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| REQUEST FOR QUALIFICATIONS FOR 2015 APPLICATION EVALUATORS |
| **Issue Date: March 18, 2015**  **Due Date: April 20, 2015**  **Updated: March 18, 2015** |

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**Introduction**

The Washington State Charter School Commission (Commission) is issuing this Request for Qualifications (RFQ) to solicit information and interest for qualified individuals to evaluate charter school applications for the 2015 application cycle.

On February 13, 2015 the Commission issued a Request for Proposals (RFP) for new charter schools in Washington State. As outlined in both statute and RFP, the Commission is charged with evaluating all proposals. Through this RFQ, the Commission aims to find qualified evaluators to participate in the evaluation of applications received in response to the RFP. Each application will be reviewed by a team of three to five evaluators. The teams will be led by Commission staff, and include evaluators with diverse expertise in the areas of student achievement/performance, school operations/governance, and finance. The Commission is committed to having evaluators with an understanding of Washington State education efforts represented on the evaluation teams.

The Commission’s goal is to select between 6 and 14 Washington-based and 4-6 national evaluators with experience in school finance, academics, and/or school operations. The number of evaluators engaged will depend on the total number of applications submitted and determined to meet basic completeness requirements.

All interested evaluators must complete the section *EVALUATOR QUALIFICATIONS & INITIAL CONFLICT OF INTEREST STATEMENT* and submit it with all required documents (e-mail acceptable) no later than 5:00 p.m. PDT on April 20, 2015 to:

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| Colin Pippin-Timco, RFQ Coordinator  Washington State Charter School Commission  PO Box 40996  Olympia, WA 98504-0996 | E-mail: [Colin.Pippin-Timco@charterschool.wa.gov](mailto:Colin.Pippin-Timco@charterschool.wa.gov) |

All RFQ responses will be evaluated by the Commission’s staff. The Commission may enter into contract(s) with one or more evaluators as a result of this solicitation. Applicants will be notified of the Commission’s decision by April 28, 2015.

Individuals selected to be Evaluators will be **required** to attend an online training session on May 20, 2015 from 9:00 a.m. -12:00 p.m.

# Instructions and guidelines

## General Instructions

All prospective evaluators must address **all** questions in section *EVALUATOR QUALIFICATIONS & INITIAL CONFLICT OF INTEREST STATEMENT*. As part of the response, all evaluators must also submit a resume or CV. Prior to evaluating any application, evaluators must submit a Conflict of Interest Questionnaire and Evaluator Confidentiality Agreement, available at <http://charterschool.wa.gov/applying/for-evaluators/>.

## Considerations for Selection

The submission of qualifications in response to this RFQ does not guarantee selection as an evaluator, even if the evaluator satisfies all of the criteria set out below.  Selection will depend upon the following:

1. The evaluator’s qualifications and the unique needs of each specific evaluation team, as described above.
2. A phone interview with Commission staff (approximately 30 minutes)
3. The Washington Charter Schools Act requires the application review process to be free from conflicts of interest, whether real or apparent. To determine any possible conflict of interest prospective evaluators must review the Notices Of Intent (NOI) letters posted at the Charter School Commission’s website at <http://charterschool.wa.gov/applying/submitted-applications/> and submit a completed an *INITIAL CONFLICT OF INTEREST STATEMENT* (page 8) with their response to this RFQ. **Once selected, all prospective evaluators must complete and submit a Conflict of Interest Questionnaire and** **Evaluator Confidentiality Agreement** available at <http://charterschool.wa.gov/applying/for-evaluators/>**.**  Evaluators determined to have a conflict of interest, whether real or perceived, are ineligible to serve in this review process.

The Commission and the State of Washington encourage participation in all contracts by Minority and Woman Owned Business Enterprise (MWBE) firms certified by the [Office of Minority and Women’s Business Enterprises](http://www.omwbe.wa.gov/) (OMWBE).  Please note that prospective evaluators will not be given preferential treatment, but that the Commission will seek equitable representation from the minority and women’s business community, to the extent that the prospective evaluator possesses the necessary qualifications and skill set required on a given evaluation team.

