Request for Proposal No. 2021-06
Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2021-06, issued October 19, 2020.

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:** Given the challenges of travel due to the COVID pandemic, how much flexibility will the funder have with limited to no travel in the first year of the project, or after depending on the status of the pandemic?
   Answer: There will be no expectation of travel in the first year of the project, and limited in subsequent years.

2. **Question:** Currently, do the 3 school districts have supporting school staff that we will be interfacing with in-person or will this be virtual?
   Answer: Yes, virtually, and potentially in-person in the future.

3. **Question:** Is the "Coordinator" mentioned in the project an employee of the Education Service District? If not, where do they reside?
   Answer: We have a state level coordinator, an ESD coordinator and coordination capacity at each of the 3 districts.

4. **Question:** Where do the ESD or school "Behavioral Health Systems Navigators" integrate into this project?
   Answer: The ESD coordinator position will be part of a team that includes the navigators.

5. **Question:** Are the students expected to take surveys or will a school behavioral staff assist students?
   Answer: Not prescribed, but historically, students took the surveys.

6. **Question:** Page 8 of the solicitation, Data Collection section, letter b., Form-Based Collection, describes how Contractor shall collect evaluation data and then the first bullet

describes "Tracking and receiving pre- and post- instruments from the field." Please clarify which entities will be submitting instruments from the field.

Answer: The evaluator will collect evaluation data. Some of that collection will be directly from the ESD and districts, and some will be from pre-post testing of students, staff and community members that may be compiled by local staff and submitted to the evaluator.

7. **Question:** Page 8 of the solicitation, Data Collection section, letter b., Form-Based Collection, describes how Contractor shall collect evaluation data and then the first bullet describes "Data entry and data-capture related to pre- and post- instruments." Please clarify the process for how data is currently being entered/captured.

    Answer: Since this is a newly awarded grant project, it is not currently be captured.

    a. How is the instrument administered? Do schools enter data via a link?

        Answer: Not currently being administered.

    b. Does ESD run quality checks on the data entered?

        Answer: Not determined, but quality assurance may reside at the local and evaluator level and will need to be determined.

8. **Question:** Page 9 of the solicitation, Outcome Evaluation section, describes, "Indicated-Level: service summary, student progress, student outcomes Treatment-Level: case management referral status, caseloads." Should "Indicated-Level" be "Indicator-Level" instead?

    Answer: "Indicated" is a descriptive term to describe the intensity level of the intervention.

9. **Question:** Page 24 of the solicitation, section D.2. Evaluation Weighting and Scoring, indicates that offerors will be scored based on their desired qualifications, but minimum qualifications are not scored. Is this correct?

    Answer: Minimum qualifications are required to be reached to be considered for scoring and will not be scored.

10. **Question:** Page 24 of the solicitation, section D.2. Evaluation Weighting and Scoring, indicates that 10 points will be assigned to Experience of the Consultant; could OSPI please clarify whether these 10 points correspond to the "related contracts" section described in section C.4.ii. Experience of the Consultant?

    Answer: This evaluation component will be based on the experience of the individuals that will be part of the effort, as well as the past experience of the contractor.

11. **Question:** Section A4 of the RFP lists Technical Assistance and Coordination, Data Collection, Outcome Evaluation, and Reporting as key components of the Objectives and Scope of Work. Does OSPI have a sense of the level of technical assistance needed for

stakeholders? Do you envision it will be more like "I can't get the spreadsheet/data entry tool to work" OR "I don't know what to do with these results" or a combination?
Answer: We anticipate the collection and basic analysis will fall into the scope of the evaluator, and the action planning, "what do I do with this info" will be more the responsibility of the state and regional program staff.

12. Section A4, Outcomes Evaluation lists "outcomes at the student, site, and overall program level, including attendance, behavior, engagement, intervention and treatment progress, PD evaluation results, stigma reduction and staff wellness indicators."
    a. **Question:** Are the measures for these indicators already chosen?
       Answer: The indicators haven't been specifically defined.
    b. **Question:** Will there be a need to develop shared understanding or agreement among project partners for any of these outcomes, the measures for them, or additional outcomes that partners may be interested in tracking? For example, is there an existing instrument that measures stigma in place, or will the Contractor recommend evidence-based tools?
       Answer: We will need to decide as a core team the specific measures and tools to collect where data is not already being collected, i.e., attendance and behavior is already collected at some level.

    c. **Question:** How does OSPI envision utilizing Healthy Youth Survey and other data as a means to explore student-level changes throughout the grant?
       Answer: HYS participation is required and its specific use will be discussed by the core team.

