

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

**INFORMAL SOLICITATION No. 2017-09**

Beginning Educator Support Team  
Mentor Academy Faculty, Induction Coaches, and Roundtable Facilitators

The Office of Superintendent of Public Instruction (OSPI) is initiating this Informal Solicitation to solicit proposals for individuals with expertise in supporting the professional growth of teacher mentors and induction specialists in their work to increase the expertise of early-career teachers.

The [Beginning Educator Support Team \(BEST\)](#) program, part of the Educator Effectiveness Office at OSPI, promotes sustained and comprehensive professional support for teachers in the early years of their career. BEST provides professional development for mentors, resources for districts, and grants (as appropriated by legislative funding) to bolster comprehensive induction. OSPI was tasked by the 2016 legislature with the implementation of this program in a to-be-determined number of school districts and/or regional consortia, and in anticipation of that, is identifying personnel to support this work.

To support this work, OSPI is searching for experienced Consultants to serve in one or more of the following capacities:

- Mentor Academy Faculty
  - Mentor Academy Faculty OR
  - Specialized Mentor Academy Faculty -- Cultural Relevancy
- Induction Coach
- Mentor Roundtable Facilitator

NOTE: A Consultant may not apply for both the “Mentor Academy Faculty” and the “Specialized Mentor Academy Faculty – Cultural Relevancy” positions.

**MENTOR ACADEMY FACULTY**

1. Co-plan and teach up to twelve (12) days of Mentor Academies using agreed upon OSPI curriculum and structures in various locations around the state.
2. Coordinate with other Mentor Academy Faculty and OSPI to determine trainer schedule for Academies.
3. Shadow and/or co-train with a current or recent Mentor Academy Faculty members.
4. Serve as regional liaison and advocate for school districts regarding their support of high-quality induction for early-career teachers.
5. Participate in the BEST Spring Symposium for mentors and coaches and the administrators who support them.
6. Actively participate in up to three (3) days of team planning days, as organized by OSPI.
7. Other duties as assigned by OSPI.

## **SPECIALIZED MENTOR ACADEMY FACULTY -- CULTURAL RELEVANCY**

1. Co-plan and teach up to eight (8) days of Mentor Academies using agreed upon OSPI curriculum and structures in various locations around the state. Include a focus on issues of race, equity, and cultural relevancy.
2. Coordinate with other Mentor Academy Faculty and OSPI to determine trainer schedule for Academies.
3. Shadow and/or co-train with a current or recent Mentor Academy Faculty members.
4. Serve as regional liaison and advocate for school districts regarding their support of high-quality induction for early-career teachers.
5. Participate in the BEST Spring Symposium for mentors and coaches and the administrators who support them.
6. Actively participate in up to five (5) team planning days, as organized by OSPI.
7. Other duties as assigned.

## **INDUCTION COACH**

1. Provide up to ten (10) days on-site and distance technical assistance to BEST grantees as assigned, document visits, and respond to email and phone requests for technical assistance from BEST grantees and OSPI.
2. Promote the use of the OSPI-adopted Standards for Beginning Teacher Induction and OSPI Standards for Mentoring.
3. Assist at the annual BEST Grantee Spring Convening in order to promote grantee learning, reflection, and team planning.
4. Serve as regional liaison and advocate for school districts for their development and support of high-quality induction for early-career teachers.
5. Actively participate in up to three (3) team planning days, as organized by OSPI.
6. Shadow or co-train with existing induction coach, as organized by OSPI.

## **MENTOR ROUNDTABLE FACILITATOR**

1. Collaborate with local school districts, the regional Educational Service District (ESD), and OSPI to develop roundtables that meet the needs of mentors in assigned region, including recruiting participants and securing logistical support.
2. Plan and facilitate up to ten (10) Roundtable sessions designed to fit the needs of local mentors. Roundtables are usually ninety (90) to one hundred and twenty (120) minutes in length and often occur outside school hours.
3. Actively participate in up to two (2) team planning days, as organized by OSPI.
4. Serve as regional liaison and advocate for school districts for their development and support of high-quality mentoring for early-career teachers.

## **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 July 1, 2017, and end on or about June 30, 2018. 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 three (3) additional contract years through June 30, 2021. 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.

## **BUDGET**

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed twenty-thousand dollars (\$20,000)\*.

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. The amount available for travel will be determined by OSPI based on the Contractor's city of residence.

1. Mentor Academy Faculty – Up to \$15,000 for services, plus additional travel
2. Specialized Mentor Academy Faculty – Cultural Relevancy – Up to \$11,500 for services, plus additional travel
3. Induction Coach – Up to \$7,000 for services, plus additional travel
4. Roundtable Facilitator – Up to \$4,000 for services, plus additional travel for team planning meetings only.

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.

**\*Contracts awarded under this Informal Solicitation are contingent upon legislative funding.**

## **MINIMUM QUALIFICATIONS**

NOTE: A Consultant may not apply for both the 'Mentor Academy Faculty' and the 'Specialized Mentor Academy Faculty – Cultural Relevancy' positions.

This solicitation is open to individuals who meet the following minimum criteria. Consultants must certify that they possess the required minimum qualifications using Exhibit A – Affirmations Checklist.

1. A commitment to comprehensive systems of support for novice educators in order to improve learning outcomes for students.
2. Successful completion of three- (3-) day OSPI Mentor Academy in Washington State or equivalent.
3. Three (3) years of service as a mentor or instructional coach.
4. Recent (within last five (5) years) employment by or contract with Washington K-12 schools, Educational Service District, or educational non-profit organization.

5. 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 Apparently Successful Contractor. Visit [the Department of Revenue's website](#) for license requirements.

