



**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)
CHARTER SCHOOL COMMISSION (Commission)
OLYMPIA, WASHINGTON**

INFORMAL SOLICITATION No. 2018-04
Charter School Application Evaluators

DUE DATE: This solicitation will remain open until filled. However, applicants interested in this opportunity are encouraged to submit required documents for the initial round of reviews no later than 3:00 p.m. Pacific Daylight Time (PDT) on September 15, 2017.

ESTIMATED CONTRACT PERIOD: February 16, 2018, thru May 5, 2018. Amendments extending the period of performance, if any, shall be at the sole discretion of the Commission/OSPI.

BIDDER ELIGIBILITY: This Informal Solicitation is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

The Office of Superintendent of Public Instruction (OSPI) is the agency of the State of Washington that is issuing this solicitation on behalf of the Commission. In coordination with the Commission, OSPI will serve as the Coordinator for this solicitation. All communications concerning this Informal Solicitation must be directed only to the Informal Solicitation Coordinator via email. Any other communication will be considered unofficial and non-binding on the Commission/OSPI. Bidders are to rely on written statements issued by the Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.

*This Informal Solicitation is available at the Office of Superintendent of Public Instruction (OSPI) website located at [OSPI's website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#). All Informal Solicitation amendments or Bidder questions and Commission/OSPI answers will be posted to these sites. All interested Bidders must be registered with WEBS under the following commodity code in order to receive notifications: **924-05: Educational Advisory Services**.*

OSPI, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.

INTRODUCTION

The Washington State Charter School Commission (Commission) is issuing this solicitation to solicit information and interest for qualified individuals to assist with the Commission's annual authorization process. Specifically, selected individuals will serve as Evaluation Cadre members that will be contracted to evaluate new charter school applications.

Annually, the Commission issues a solicitation for new charter schools in Washington State. As outlined in statute and demonstrated in the New Charter School Application, the Commission is charged with evaluating all proposals. Through this solicitation, the Commission aims to find qualified evaluators to evaluate new charter school applications received in response to the annual solicitation.

A team of four (4) to five (5) evaluators will review each New Charter School application. A **sample** New School Application Timeline is incorporated as Exhibit C. The teams will be led by Commission staff, and include evaluators with diverse expertise in the areas of student achievement/performance, school climate, operations, governance, finance, and charter schools. The Commission is committed to having evaluators with an understanding of Washington State education context represented on the evaluation teams.

The Commission's goal is to select between six (6) and ten (10) Washington-based and four (4) to six (6) national evaluators with experience in school finance, academics, governance, operations, culturally responsive education systems and/or charter school oversight. The actual number of Cadre members engaged for each solicitation will depend on the total number of new charter school applications submitted and move forward after the completeness review.

All responses to this solicitation 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. If the Commission approves more evaluators than it has need for (based on the number of New Charter School applications), it may designate applicants as vetted evaluators to remain in a pool for future assignment. Applicants will be notified of the Commission's decision by November 1, 2017.

SCOPE OF WORK

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

1. Attend an annual online evaluator orientation sessions/Webinars which will be approximately one hundred eighty (180) minutes in length. These sessions are TBD – likely in January.
2. Evaluate and provide written comments and recommendations on approximately three (3) to four (4) new charter school applications in their entirety. All evaluators are expected to review and evaluate all sections of each charter school application within the given review time period (approximately two (2) to three (3) weeks in February); average time is approximately six (6) hours per application.
3. Participate in one (1) to four (4) panel calls after the individual review and comment period (approximately seventy-five (75) minutes per call, per application).
4. Participate, in the in person applicant Capacity Interviews (approximately one hundred fifty (150) to one hundred eighty (180) minutes per application) for each of the applications they review. Capacity Interviews take place in Seattle, WA. Evaluators should plan on at least one (1) full day of interviews, and possibly another half to full day, depending on the number of applications they are assigned to review.
5. All new school application evaluators must complete evaluation reviews using the rubric and evaluation forms provided by the Commission as part of this process. All completed

evaluation forms and rubrics will be considered public documents and may be made available to the public following the conclusion of the application solicitation process, though individual evaluator names will not be attributed to specific comments.

PERIOD OF PERFORMANCE

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about February, and end on or about May. The option to extend any contract resulting from this solicitation shall be at the sole discretion of the Commission.

As such, the Commission reserves the right to amend to extend the contract for three (3) additional contract years through 2021. Decision to amend shall be based on sustained satisfactory performance as decided by the Superintendent's designee, successful completion of project objectives, and availability of funding.

BUDGET

Applicants shall not submit a cost proposal in response to this solicitation. The Commission will reimburse evaluators a minimum of one thousand and two hundred dollars (\$1,200) and/or in an amount not to exceed one thousand and four hundred dollars (\$1,400) per application reviewed depending on travel costs.

Any applicable mileage, meals, lodging, or other travel-related expenses, will be reimbursed in accordance with [Washington State travel regulations](#) established by the Office of Financial Management.

If the Commission determines it is necessary to increase the Contractor's involvement, the Commission may amend any awarded contract to increase the Contractor's involvement. Such amendment, if any, to increase or decrease the dollar value and extend the period of performance, shall be at the sole discretion of the Commission.

MINIMUM QUALIFICATIONS

This solicitation is open to individuals that meet the following minimum criteria:

1. 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 Apparent Successful Bidder. Visit [Department of Revenue's website](#) for license requirements.
2. Knowledge and experience in school finance, educational programs, student achievement, culturally responsive education systems/school climate, board governance, school operations, special populations and/or charter school oversight.
3. Knowledge of and experience in evaluating charter school applications and/or other evaluation processes.

Bidders who do not meet these minimum qualifications shall be deemed to be non-responsive, will not be evaluated, and a score will not be assigned.

