Request for Proposals No. 2024-07
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 December 28, 2023.

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.

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1. **Question:** Are there any length/duration requirements for the modules? In other words, must the modules add up to a certain number of hours?
   Answer: There is no set number of total hours or time duration for the modules. The total time should be commensurate with the learning objectives and consistent with the scope of work as indicated in the RFP.

2. **Question:** Can content/modules developed for this project be used by and/or sold to others, or will it become exclusive to Washington State?
   Answer: Per Exhibit D GENERAL TERMS AND CONDITIONS in the RFP, unless otherwise provided, all materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the Superintendent. Unless otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract will carry a Creative Commons Attribution License, version 4.0 or later.

   For Materials that are delivered under the Contract, but that incorporate pre-existing materials 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.

   Question: Do you know what type of format for modules will be needed for Canva? For example, are SCORM packages required?
   Answer: Canvas is compatible with SCORM packages, but they are not required. The Common Cartridge 1.x is a fairly common format for course developers, and is compatible with Canvas. For more information about course package compatibility, please see

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-Course-Import-Tool/ta-p/21.

3. **Question:** Is there a current agency who has developed online training for this school district?
   Answer: There is no single school district for which training modules will be developed. As the department of education for the school districts and other LEAs in the state, OSPI has not yet developed online training modules for school districts. School districts may have independently created or adopted training materials which could include modules, but those materials are not distributed at the state level.

4. **Question:** Online and e-learning: both ways are included. Asynchronous or synchronous?
   Answer: The modules should be stand-alone modules that can be accessed and completed by individual participants without an instructor, facilitator, or other mediator.

5. **Question:** If asynchronous, how many hours do you have in mind?
   Answer: There is no set number of total hours or time duration for the modules. The total time should be commensurate with the learning objectives and consistent with the scope of work as indicated in the RFP.

6. **Question:** Who will be in charge of reviewing written analyses if modules are asynchronous?"
   Answer: If written analyses or responses are generated, they would be generated for their learning or pedagogical value. These responses could potentially be reviewed by OSPI staff, but this has not yet been determined.

7. **Question:** Even if it is synchronous, must we include additional hours to correct it?
   Answer: N/A. The modules should be stand-alone modules that can be accessed and completed by individual participants without an instructor, facilitator, or other mediator.

8. **Question:** Refers to video or audio recordings of scenarios. Are they the property of the consultant?
   Answer: Videos created for and embedded as part of the modules would be the property of OSPI, per Exhibit D GENERAL TERMS AND CONDITIONS in the RFP. The copyright provision requires they be openly licensed under a Creative Commons Attribution License, version 4.0 or later, so they could be used by others, including the vendor, with attribution.

   For Materials that are delivered under the Contract, but that incorporate pre-existing materials 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.

9. **Question:** Handbook and instructional guide designed for a teacher. Who will be teaching, and what's the person's background?"
    Answer: The handbook and instructional guide would serve as curricular reference materials. These materials would likely be accessed by persons who oversee language access efforts at the district level, including the coordination of translation and interpretation services. Persons in this role would have a wide range of backgrounds, including work at the district level. The range of experience would very likely include previous teaching or other education-related work.

10. **Question:** How many pages do you have in mind?
    Answer: There is no pre-determined page length for the handbook or instructional guide.

11. **Question:** Terminology related to the seven meetings - Will glossaries need to be included in the instructional guide? In what languages?"
    Answer: Glossaries per se are not a requirement of the training modules. The Office of Superintendent of Public Instruction continues to identify a list of terms, with descriptors, it feels are essential for those providing language access services in educational settings, and will make draft or final versions of these lists available to the Apparent Successful Bidder.

12. **Question:** In Exhibit B Qualification Affirmations, under Additional Desired Qualifications, it states experience creating and providing curricula which includes relevance for signed language interpreters. Do the modules have to explicitly address sign language equivalents of vocabulary and/or skills taught to language interpreters
    Answer: The modules will not have to explicitly include sign language equivalents - either in static graphic form or video form - of the vocabulary.

