration is encouraged, and convenings will offer opportunities for collaboration amongst awarded contractors. Expected levels of collaboration will be further defined in the contract during negotiations. Contract negotiations may incorporate some or all of the Bidder's proposals.



5. **Question:** If I am proposing to support more than one target group, should I send each group a separate proposal?
Answer: No, please submit one proposal for all services you will provide.
6. **Question:** Is there an incumbent for this work and if so, what is that contractor's name?
Answer: There is no incumbent contractor for this work.
7. **Question:** Do you have a general idea of what percentage of the work you'd like to take place with students/families vs. school personnel?
Answer: We do not have a percentage estimate.
8. **Question:** Annual training on de-escalation is required for those involved with restraint/isolation. Is that class of training included within the scope of professional development for this RFP or is that considered separate since it's already a requirement?
Answer: Yes, this class of training can be included in your proposal. Requirement reference: [WAC 392-172A-02110](#) (1)(f), (2)(c), (3)(d)
9. **Question:** Does OSPI want a Train the Trainer program or a direct delivery to learners?
Answer: Proposals are welcome to include Train the Trainer and direct delivery models, as long as they support the building of schoolwide systems and district-level infrastructure to prevent student crisis escalation, eliminate isolation, and track and reduce restraint use.
10. **Question:** Do we have a minimum number of focus schools or districts?
Answer: No, proposals are not required to reach a minimum number of schools or districts. However, legislation funding this project requires OSPI to prioritize the provision of professional development to local education agencies, educational programs, and staff who provide educational services to students in prekindergarten through grade five and who have high incidents of isolation, restraint, or injury related to use of restraint or isolation.
11. **Question:** Are you asking for proposals that could be used at any location?
Answer: This is not a requirement, and proposals may be tailored to working with identified partners.
12. **Question:** Will you be providing baseline data for districts on the goals that we would be trying to meet?
Answer: Statewide data is publicly available at the following:
- [Restraint & Isolation \(XLSX format\)](#)
 - [Washington State Report Card](#)
 - [Healthy Youth Survey](#)

13. **Question:** It is listed that there are 295 public school districts, 7 state-tribal education compact schools, and public charter schools-how many staff total does this include?

Answer: Some of this information may be found in the [Washington State Report Card](#).

14. **Question:** What was the catalyst for this statewide work to reduce restraint and eliminate isolation?

Answer: OSPI received designated state funds through Engrossed Substitute Senate Bill (ESSB) 5187 (501)(4)(mm) to provide statewide professional development and technical assistance to school districts, and to provide grants for demonstration projects. The goal of this work is to build school-level and district-level systems that eliminate student isolation, track and reduce restraint use, and build schoolwide systems to support students in distress and prevent crisis escalation cycles that may result in restraint or isolation.

This legislation requires OSPI to prioritize the provision of professional development and selection of the demonstration sites to local education agencies, educational programs, and staff who provide educational services to students in prekindergarten through grade five and who have high incidents of isolation, restraint, or injury related to use of restraint or isolation.

15. **Question:** Which districts are OSPI currently working with on the restraint and isolation project?

Answer: OSPI began recruiting districts in October 2023. The following have been identified as project participants:

- Anacortes
- Bremerton
- Castle Rock
- Central Valley
- Concrete
- Colville
- Davenport
- Edmonds
- Everett
- Fife
- Kalama
- Kelso
- Lakewood
- North Thurston
- Pullman
- Rochester
- Snoqualmie
- Vancouver

16. **Question:** Are there any identified ESDs?
Answer: No, only school districts have been identified.
17. **Question:** Will those identified districts be a part of the convenings of awardees from this RFP, or is it separate?
Answer: These are intended to be separate. However, convenings will be further defined in the contract during contract negotiations.
18. **Question:** Should I be doing outreach to districts now?
Answer: Perspective bidders may coordinate with perspective partners and/or subcontractors in preparation of a proposal for this work; however, any work related to this RFP and resulting contract cannot start until the contract is officially signed by both parties. Perspective bidders should not be reaching out to districts, making any arrangements, commitments, etc. until a contract is in place.
19. **Question:** You stated that we could start contacting districts now, however, if many of us reach out to the same district - how can we avoid this?
Answer: Perspective bidders should not be reaching out to districts, making any arrangements, commitments, etc. until a contract is in place.
20. **Question:** Is it better to work with one of these identified districts, or other districts to expand supports?
Answer: Proposals are not required to include any of the district partners identified above. This is not an exhaustive list of educational service providers with incidents of restraint and isolation. However, legislation funding this project requires OSPI to prioritize the provision of professional development to local education agencies, educational programs, and staff who provide educational services to students in prekindergarten through grade five and who have high incidents of isolation, restraint, or injury related to use of restraint or isolation.
21. **Question:** Do I need to have district commitment prior to submitting the proposal?
Answer: Perspective bidders should not be reaching out to districts, making any arrangements, commitments, etc. until a contract is in place.
22. **Question:** Will districts need to "sign up" to access the PD? Will OSPI be deciding which districts will be provided services?
Answer: Legislation funding this project requires OSPI to prioritize the provision of professional development to local education agencies, educational programs, and staff who provide educational services to students in prekindergarten through grade five and who have high incidents of isolation, restraint, or injury related to use of restraint or isolation.

