

# *Request for Proposals No. 2024-20*

## *Addendum 01 – Pre-Bid Conference*

This document is posted to capture the questions received, and agency answers provided, during the pre-bid conference for RFP No. 2024-20. The RFP was issued on July 26, 2024 and the Pre-Bid Conference was held on August 7, 2024.

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](mailto: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:** Would it be possible to share the PPT?  
**Answer:** The PowerPoint will be posted following the Bidder's Conference at the RFP web page.
2. **Question:** Are there any vendor certifications required?  
**Answer:** The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the Contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to OSPI within fifteen (15) days of the contract effective date.
3. **Question:** What organizations would the vendor need to collaborate with for the work, e.g., DSHS?  
**Answer:** The proviso notes the vendor will work with Department of Labor and Industry and Agriculture for coordination of locations with significant farmworker labor and families.
4. **Question:** Will the vendor be required to connect with these organizations on their own?  
**Answer:** No, OSPI will assist in establishing communication to identify the data that may be of assistance with the study.
5. **Question:** Is the instrument the vendor designs totally their own design or in collaboration with Department of Agriculture?  
**Answer:** The instrument would be developed by the vendor but may need to be modified to ensure it aligns with the data available through either Department of Agriculture or Labor and Industries.



6. **Question:** Is this Zoom being recorded and can a copy be made available?  
**Answer:** The Zoom is not being recorded but the PowerPoint and Questions and Answers will be posted at the OSPI website.
7. **Question:** How flexible is the timeline that this project should be completed in?  
**Answer:** The study must be completed, and a report submitted by June 30, 2024, as these are state funds that terminate on June 30. OSPI staff will work with the vendor to identify the scope of the work that can be feasibly completed between the time of contract execution and June 30.
8. **Question:** Is this a research-based study and are their vendor copyrights?  
**Answer:** This is not a research-based study but rather a sampling of various communities across the state regarding the academic and support needs of seasonal farmworker students. The use of public funds will result in the final report being a public document. If the study method does contain proprietary processes, those can be identified and noted as such in the contract agreement.
9. **Question:** Is OSPI familiar with a farmworker study recently completed by Washington State Institute of Public Policy and would that be an accessible resource for this proposed study?  
**Answer:** The program office is not familiar with the report but will further investigate and determine if there is opportunity to build on the report for this study.
10. **Question:** Is this study only focused on one part of the state, e.g., Yakima?  
**Answer:** No, this study will identify a variety of farmworker communities for analysis across the state.
11. **Question:** Should all components of the study be completed by May?  
**Answer:** Given the funding ends June 30, the report would need to be submitted that same month which means analysis of the data should be completed by May to allow time for report writing and submittal.
12. **Question:** Could the vendor use a mix of virtual and on-site activities to complete the study?  
**Answer:** Given the timeframe and understanding of weather conditions in the Pacific NW, there may be a need to conduct some of the activity via videoconference to stay on task.
13. **Question:** Does the organization need to have experience working with Washington state schools or can some of the organization staff have experience working with Washington state schools?

**Answer:** If some staff within the organization has experience working with Washington state schools, that would satisfy this requirement. This experience should be clearly articulated within the proposal.

14. **Question:** Can funds be used to offer compensation or similar item to participants for their time attending a focus group or participating in a survey?

**Answer:** The program office will seek agency guidance on whether state funds may be used for this effort and will release the answer in a subsequent Q&A.

# Washington State Seasonal Farmworker Study Request for Proposal 2024-20

August 7, 2024



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

## **Vision**

*All students prepared for post-secondary pathways, careers, and civic engagement.*

## **Mission**

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

## **Values**

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Purpose

- The purpose of this Competitive Procurement is to receive competitive bids to evaluate and, as appropriate, award a Contract for the Office of Superintendent of Public Instruction (OSPI) to procure goods and/or services as set forth herein. Pursuant to Washington's Procurement Code for Goods and Services, RCW chap. 39.26, state agency purchases of goods and services must be based on a competitive solicitation.
- OSPI is initiating this Request for Proposals (RFP) to solicit proposals from Consultants interested in participating on a project to conduct a study of the educational and support needs of students who are the children of seasonal farmworkers leading to an analysis of the type of supports that could be made available to seasonal farmworker children that are not already being addressed through local, state, and federal resources.

# Purpose

- Unlike the children of migratory agricultural workers and fishers, who may qualify to receive supplemental academic and other support services funded by federal grant dollars through Title I, Part C, Education of Migratory Children, the children of **nonmigratory seasonal farmworkers** may not have access to additional resources or supports even though they may have similar experiences as migratory children or recently settled out of a migratory lifestyle within the last 36-months.
- Seasonal farmworker children may also experience factors such as low socioeconomic status, limited English proficiency, limited family engagement with schools, gaps in school attendance, and limited access to health supports, nutritious meals, and technology supports in the home and community, especially in rural and remote locations, which could put them as much at-risk as migratory students of continuing their education and graduating from high school with the skills and resources needed to pursue post-secondary education or ready to enter the workforce



# Objective

- Investigate if there is a need for state investment to provide academic and support services to seasonal farmworker students like the supports provided to eligible migratory students under the Title I, Part C Migrant Education Program (MEP).
- If the academic needs are found to be comparable, the objective would be to expand the federal Migrant Education Program by adding a state definition to include children of seasonal farmworkers who are at risk of not meeting state academic and assessment standards. This includes students in early learning age ranges as well as students who are enrolled in Multilingual Education Programs



# Scope of Work

1. Create a report that includes a recommended definition for "child of a seasonal farmworker."
2. Conduct a study to determine the existence of gap in academic or support needs between seasonal farmworker children and nonseasonal farmworker children to identify whether additional supports are needed for these students.

