

Request for Proposals No. 2022-32

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. 2022-32, issued February 18, 2022.

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.

1. **Question:** How long do you envision each of the 10 training modules being? Can you share a list of topics? Who would be delivering the information?

Answer:

Regarding length: Length/duration of the modules is up for discussion. However, based on best practice we are assuming 15 minutes maximum.

Regarding topics: Topics related to building and supporting authentic community engagement, as well as videos on school improvement that will resonate with community-based providers.

Regarding delivery: OSPI can share a list of potential schools and community partners that may be willing to engage in the project.

2. **Question:** How are you envisioning video production (if you know) — in person video shoots, zoom capture? Do you have a sample outline of a module you could share?

Answer: We see some new video content being connected via video shoots, as well as the use of existing and/or zoom recorded content.

3. **Question:** *To secure the school and community leaders* — do you have these individuals identified already, or do you anticipate the selected firm identifying these individuals? if it's the latter, what information will you supply, and how will you partner with us to achieve this goal?

Answer: OSPI can share a list of potential schools and community partners that may be willing to engage in the project. It will be up to the successful bidder to secure their participation.

4. **Question:** How many people will be on your review team, and what kind of review process do you envision for the videos? Who are the final decision makers?

Answer: We have a team of six that will be reviewing content. We will review outlines/scripts prior and the videos created and will provide feedback. We will decide



together, but OSPI will have final approval to ensure content meet programmatic needs.

5. **Question:** For promotion — what channels do you envision using for promotion, and what is your current system for promoting modules like this?

Answer: We would like the successful bidder to create a promotion proposal, including the ideas they have for promotion and/or have used with other projects. OSPI's primary promotion will be through the public-facing website and YouTube.