23. **Question:** I am not currently working in WA, and/or do not currently have staff located in WA. Am I unable to submit a proposal?

Answer: Bidders from outside of Washington state are welcome to apply so long as all minimum qualifications and any Washington state registration requirements are met. Such proposals are required to indicate how they will partner with in-state practitioners as part of their plan and delivery of professional development.

24. **Question:** Does this mean I need to secure a partnership with someone in WA?

Answer: Partnerships do not need to be secured in order to submit a proposal. However, bidders from out-of-state should clearly indicate how these partnerships will be developed and maintained.

25. **Question:** Where can I find information about doing business with WA state agencies?

Answer:

- [WEBS for Vendors](#): Washington's Department of Enterprise Services website which allows entities to register as vendors and receive notifications about procurements from all Washington agencies.
- [Statewide Vendor/Payee Services](#): Washington Office of Financial Management's website with registration requirements and instructions for receiving payments from a Washington state agency as a vendor.
- [Apply for a Washington business license](#): Washington state Department of Revenue's website with registration requirements and instructions.

26. **Question:** During the contract term, who watches for the limit of \$150k per vendor that was identified from the full budget?

Answer: All costs are managed by the contractor. OSPI does not represent or guarantee any minimum purchase from the resulting contract. Final funding amount and terms will be decided during contract negotiations.

27. **Question:** Are travel costs included in my budget?

Answer: Yes, all costs must be included in the proposal and are managed by the contractor. OSPI's payment preference is performance-based, meaning specific tasks/deliverables are tied to specific due dates and payment amounts. Under this model, OSPI pays a specific pre-determined amount for each deliverable/task. All costs associated with the deliverable/task (including any expenses, travel, indirect, etc.) are rolled into the cost of the deliverable/task. Alternatively, if travel is paid separately from tasks/deliverables, it will be reimbursed in accordance with [Washington State travel regulations](#) established by the Office of Financial Management.

28. **Question:** How do I know how much to put in the budget for substitutes?

Answer: Substitute costs vary by district and are often found in collective bargaining agreements. For estimated costs, see the example of [Bremerton School District](#).

29. **Question:** How do we know how many substitutes will be needed?
Answer: That would be up to the school district and building leader.
30. **Question:** Is there a workaround for the 10% indirect cap in the RFP?
Answer: If a Contractor chooses to charge an indirect rate as a separate line item in their contract, then it cannot exceed 10%.
The state's preferred payment model is performance-based. Under this model, OSPI pays a specific pre-determined amount for each deliverable/task. All costs associated with the deliverable/task (including any expenses, travel, indirect, etc.) are rolled into the cost of the deliverable/task.
31. **Question:** Beyond the first year, what is the plan to continue investing in this work? Multiple years will enable us to broaden our regional/collective reach.
Answer: This project is funded through June 30, 2025. However, contract extensions may be possible if additional funding is made available by the legislature.
OSPI received designated state funds for fiscal years 2024 and 2025 through Engrossed Substitute Senate Bill (ESSB) 5187 (501)(4)(mm). However, OSPI reserves the right to amend to extend the contract for two (2) additional contract years through 2027, if additional funding is made available by the Legislature. 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.
32. **Question:** Our materials represent intellectual property. Does this mean that we are unable to meet the following requirement? "OSPI shall have the right to modify or copy the deliverables in order to make them accessible and or compliant."
Answer: Intellectual property rights and other legal details can be further defined in the contract during negotiations. Bidders may include a document requesting exceptions to the sample contract and/or general terms and conditions.
See example contract language below:
Contractor shall remain the owner of pre-existing intellectual property, not produced under the Contract. Contractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Contractor would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial (preferred) or Creative Commons Attribution-NonCommercial-ShareAlike licenses, version 4.0 or later, are acceptable for these specific sections. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

33. **Question:** While ownership of the intellectual property remains with the contractor, the licensing provision is pretty expansive to OSPI, including permission to prepare derivative works and reproduce the material.

Answer: Intellectual property rights and other legal details can be further defined in the contract during negotiations. Bidders may include a document requesting exceptions to the sample contract and/or general terms and conditions.

34. **Question:** I'm a little concerned about such an expansive amount of permission without controls on how the materials could be modified in a way that creates liabilities.

Answer: Licensing provisions and other legal details can be further defined in the contract during contract negotiations.

35. **Question:** How will liability be handled if, for example, school staff claims to be hurt while using our methods?

Answer: Liability insurance and other legal details will be further defined in the contract during contract negotiations.

No questions or responses included in this document require any changes to the solicitation document; this document stands alone.