## Scope of Work and Honorarium

Evaluators selected through this RFQ will be expected to, at a minimum:

1. Attend an online evaluator orientation session on May 20, 2015 from 9:00 a.m.-12:00 p.m. (180 minutes);
2. Evaluate and provide written comments and recommendations on approximately 3-4 applications in their entirety. All evaluators are expected to review and evaluate all sections of each charter school application between May 26, 2015-June 19, 2015; average time is 6 hours per application;
3. Participate in 2-3 panel calls between June 22-25, 2015 (approximately 75 minutes per application); and
4. Participate in in person applicant interviews (approximately 120 minutes per application) between June 29, 2015-July 1, 2015 at Puget Sound Educational Service District (PSESD) in Renton, WA. Evaluators should plan on at least one (1) full day of interviews, and possibly another half day, depending on the number of applications they are assigned to review. In extreme circumstances, evaluators unable to attend in person will participate telephonically.

The Commission will provide evaluators an honorarium after successful completion of all tasks associated with the review process. Compensation will be approximately $800-$1,000 (eight-hundred to one-thousand dollars) per application (the exact amount per application is dependent upon the total number of applications to be evaluated and will be stated in the evaluator’s contract). For participation in the interviews, reasonable travel costs to the designated interview site will be reimbursed at Washington State’s approved mileage rate and meals will be provided on site. In the event that meals are not provided, a per diem stipend of approximately $71 (seventy-one dollars) per day will be offered while in travel status. In no event will total compensation exceed $5,000 (five-thousand dollars). If selected as an evaluator, the prospective evaluators must complete a statement of assurances.

## Work Product

All evaluators must complete evaluations using the rubric and evaluation forms provided by the Commission as part of this process. All completed evaluation forms and rubric will be considered public documents and may be made available to the public following the conclusion of the RFP Process, though individual evaluator names will not be attributed to specific comments.

## Prospective Evaluator Questions, Complaints and Protests

### Questions

Prospective evaluator questions regarding this RFQ will be allowed consistent with the *Timeline*. All questions must be submitted in writing (e-mail acceptable) to:

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| Colin Pippin-Timco, RFQ Coordinator  Washington State Charter School Commission  PO Box 40996  Olympia, WA 98504-0996 | E-mail: [Colin.Pippin-Timco@charterschool.wa.gov](mailto:Colin.Pippin-Timco@charterschool.wa.gov) |

Official written Commission responses will be provided for questions received by the deadlines, and will be posted at: http://charterschool.wa.gov/applying/for-evaluators/

Prospective evaluators submitting questions will not be identified. Verbal responses to questions will be considered unofficial and non-binding. Only written responses posted to the Commission web site listed above will be considered official and binding.

### Complaints and Protests

Complaints and Protest Procedures for this RFQ will be consistent with Washington State Department of Enterprise Services policy DES-170-00. Complaints and protests must be made in writing (e-mail acceptable) to the RFQ Coordinator consistent with the due dates set forth in the *Timeline*. Only prospective evaluators who engage in a debriefing may submit a protest.