# Proviso 5950-S.SL

Collaborate with the department of agriculture 37 and the department of labor and industries on a study that, at a 38 minimum, examines factors that impact children of seasonal 39 farmworkers in comparison to migrant students in the following areas: p. 673 ESSB 5950.SL

1. School and program access, school readiness, attendance.
2. Grade promotion and retention, performance on state assessments, academic growth.
3. Graduation rates, discipline rates.
4. Teacher qualifications and years of experience.
5. The study must also investigate student access to postsecondary education and career opportunities in formerly rural or agricultural communities.



# Scope of Work

3. Submit recommendations for addressing any existing academic and other needs of children of seasonal farmworkers.
4. In collaboration with OSPI program staff, facilitate regular (at least monthly) meetings with OSPI program staff to support the development, coordination, and execution of the study
5. Engage external stakeholders and community members.
6. Program Evaluation and Reporting
  - Quarterly progress reports
  - Summative Report
  - Other data or project information as requested by OSPI

# Funding

- \$130,000.00
- Inclusive of travel, lodging, and other costs
- OSPI does not represent or guarantee any minimum purchase from the resulting contract.
- Proposals more than this amount will be rejected.

# RFP Coordinator

	Contact Information
<b>Name:</b>	Kyla Moore
<b>Address:</b>	600 Washington Street South PO Box 47200 Olympia, WA 98504-7200
<b>Email Address:</b>	<a href="mailto:contracts@k12.wa.us">contracts@k12.wa.us</a>

# Estimated Procurement Schedule

Action	Date
OSPI issues RFP	July 26, 2024
Question and Answer period	July 26-September 9, 2024
<b>OSPI hosts Pre-Bid Conference</b>	<b>August 7, 11:30 – 12:30 PST</b>
OSPI posts Question and Answer Addendum or Amendment resulting from Pre-Bid Conference	August 14, 2024
Last date to submit questions regarding RFP	September 9, 2024
Complaints due	September 13, 2024
OSPI posts final Question and Answer Addendum or Amendment (if necessary)	September 13, 2024
<b>Proposals due</b>	<b>September 20, 2024</b>
OSPI conducts evaluation of written proposals	September 23 – 25, 2024
OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	September 26-30, 2024
OSPI announces “Apparent Successful Bidder” and sends notification to unsuccessful Bidder(s)	September 30, 2024
OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
Contract negotiation begins	September 30, 2024
Anticipated contract start date	November 1, 2024



# Proposal Content

- Letter of Submittal
- Technical Proposal
- Management Proposal
- Cost Proposal

Due: September 20, 2024, by 3 pm  
Late proposals will not be accepted.

# Technical Proposal

- Project Approach/Methodology
- Work Plan
- Project Schedule
- Deliverables
- Performance-Based Contracting
- Outcomes and Performance Measures
- Risks

# Management Proposal

- Description of team structure
- Internal controls used to manage the project, including subcontractors.
- Organizational chart of the firm indicating lines of authority for personnel involved.
- Organization chart with lines of authority to the next senior level management.
- Include who in the firm will have prime responsibility and final authority of the work.
- Experience of consultant/staff/subcontractors.
- Related contracts withing the past five (5) years.
- References
- Past Performance



# Cost Proposal

- Identification of Costs
- Travel Costs
- Subcontractor Costs

# Evaluation and Scoring

Category	Maximum Points Possible
<b>Responsive to Minimum Qualifications and Requirements</b>	<b>Pass/Fail</b>
<b>Responsible Bidder</b>	<b>Pass/Fail</b>
<b>Technical Proposal</b>	<b>60 points</b>
Project Approach/Methodology	25
Quality of Work Plan	5
Project Schedule	10
Project Deliverables	10
Risks	10
<b>Management Proposal</b>	<b>75 points</b>
Project Team Structure/Internal Controls	15
Staff Qualifications/Experience	20
Experience of Consultant	40
<b>Cost Proposal</b>	<b>40 points</b>
Identification of Costs	25
Travel Costs	15
<b>Scoring Preferences</b>	<b>20 points</b>
Veteran Preference	10
Small Business Preference	10
<b>Subtotal</b>	<b>195 points</b>
Reference Checks (if determined necessary by OSPI)	5
Interview/Demonstration (if determined necessary by OSPI)	5
<b>TOTAL POINTS POSSIBLE (from each evaluator)</b>	<b>205 points</b>



# Questions

