

# *Request for Qualifications No. 2022-12*

## *Bilingual Environmental Education*

### **Section E. RFQ EXHIBITS**

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**Exhibit A:** Certification and Assurances

**Exhibit B:** Qualification Affirmations

**Exhibit F:** Contract Intake Form

**Exhibit G:** Proposal Checklist (not required)



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# **EXHIBIT A**

## **CERTIFICATION AND ASSURANCES**

*Bidder must sign and include the full text of this Exhibit with their proposal.*

Bidder makes the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Bidder declares that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Bidder may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of ninety (90) business days following receipt, and it may be accepted by OSPI without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) business-day period.
4. In preparing this proposal, Bidder has not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. Bidder understands that OSPI will not reimburse Bidder for any costs incurred in the preparation of this proposal. All proposals become the property of OSPI, and Bidder claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
7. Bidder agrees that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, Bidder has described those exceptions in detail on a page attached to this document.

8. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. Bidder grants OSPI the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.
10. Bidder acknowledges that if awarded a contract with OSPI, Bidder is required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in Contract termination. Bidder agrees to submit additional information about its nondiscrimination policies, at any time, if requested by OSPI.
11. Bidder certifies that Bidder has not, within the three-year period immediately preceding the date of release of this competitive solicitation, been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment to have willfully violated state minimum wage laws (RCW 49.38.082; Chapters 49.46 RCW, 49.48 RCW, or 49.52 RCW).
12. Bidder has not been debarred or otherwise restricted from participating in any public contracts.
13. Bidder certifies that Bidder has not willfully violated Washington State's wage payment laws within the last three years.
14. Bidder acknowledges its obligation to notify OSPI of any changes in the certifications and assurances above.

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place Signed (City, State)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

# EXHIBIT B

## QUALIFICATION AFFIRMATIONS

CONSULTANT INFORMATION	
Name:	
Organization Name: (if applicable)	

MINIMUM QUALIFICATIONS
<p><i>Please check all boxes that apply.</i></p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Nonprofit organization (required by ESHB 5092). Include a copy of 501(c) status.</p> <p><input type="checkbox"/> Evidence of experience working with K-12 migratory and bilingual students and teachers. If serving tribal schools, evidence of experience working in collaboration with tribal partners.</p> <p><input type="checkbox"/> Evidence (e.g. at least three (3) sample lessons) of demonstrated expertise in designing, writing, and developing integrated learning materials for science and environmental focused STEM education in K-12 settings for migratory and bilingual/multilingual students which are aligned to the <a href="#">Washington State Science Learning Standards</a> and <a href="#">Environmental and Sustainability Learning Standards</a>.</p> <p><input type="checkbox"/> Minimum of five (5) years of progressive work within the Washington K-12 science and environmental education community serving migratory and multilingual students.</p> <p><input type="checkbox"/> At least one (1) project staff member has a master's degree (or higher) in science, environmental education, STEM discipline, or a closely related field.</p>

Consultants who do not meet the minimum qualifications noted above will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

### ADDITIONAL DESIRED QUALIFICATIONS

*Please check all boxes that apply.*

☐ Experience working with schools, teachers, students in multilingual and migratory communities and experience collaborating with parents and community members in the development of learning materials. If serving tribal schools, experience working in collaboration with tribal partners.

☐ Knowledge of and experience providing professional development implementation support across a school year.

☐ Ability to incorporate best practices in three-dimensional teaching and learning as described by the [Next Generation Science Standards](#) (e.g., phenomenon-based learning, modeling, student-centered investigations and engineering, integration of the three dimensions, addressing student interests and identity).

☐ Ability to produce educational materials aligned with the North American Association Guidelines for Excellence in Environmental Education.

***I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.***

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place Signed (City, State)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

# **EXHIBIT D**

## **CONTRACTOR INTAKE FORM**

**CONTRACT INTAKE FORM**

All potential consultants/entities seeking a Contract, Agreement, Memorandum of Understanding, etc., with the Office of Superintendent of Public Instruction (OSPI), State Board of Education, or Professional Educator Standards Board, must sign and return this form before a Contract or Agreement will be offered.

