

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

**REQUEST FOR PROPOSALS
RFP No. 2019-07: Web-based Training Module for Recognition and Response to
Emotional or Behavioral Distress in Students
Addendum 01 – Q&A**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2019-07, issued July 31, 2018.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

QUESTION: ...is the expectation that the contractor build the on-line training in a file format compatible with OSPI's learning management system?

ANSWER: Yes. Refer to the RFP, Objective and Scope of Work, Sections A, B, C, & D.

QUESTION: Is there someone at OSPI the contractor would interface with to post the training to the LMS?

ANSWER: Yes, the contractor will interface with the Contract Manager (OSPI Behavioral Health and Suicide Prevention Program Supervisor), who will coordinate communication with OSPI's Educational Technology Director in the Information Technology Services Department.

QUESTION: With regard to the broader set of issues the RFP is calling for: the topic areas for a brief on-line training are ambitious. Any sense of the overall balance of topics OSPI is hoping to see?

ANSWER: The response to the RFP is an opportunity for the bidder to demonstrate their knowledge and expertise in researching content and developing an online training that meets the requirements for school districts to conduct annual staff training for recognizing and responding to signs of emotional and behavioral distress RCW 28A.320.127.

QUESTION: Would you be managing this contract and reviewing curricula/ videos along the way?

ANSWER: The Bidder's proposed work plan and timeline should include a schedule for any needed content review by the Contract Manager (OSPI's Behavioral Health and Suicide Prevention Program Supervisor) and desired response timelines.

QUESTION: Is this opportunity restricted to respondents who are physically based in Washington State? Will a preference be given to firms based in Washington State?

ANSWER: This opportunity is open to any consultant who meets the minimum qualifications and can provide the services outlined in the procurement.

QUESTION: If oral interviews of prospective awardees are conducted, must those interviews be in person?

ANSWER: If oral interviews are conducted, bidders will be given the choice of attending in-person or via webinar format.

QUESTION: Will the successful bidder be required to make any in-person presentations or attend any meetings in person?

ANSWER: The bidder should include the proposed method of presentations in the Technical Proposal. The agency is not opposed to webinars.

QUESTION: Page 7 of the RFP near the bottom reads, Part D. Desirable Module Components, "b. Technical assistance for training participants." Could you clarify this part? Do you mean technical assistance regarding the use of the website, how to move forward and back in it, and rules for quiz-taking, login requirements, etc?

ANSWER: Yes, user technical assistance regarding website access, usage, navigation, and completing the training.

QUESTION: In the same section, [Page 7 of the RFP near the bottom reads, Part D. Desirable Module Components] sub-section d reads "Facilitator's guide testing. Could you clarify this as well? Does it mean a technical testing of the website functionality including the facilitator's guide? Or does it mean collecting qualitative feedback on the content of the facilitator's guide from people who are likely to be facilitators? If it is the latter, do you have individuals in mind? Alternatively, are you referring to the pre-post tests for participants, the way those results are available to the facilitator, and guidance for the facilitator in terms of incorporating reviews?

ANSWER: The reference to a Facilitator's Guide refers to if a school chooses to conduct the online training in a group setting (staff meeting, professional development time, etc.). A Facilitator's Guide for an education leader to lead a group through the training content and discussion could be beneficial.

QUESTION: Will the cost proposal be scored on thoroughness only, or will extra points be awarded for submitting a proposal for less than \$40,000?

ANSWER: The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFP. Points will be assigned based on the Evaluation Weighting and Scoring rubric provided in Section D.

QUESTION: Will the accepted bidder need to provide any direct consulting or guidance to school or district personnel, or bear liability for course content, after OSPI accepts and approves the content?

ANSWER: No, unless this is included in the bidder's proposal as part of the proposed solution.

QUESTION: We would like to clarify that the Web-based Training Module is RFP-2019-07 as stated in the title. Note that the instructions for submission on page 11 say to include RFP No. 2019-06 in the subject line.

ANSWER: This is RFP No. 2019-07.