## Timeline

| **Date** | **Activity** |
| --- | --- |
| March 18, 2015 | Evaluator RFQ Released |
| March 27, 2015 | Prospective evaluator questions due to RFQ Coordinator. |
| April 3, 2015 | Official written Commission responses to prospective evaluator questions posted at: <http://charterschool.wa.gov/applying/for-evaluators/> |
| April 10, 2015 | Prospective evaluator complaints due to RFQ Coordinator |
| April 14, 2015 | Official written Commission responses to prospective evaluator complaints posted at: <http://charterschool.wa.gov/applying/for-evaluators/> |
| April 20, 2015 5:00 p.m. PDT | Evaluator Responses due to RFQ Coordinator |
| April 22-24, 2015 | Prospective Evaluator interviews |
| April 28, 2015 | Evaluator’s notified of Commission’s decision |
| April 29-May 1, 2015 | Prospective evaluator debriefings (only prospective evaluators who engage in a debriefing may submit a protest) |
| May 8, 2015 | Protests due |
| May 13, 2015 | Commission response to protests |
| May 18-June 26, 2015 | Due-diligence review for Charter Management Organizations (CMO) due (completed by the National Association of Charter School Authorizers (NACSA)) |
| **Date** | **Activity** |
| May 19, 2015 | Evaluator contracts executed |
| May 20, 2015 9:00 a.m.-12:00 p.m. PDT | Evaluator training (webinar) |
| May 26, 2015 | Applications available via:   * <http://charterschool.wa.gov/applying/submitted-applications/> * <http://apps.charter-tools.com/> |
| May 26 – June 19, 2015 | Evaluators review applications |
| June 19, 2015 | Evaluator reviews of applications due |
| June 22-25, 2015 | Evaluator team panel calls |
| June 29 – July 1, 2015 | Applicant capacity interviews (PSESD in Renton, WA) |
| August 13, 2015 | Commission Resolution Meeting: Commission will pass resolutions approving or denying charter school applications. Applicants are invited to attend the Resolution Meeting where they will be allowed to provide a short presentation regarding their application and then engage in a question and answer session with Commissioners. |

# Evaluator Qualifications & Initial Conflict of Interest STatement

## Evaluator Qualifications

Please provide a response to ALL questions. Responses should address all aspects of the question and applicants should make an effort to be concise.

Name:

Contact Info:

(email)

(phone-primary)

(phone-secondary)

1. Evaluators are expected to have an understanding of and commitment to charter schooling as a strategy for strengthening public education. Please describe your understanding of charter schooling in Washington State and/or in another state, and the role it plays in strengthening public education and explain the basis for your commitment to this principle.
2. Please describe the experience you have in **evaluating** programs, projects or proposals at either the local, state or national levels. Describe the nature of your evaluation experience and whether you participated on a team or evaluated independently.
3. Please describe any specific experience you have in curriculum development, instruction, school operations, school governance and school finance and with special populations. Please be sure to highlight the following, as applicable:
   1. Number of years experience;
   2. Grade levels served;
   3. Date of most recent experience;
   4. Type of school (private, charter, traditional district-run); and
   5. Amount of experience that took place in Washington State.
4. Please provide your Resume or Curriculum Vitae (CV)
5. Please provide a list of at least three (3) professional references with knowledge of your evaluation experience. Include names and relevant contact information.
6. Have you ever been an evaluator for Charter school applications:
   1. With the Washington State Charter School Commission:

YES NO

If Yes, indicate the year(s):

* 1. With another authorizer:

YES NO

If yes, indicate authorizer(s):

## Initial Conflict of Interest Statement

1. Are you open to different learning models to serve the diverse needs of students?

YES NO  DON’T KNOW

1. Are you, or any individual or organization with whom/which you are affiliated, involved in litigation against the State of Washington, a charter school, a charter management organization, or any individual or organization affiliated with an applicant?

YES NO DON’T KNOW

If ‘yes’, please specify:

1. I have reviewed the Notices Of Intent (NOI) letters posted at the Charter School Commission’s website at <http://charterschool.wa.gov/applying/submitted-applications/> and certify to the best of my knowledge, that:
   1. I have not played **any** role in the development of any proposed application currently before the WSCSC.
   2. I do not expect to play any role in any proposed application before the WSCSC.
   3. I have not worked for or with, or know, any of the applicant teams or individuals on those teams.

## Agreement and Signature

I authorize the Commission, and its representatives, to investigate and verify the contents and information contained in my response to this RFQ, and contact references and employers in order to evaluate my response to this RFQ. I expressly release and hold harmless the Commission, its representatives, and any references and employers (past or present), their organizations or entities from any and all claims of liability associated with the investigation and disclosures derived through this process.

I have read and agree to the above scope of work and would be able to fulfill all tasks if selected as an evaluator. I attest that all responses are truthful and accurate. Please be sure to complete and attach the Conflict of Interest form along with this response. **Once selected, all prospective evaluators must complete and submit a Conflict of Interest Questionnaire and Evaluator Confidentiality Agreement** available at <http://charterschool.wa.gov/applying/for-evaluators/>**.**

PRINTED NAME

SIGNATURE DATE