<b>1. CONTRACTOR'S NAME (AS LEGALLY REGISTERED WITH THE IRS):</b> <sup>3</sup>		<b>CONTRACTOR'S DBA (DOING BUSINESS AS) NAME:</b>	
<b>2. CONTRACTOR'S CONTACT INFORMATION:</b>			
<b>ADDRESS (NUMBER, STREET, AND APT/SUITE)</b>		<b>CITY</b>	<b>STATE</b>
			<b>ZIP CODE</b>
<b>CONTRACT MANAGER NAME</b> <sup>1</sup>		<b>CONTRACT MANAGER'S EMAIL ADDRESS</b>	
<b>CONTRACT MANAGER'S PHONE NUMBER</b>			
<b>CONTRACTOR'S SIGNATORY (IF DIFFERENT THAN CONTRACT MANAGER):</b> <sup>2</sup>			
<b>NAME</b>		<b>EMAIL ADDRESS</b>	
<b>ADDITIONAL INDIVIDUALS TO RECEIVE CONTRACT (IF DESIRED):</b> <sup>3</sup>			
<b>NAME(S)</b>	<b>EMAIL ADDRESS(ES)</b>	<b>ACTION REQUIRED (Sign, initial, or courtesy copy)</b>	
<b>3. CONTRACTOR LICENSE:</b>			
<b>Do you have a current Washington State business license?</b> <sup>4</sup>			
<input type="checkbox"/> Yes – Attach a copy or provide UBI#: _____			
<input type="checkbox"/> No – Visit the <a href="#">Department of Revenue</a> to review licensing requirements.			
<b>4. BUSINESS INFORMATION:</b>			
<b>Have you had any contract to provide services terminated for default?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach a list of each terminated contract with an explanation of the situation.			
<b>Is your business a small, <a href="#">women-</a>, <a href="#">minority-</a>, or <a href="#">veteran-owned</a> business as defined in <a href="#">Chapter 39.26.010 RCW</a>?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete and submit the <a href="#">Business Enterprise Certification Form</a> with this form. If not, visit the sites linked above for information about registration.			
<b>TAXPAYER IDENTIFICATION NUMBER (TIN)</b>			
For individuals, this is your Social Security Number (SSN). For other entities (corporations, school districts, etc.), this is your Employer Identification Number (EIN).			
SSN: _____ <b>OR</b> EIN: _____			

**STATEWIDE VENDOR NUMBER (SWV)**

Contractors are **required** to register as a Statewide Vendor. Visit the [Office of Financial Management](#) for information or to register. If you need to find your SWV#, visit OFM's [Statewide Vendor Number lookup](#).  
SWV \_\_\_\_\_

**5. WASHINGTON STATE EMPLOYMENT (ESDs, School Districts, and State Agencies check N/A):**

Are you, or any of your business partners, directors, officers, managers, employees, or board members current or former (within the last 24 months) officers or employees of the State of Washington?

☐ Yes ☐ No ☐ N/A If yes: ☐ Current or ☐ Former

*District and ESD employees are not considered state employees for this purpose. As a reminder, check with your employer regarding their outside work policies.*

If you checked Yes, you may be required to seek guidance from the [Executive Ethics Board](#) before a contract is offered; OSPI will contact you for clarification about your current/former role.

**6. I certify, under penalty of perjury as provided by the laws of the State of Washington, that all of the foregoing statements are true and correct, and that I will notify OSPI of any changes in any statement.****CONTRACTOR SIGNATURE****DATE****PRINTED NAME****TITLE**

<sup>1</sup> Contract Manager is the Contractor's person responsible for all communications and billings regarding the performance of the proposed Contract/Agreement. Depending on your organization's structure, this may or may not be the same person who will sign the Contract/Agreement. This is NOT the OSPI Contract Manager or contact person.

<sup>2</sup> If the person signing the Contract/Agreement on behalf of the Contractor is different than the Contract Manager, both individuals will receive notices via DocuSign.

<sup>3</sup> You may list additional individuals to sign the Contract/Agreement and/or receive a courtesy copy via DocuSign. If including additional signatories, list them in order they should be received.

<sup>4</sup> If you need to find your legal name, your UBI number, or would like more information about business license requirements, visit the [Department of Revenue](#).



# EXHIBIT G

## PROPOSAL CHECKLIST

Please use the checklist below to ensure that you have submitted all required materials in the required format. This checklist does not need to be submitted with your proposal.

Included in Proposal	Component
<input type="checkbox"/>	Letter of Submittal
<input type="checkbox"/>	Technical Proposal
<input type="checkbox"/>	Management Proposal
<input type="checkbox"/>	References
<input type="checkbox"/>	Three (3) sample lessons
<input type="checkbox"/>	Cost Proposal
<input type="checkbox"/>	Certifications and Assurances
<input type="checkbox"/>	<i>Contractor Intake Form</i> Download an editable version from <a href="#">OSPI's website</a>
<input type="checkbox"/>	Washington State Business License, if applicable (see <i>Contractor Intake Form</i> ) For more information about this, visit the <a href="#">Department of Revenue</a> website.
<input type="checkbox"/>	<i>Business Enterprise Certification Form</i> , if applicable (see <i>Contractor Intake Form</i> ) For more information about certification, visit the <a href="#">Office of Minority and Women's Business Enterprises</a> website or <a href="#">Department of Veterans Affairs website</a> .