13. **Question:** Can you comment on existing training material available for teachers and staff within WA schools (related to safety, procedural issues of various kinds, HR themes...) that complies with ADA, WCAG, and other standards specified above?
    Answer: All trainings produced for and by OSPI are compliant with the standards specified. Here are some examples of current OSPI trainings available for free access in the Canvas platform:
    o   Academic Learning is Social and Emotional:
        https://waesd.instructure.com/enroll/3CYTLM
    o   Introduction to Social Emotional Learning:
        https://waesd.instructure.com/enroll/AAFG9E
    o   Embedding SEL Schoolwide: https://waesd.instructure.com/enroll/EYEJ3L
    o   Creating a Professional Culture Based on SEL:
        https://waesd.instructure.com/enroll/BT6EXN
    o   Fresh Fruits and Vegetables Annual Training:
        https://waesd.instructure.com/enroll/FRAD43

14. **Question:** If the response to the preceding question is that such material exists and is suitably compliant, did said compliance arise partly by leveraging resources already available within OSPI?
    Answer: We do not know of any other resources provided in addition to OSPI's formatting standard specified in Exhibit E.

15. **Question:** If such resources do exist, how do you recommend that the contractor interact with OSPI or labs/resources within OSPI to achieve compliance?
    Answer: The OSPI Communication and Digital Media Office can review products for compliance if there are any concerns.

16. **Question:** Can you describe resources available to WA State public school interpreters or other participants who have impaired vision or hearing in (for example) an IEP meeting? This would be of value in designing modules (or at least an adaptation or application of a module) that will be accessed as part of the training of an interpreter candidate who has a disability
    Answer: Districts may have developed or secured guidance materials, and resources for their individual districts on these topics, but there are no resources available from OSPI at this time at the State level. It's possible that this Washington State school for the Blind or the Office of the Deaf and Hard of Hearing may have materials that would apply but are no specific to meetings in school settings.

17. **Question:** In Exhibit B Qualification Affirmations, under Additional Desired Qualifications, it states experience creating and providing curricula which includes relevance for signed language interpreters. Do the modules have to explicitly address sign language equivalents of vocabulary and/or skills taught to language interpreters?
    Answer: The modules will not have to explicitly include sign language equivalents - either in static graphic form or video form - of the vocabulary.

18. **Question:** What is the expected length of each module?
    Answer: There is no pre-determined expected length.

19. **Question:** How many modules will be delivered under this contract?
    Answer: There is no set number of modules. Proposals should include the number of modules with initial estimates of the length of each expected to be delivered in order to meet the content requirements.

20. **Question:** Is there an expectation for live-video production?
    Answer: No.

21. **Question:** Are you currently working with any vendors providing services similar to what is outlined in the RFP and who are those vendors?
    Answer: No.

22. **Question:** Have you identified a group of SME's that the Contractor will work with in development of the modules?
Answer: The Apparent Successful Bidder will work primarily with the OSPI Contract Manager. Should the Contract Manager determine a need to draw on Subject Matter Experts for consultation or to be involved more directly in the development, those resources do exist and can be accessed.

23. **Question:** Is there an approved list of community resources and/or partners? The outline references partnerships and networks multiple times. I just want to make sure that the content we create and sources used are following appropriate vetting procedure.
Answer: There is no approved list of community partners per se. The RFP does establish a procedure by which the content will be made reviewable by members of an advisory committee which includes community-based organizations that provide direct services to non-English speaking families, and well as spoken and sign language services users. While not part of a formal vetting process, these members' feedback will be taken into consideration by OSPI, but decisions about the final content are within the sole purview of OSPI.

24. **Question:** Are interpreters participating in the training getting paid for the time they are engaged in training?
Answer: It is possible that interpreters employed by districts may be compensated for time engagement in training but that is out of the scope of OSPI. The state will not be compensating interpreters for participating the training.

25. **Question:** I'm interested in subcontract work. Can subcontractors partner with primes for this? If so, are there set requirements that subcontractors need to follow in order to work with prime?"
Answer: Prime Contractors must obtain prior written approval of OSPI before entering into any subcontracts. The Prime Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in the Contract are included in any and all Subcontracts. Subcontracts do not release or reduce liability of the Contractor to the Superintendent for any breach in the performance of the Contractor's duties.