#### ADDITIONAL MINIMUM QUALIFICATIONS MENTOR ACADEMY FACULTY

1. Participation in multiple mentor professional development opportunities including attending the initial OSPI Mentor Academy multiple times as well as more in depth training such as Mentor Tune-ups or Mentor Academy 201.
2. Demonstrated leadership within the area of mentoring/novice teacher induction.
3. Demonstrated understanding of needs of adult learners and skill as a facilitator of adult learning.
4. Demonstrated understanding of the importance of and ability to use learning-focused conversations.
5. Preferred: Experience training mentors.

OR

#### ADDITIONAL MINIMUM QUALIFICATIONS SPECIALIZED MENTOR ACADEMY FACULTY -- CULTURAL RELEVANCY

1. Demonstrated leadership within the area of issues of race and equity.
2. Demonstrated understanding of needs of adult learners and skill as a facilitator of adult learning.
3. Demonstrated ability to design professional development for educators to increase their understanding and build their skills around issues of equity and cultural relevancy.
4. Preferred: Experience training mentors, instructional coaches, or teacher leaders.

#### ADDITIONAL MINIMUM QUALIFICATIONS FOR INDUCTION COACH

1. Demonstrated leadership within the area of BEST induction work.
2. Demonstrated understanding of and ability to use coaching skills to promote growth
3. Demonstrated skill facilitating reflection and goal-setting within a team.
4. Knowledge of [Standards for Beginning Teacher Induction](#), their importance and potential use for districts.
5. Preferred: Knowledge of district induction work beyond a single school district.

#### ADDITIONAL MINIMUM QUALIFICATIONS FOR MENTOR ROUNDTABLE FACILITATOR

1. Demonstrated leadership within the area of mentoring/novice teacher induction.
2. Demonstrated skill as a facilitator of adult learning.
3. Participated in multiple mentor professional development opportunities such as attending the initial Mentor Academy multiple times, Mentor Tune-Ups, Mentor Academy 201 or regional Mentor Roundtables.
4. Demonstrated involvement in networks beyond current district in one or more of the following regions. For a map outlining the boundaries of each region, please see [the OSPI website](#).

- a. Northeast WA ESD 101

- b. ESD 105
- c. ESD 112
- d. Capital Region ESD 113
- e. Olympic ESD 114
- f. Puget Sound ESD 121
- g. ESD 123
- h. North Central ESD 171
- i. Northwest ESD 189

5. Preferred: Experience facilitating Mentor Roundtable or mentor trainings.

**Consultants 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.**

**SCHEDULE**

OSPI has the right to change this schedule as necessary. It will be the responsibility of interested Consultants to check the website throughout the schedule for addenda and amendments to this solicitation.

Solicitation Released:	May 8, 2017
Proposals Due:	May 24, 2017
Evaluation:	May 25 – May 30, 2017
Interviews:	May 30, 2017
Award:	June 5, 2017
Estimated Contract Start:	July 1, 2017

**PROPOSAL CONTENTS**

The proposal is to be brief but should include:

1. **Letter of Application** – Consultant must specify which of the four (4) positions (Mentor Academy Faculty, Specialized Mentor Academy Faculty, Induction Coach, Roundtable Facilitator) the Consultant is applying for and give specific examples or evidence of how the Consultant meets each of the following:
  - a. a minimum qualifications
  - b. additional minimum qualifications
  - c. preferred qualifications (listed within additional minimum qualifications where applicable)

**NOTE: A Consultant may not apply for both the ‘Mentor Academy Faculty’ and the ‘Specialized Mentor Academy -- Cultural Relevancy’ positions.**

2. **Resume** – Include an updated resume reflecting experience related to the minimum, additional minimum, and preferred qualifications.
3. **Affirmations Checklist** – See Exhibit A
4. **References** – Name, addresses, and telephone numbers of three (3) references who can speak to the qualifications for the specific positions. Consultants shall not use current OSPI staff as references.
5. **Contractor Intake Form** – See Exhibit B

Provide information regarding past performance by indicating if the Consultant 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 Consultant'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. **The deadline for submission of responses is 4:00 p.m. on May 24, 2017.**

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](mailto: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. Consultants are to rely on written statements issued by the Coordinator. Communication directed to parties other than the Coordinator may result in disqualification of the Consultant.

### EVALUATION

The following weights will be assigned for bid evaluation purposes:

<b>All Positions</b>	
Phase I. Experience/Qualifications	65 points
Phase II. References	10 points
Phase III. Interview	25 points
<b>Total Points Possible</b>	<b>100 points</b>

OSPI, at its sole discretion, may elect to interview the top-scoring Consultants or make reference checks to reach final decisions. The Coordinator or the Educator Effectiveness Office will contact Consultants to schedule a date, time, and location for an interview.

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 Consultant'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. Consultants 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.

### **STATEWIDE VENDOR PAYMENT REGISTRATION**

Individuals 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.

## PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this 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 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](#).

## COMPLAINT PROCEDURE

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

A Consultant 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.

Consultants may submit complaints up to five (5) business days prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Consultants 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 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.

The OSPI Contracts Administrator or an employee delegated by the Contracts Administrator will



review valid complaints and respond to the submitter in writing. 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 Proposer. The request for a debriefing conference must be received by the Coordinator within three (3) business days after the Notification of Unsuccessful Consultant letter or e-mail is sent to the Consultant. The debriefing must be held within three (3) business days of the request, unless otherwise agreed upon by the Coordinator and Proposer.

Discussion will be limited to a critique of the requesting Consultant'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 thirty (30) minutes.

### **PROTEST PROCEDURE**

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

Consultants 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 Consultants 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 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 Consultant that submitted a proposal, such Consultant will be given an opportunity to submit its views and any relevant information on the protest to the 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 Contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.