13. Section A4, Data Collection
    a. **Question:** Will the web-based data collection tool also be used for case management and monitoring of student progress by school employees and community-based mental health providers?
       Answer: We will have to discuss the specifics as a team, but the more we can have collection happen at the site of service, the better.

    b. **Question:** Does OSPI anticipate storing sensitive data (HIPAA, FERPA, PII) data?
       Answer: OSPI will not store identifiable student-level data.

14. **Question:** Section C3, Technical Proposal, Outcomes and Performance Measures a. Does this refer to the impacts/outcomes of program implementation or the evaluation itself (e.g. provide TA to xx # of staff; increase fidelity of implementation by xx%)?
    Answer: It refers to the evaluation of program implementation.

15. **Question:** What are the parameters of the deliverables, (e.g. application interfaces, database and data elements, reports) that will be required?

Answer: Federal reporting requirements are posted on the AWARE Project website. The general definition of the data collection, databases and interfaces are part of this RFP proposal. Specific data elements will be defined by the grant core team in consultation with the evaluator.

16. **Question:** Does OSPI envision that the scope will include qualitative data collection related to implementation process and effectiveness?
Answer: Yes.

17. **Question:** Can you share a copy of your 2020 SAMHSA AWARE proposal?
Answer: Our federal grant project officer has given OSPI permission to share the following. This information can also be found on the US Department of Health & Human Services website.

The Washington State Office of the Superintendent of Public Instruction's "Beyond Co-Location: Integrating and Embedding Education and Mental Health Systems" address the Project AWARE initiative by building collaborative partnerships between state and local systems to promote the healthy development of school-aged youth and to prevent youth violence through an integrated multi-tiered system of support (MTSS) framework. The population served through this initiative is K–12 students and school staff in the Sunnyside, Wahluke, and Yakima School Districts located in central Washington. These districts are some of the most diverse in the state, with high rates of poverty and students identified as English language learners. Data also indicate considerable mental health related issues, including 30 percent to 43 percent of youth across the three districts reporting current depression and 18 percent to 22 percent having contemplated suicide in the past year (HYS, 2018). In addition to state level efforts to integrate state mental health and MTSS initiatives, develop a sustainable regional mental health support network, and document practices that are scalable to apply to other regions in Washington State; the specific goals of the proposed project are to: 1. Increase awareness of mental health issues among school-aged youth; 2. Train school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and, 3. Connect school-aged youth who may have behavioral health issues and their families to needed services. Utilizing the core feature of the MTSS framework, project activities will be implemented through one system that establishes and leverages key partners and stakeholders. The SHAPE system and other data sources will be used to identify school mental health (SMH) needs. Teams will also conduct a needs assessment to identify SMH needs, resource mapping, and literacy activities for school staff, including trainings in Youth Mental Health First Aid and Sources of Strength. Through the school-based MTSS Integrated Systems Framework teaming process, community-based mental health (MH) providers and school employees will function collaboratively to assess, refer, triage, case manage, and monitor student progress. School staff will be responsible for the delivery of Tier 2 services, in consultation with MH providers. For Tier 3 services, community-based MH providers will be embedded into the school system to deliver SMH services that are culturally and developmentally appropriate and evidence-based. To meet project goals, objectives will be to measure student level

indicators such as absenteeism, suspension/expulsion, and student engagement; as well as the number of school buildings with established MTSS teams utilizing the SHAPE System, the number of social emotional learning professional development opportunities offered, and the number of school and community partners participating in mental health prevention and awareness trainings. Across the three districts, the project will serve nearly 26,000 school-aged children and their families and over 3,000 school staff; thus, reaching an estimated 60,000 persons each year, with nearly 72,000 persons engaged by the end of the grant.

18. **Question:** Is there an incumbent vendor that has built/is using an existing data collection database/system?
    Answer: No

19. **Question:** Does OSPI plan to include comparison groups in the evaluation plan for the AWARE grant?
    Answer: No

20. **Question:** Will the contractor be collecting data directly from community-based mental health providers or will schools house that information?
    Answer: Depends on the agreements between the school and provider; more than likely the provider will be part of the school system.

21. **Question:** How many schools/programs per LEA will be using the system?
    Answer: The LEAs include Sunnyside School District, Yakima School District and Wahluke School District, and will include the schools within those districts.