26. **Question:** To piggyback on the previous question: what if the bidder already has a similar course. How would ownership be considered in this case.
Answer: Per Exhibit D GENERAL TERMS AND CONDITIONS, copyright provision, materials developed under this contract must be openly licensed under a Creative Commons Attribution License, version 4.0 or later. For Materials that are delivered under the Contract, but that incorporate pre-existing materials 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.

27. **Question:** Will H5P activities be supported in OSPI's instance of Canvas?
    Answer: OSPI has access to technical support for the Canvas platform which will be extended to contractors.

28. **Question:** Regarding the Handbook, what do you have in mind?
    Answer: In terms of the purpose of the handbook, we envision something that can serve as a curricular reference for someone who might be mediating the online modules and working directly with students, either in-person or through remote means.

29. **Question:** Can you clarify the indirect costs section?
    Answer: The maximum amount that may be charged or included in contract is 10%.

30. **Question:** For the Handbook, do we have to include Instructor Lesson Plans?
    Answer: Instructor lesson plans are not a requirement for the handbook, though a handbook may include such lesson plans.

31. **Question:** And these modules are based on one academic year calendar?
    Answer: The modules are intended to be accessed at any point in an academic year.

32. **Question:** Can out of state vendors participate in this RFP?
    Answer: Yes. Out of state vendors may submit a proposal. Contingent upon award, the bidder may be required to obtain a Washington state business license, depending on criteria set forth by the Department of Revenue and Secretary of State.

33. **Question:** "Prior to this RFP, was there an RFI related to this RFP posted?"
    Answer: No.

34. **Question:** "Will the participant receive certificates or continuing education units for these courses?"
    Answer: This has not yet been determined. OSPI is looking at whether the completion of these modules could qualify as an option for "clock hours" or certification/recertification requirements for persons such as paraeducators who have such certification/recertification requirements.

35. **Question:** Will travel/onsite work be required under this contract?
    Answer: No, we do not foresee any onsite work being required for this contract.

36. **Question:** Will the approved bidder be provided resources that allow for cohesion between the modules for this contract and other training modules that interpreters would be exposed to as employees of the schools? Ex: core values, human resources conduct training, etc)

Answer: District employees may currently complete training modules as part of their preparation or ongoing professional development as district employees. However, because districts meet training requirements in a wide range of ways, it would not be feasible to provide or indicate resources that might help with the cohesion or alignment suggested.

37. **Question:** If someone is still in the process of receiving a masters (graduating in May 2024), can a transcript be submitted instead of diploma, and the diploma is sent when received?
Answer: All proposals should include sufficient detail about the educational and professional experience of staff for reviewers to determine the team's qualifications to perform the work. Copies of transcripts and/or diplomas are not required.

38. **Question:** "EXHIBIT E in the RFP is empty, please send us the correct form"
Answer: Please refer to page 51 of the RFP document. The Exhibit can also be found on OSPI's website under "Branding & ADA Compliance."

39. **Question:** "Why this contract is developed under the Creative Common Attribution License?"
Answer: Materials created through contracts with OSPI are funded through State or Federal taxpayer dollars and OSPI strives to make these materials available to the general public who paid for them.

40. **Question:** Will this RFP evaluation process provide consideration for WA OWMBE certified businesses?
Answer: 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). However, no preference points 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.

41. **Question:** "What is allowable for direct and indirect costs for the budget? Is there a budget template?"
Answer: Per page 21, the maximum indirect amount that may be charged or included in contract is 10% (unless the selected vendor is a Washington school district or Educational School District). There is no template. Please include a sufficient enough detail in the proposed budget for reviewers to score.

42. **Question:** Will an attendees list of this meeting be shared? If not, can we share contact information in the chat?
Answer: No. A list of the attendees of the meeting will not be shared. Attendees were afforded access to the Zoom platform meeting chat, however.

43. **Question:** [OSPI] mentioned interpreters who are independent contractors. May we conclude that the program is open to enrollment by members of the general public? If that is the case, do you anticipate that the MAJORITY of the trainees will be current employees of school districts in WA state?

    Answer: The parameters for access to the training modules are yet to be determined. However, it is OSPI's intention to make them readily available to those who are currently practicing interpreters or preparing to become interpreters. We anticipate that the majority of the trainees would be employees of school districts and other LEAs in Washington state but cannot say with certainty this would be the case.