22. **Question:** Will the users need to be able to edit the data once it is entered?
    Answer: Yes

23. **Question:** Will the system need to perform data validation checks?
    Answer: No

24. **Question:** What type of ad hoc and predefined reporting will be needed?
    Answer: The reports will be determined based on the needs of the school and will be negotiated as the work progresses.

25. **Question:** Will the system need to connect to other (external) systems? If so, which ones and/or how many?
    Answer: No

26. **Question:** Will the system need to accept file uploads? If so, what type (csv, Excel, etc.)?
    Answer: There will likely be a need to upload data, such as: attendance, behavior data, as well as other data collected outside of primary grant activities.

27. **Question:** Does the system need to be accessible to users via tablet or smartphone? If only portions of the system need to be accessible via tablet or smartphone, which ones?
    Answer: The system does is not required to be accessible via tablet or smartphone.

28. **Question:** Do you anticipate extending the bid due date?
    Answer: No

29. **Question:** What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
    Answer: None. All pertinent information is contained within the RFP.

30. **Question:** Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
    Answer: No

31. **Question:** Other than your own website, where was this bid posted?
    Answer: As required by RCW 39.26.150, this procurement was posted to Washington's Electronic Business Solutions (WEBS), the state's enterprise vendor registration and bid notification system.

32. **Question:** [Under our proposal,] The Superintendent will have a license to use the system, but will not have a license to reproduce, publish, share, copyright, or otherwise distribute the code or any materials resulting from any of the database deliverables under the contract. Is this acceptable?
    Answer: There will be no need to reproduce, publish, share, copyright, distribute the code, however, we will need to share the materials with the LEA, regional state and federal partners if that means reports produced by the database.

- Scope of data collection:
    a. **Question:** What data elements will be collected by the contractor and what data elements will be provided to contractor by OSPI?
       Answer: All data collection will be a partnership between the contractor, the LEA and the ESD staff.
    b. **Question:** Is there student level data to be collected directly from students by the contractor, or at aggregate level as reported by LEAs/school sites?
       Answer: There is student level data collection and aggregate level at the LEA site.
    c. **Question:** Are there specific assessments or instruments already selected/preferred for student level data?
       Answer: No, there is no specific assessment already selected for student level data collection.

d. **Question:** Is there data collection and reporting expected in addition to the federal SAMHSA requirements?
Answer: There are 16 grant objectives that will require data collection, including items such as administrative tasks of setting up teams, collection of needs assessment data, delivery of curriculum, staff and student perception, students served by specific interventions. District data can be used to fulfill attendance and behavior data collection requirements.

33. **Question:** Is there a page length recommendation for the proposal?
Answer: Unless otherwise specified, there are no page limitations.

34. **Question:** Is there a file size for the proposal transmission via email?
Answer: The size limitation is 50MB. If a bidder runs into issues with large files, we will accept proposals as multiple emails, if necessary.

35. **Question:** On the indirect rate cap of the budget cited on pg. 11 Section A.8, is the indirect rate cap inclusive of G&A and fees (loaded rate)?
Answer: Yes. G&A costs should be included in the indirect expenditures.

36. **Question:** Pg.14. Section B.8 ii. For Public record requests, would the marked records be open to disclosure?
Answer: Yes. However, per the RFP, we would notify the bidder, providing an opportunity to seek a court order to stop OSPI from releasing the documents. If the proposal is not clearly marked confidential, OSPI will release the records without notification to the bidder.

37. **Question:** Are suggested/requested edits to the clauses allowable with proposal submission, based on mutually agreeable negotiated terms from other recent contracts with Washington?
Answer: OSPI will consider all proposed edits. We do take into account previously approved modifications to certain clauses, including mutually agreeable negotiated terms from other recent contracts.

38. **Question:** What stage of implementation will the school districts be at when the evaluation work begins in early January? Will school staff and others who interact with students have already received training?
Answer: District/school efforts will just be getting underway and no trainings will have occurred.

39. **Question:** What baseline information will be available in the first year of the evaluation? COVID has delayed the 2020 Healthy Youth Survey. Are there other sources of data that were impacted? Which data? What data will be available to establish baseline?

Answer: This is something that will need to be discussed. Districts are collecting student data, but not consistently across the AWARE district sites. The team will look to use existing data and may determine a baseline data collection is necessary. There will also be initial system data collection through the SHAPE and the TFI.

40. **Question:** For "Related Contacts," should we include project summaries along with the contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.
    Answer: Yes, please include brief project summaries, including period of performance, and contact person and contact info in case follow up information is required to assess the nature of the work relative to the RFP.

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