SCHEDULE

This solicitation will remain open until filled. However, applicants interested in this opportunity are encouraged to submit required documents for the initial round of review no later than 3:00 p.m. PDT on September 15, 2017.

The Commission/OSPI has the right to change this schedule as necessary.

Solicitation Released:	August 18, 2017
Proposals Due:	Ongoing
Evaluation:	Ongoing Initial round of reviews will be completed after September 15, 2017
Award:	Open Until Filled
Estimated Contract Start:	February 2018

PROPOSAL CONTENTS

All prospective Evaluation Cadre members must address **all** questions in Exhibit A - ***Evaluation Cadre Member Qualifications***. As part of the response, all interested individuals must also submit a resume or CV.

All prospective Evaluation Cadre members must also provide business information on Exhibit B – ***Contractor Intake Form***.

The submission of qualifications in response to this solicitation does not guarantee selection as a new school application 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. Once selected, all prospective evaluators will be required to review the Notices of Intent (NOI) letters, complete and submit a Conflict of Interest Questionnaire and Evaluator Confidentiality Agreement. Evaluators determined to have any conflict of interest, whether real or perceived, are ineligible to serve in this review process.

Proposals will be evaluated by the Commission based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive.

All proposals shall be submitted electronically via email to the Informal Solicitation Coordinator noted below. Attachments to email shall be on Microsoft Office software and/or PDF format. The Commission/OSPI does not assume responsibility for any problems in the email submission or delays caused by any delivery service. The Informal Solicitation Coordinator will respond with a confirmation email upon receipt of proposals.

Proposals are to be emailed to:

Office of Superintendent of Public Instruction
 Informal Solicitation Coordinator: Kyla Moore
 Email: contracts@k12.wa.us

QUESTIONS

Any requests for information about this project are to be directed to Informal Solicitation Coordinator named above. Any other communication will be considered unofficial and non-binding on the Commission/OSPI. Bidders are to rely on written statements issued by the Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.

EVALUATION

Questions answered in Exhibit A - *Evaluation Cadre Member Qualifications* will be evaluated using the following rating scale:

Definition	Response Rating
Thorough, compelling, sophisticated understanding of the concept, and/or evidence of significant and relevant experience.	Exceeds
Clear and complete response to all aspects of the question, evidence demonstrates capacity, experience and knowledge of the necessary concepts/skills.	Meets
Partial, insufficient details, some capacity, knowledge and/or experience.	Partially Meets
Provides little or no evidence of capacity, experience and/or understanding.	Does Not Meet

The components of evaluation for each question is as follows:

Question 1: Charter Schooling
Culturally Responsive Education Systems
As a strategy for strengthening Public education
Understanding of Charter schools in Washington
Basis for commitment to the role of charters in strengthening public education
Question 2: Application Evaluation Experience
Prior experience evaluating charter school applications in WA and /or with out of state authorizers
Prior experience evaluating any educational programs, proposals, project and/or grants.
Specific nature of application evaluation experience (team, independent)
Question 3: Content Experience
Education programs (including culturally responsive Education Systems)
Curriculum Development, Instruction (and culturally responsive instruction)
Charter school Operations
Governance
School Finance
Special populations
Equity

Question 4: Culturally Responsive Education Systems
Culturally Responsive Education Systems
Question 5: Resume or Curriculum Vitae
Resume or CV
Question 6: Professional References
3 Professional references with contact information
Question 7: Charter School Application Evaluator Experience
WA Commission
Another Authorizer
Question 8: Other Experience Relevant to the School Authorization Process
Other experience
Licensed to do business in Washington

The Commission/OSPI reserves the right at its sole discretion to reject any or all proposals for any reason whatsoever prior to the execution of a contract. This solicitation does not obligate the Commission/OSPI to contract for the services specified herein. The final selection, if any, will be the proposal, which in the opinion of the Commission/OSPI best meets the requirements set forth in this solicitation, and is in the best interest of the State of Washington. The Commission/OSPI is not obligated to select the lowest priced proposal. The Commission/OSPI shall not be responsible for any costs associated with a Bidder's preparation of a proposal in response to this solicitation. The Commission/OSPI reserves the right, at its sole discretion, to waive minor administrative irregularities.

If the Commission approves more evaluators than it has need for (based on the number of New Charter School applications), it may designate applicants as vetted evaluators to remain in a pool for future assignment.

The Contractor selected to perform the duties as outlined in this solicitation shall be required to sign a contract, including General Terms and Conditions. Bidders shall not propose their own standard contract or terms and conditions in response to this solicitation.

AMERICANS WITH DISABILITIES ACT

OSPI complies with the Americans with Disabilities Act (ADA). Bidders may contact the Informal Solicitation Coordinator to receive this Solicitation in an alternative format.

COMMITMENT OF FUNDS

Only authorized representatives of the Commission/OSPI may legally commit the Commission/OSPI to the expenditures of funds for a contract resulting from this Informal Solicitation. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this Informal Solicitation is a public record and will be disclosed consistent with the Public Records Act, Chapter 42.56 RCW.

A. CONFIDENTIAL DOCUMENTS

For the purposes of this Informal Solicitation, do not include confidential or proprietary information unless specifically requested by OSPI.

If OSPI requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

B. PUBLIC RECORDS REQUESTS

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", OSPI will take the following steps:

- i. We will notify you. We will identify the requestor and the date that OSPI will disclose the requested records.
- ii. We will give you an opportunity to seek a court order to stop OSPI from disclosing the records.
- iii. We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

If you have any questions, refer to the [OSPI Public Records Office](#).

STATEWIDE VENDOR PAYMENT REGISTRATION

Vendors awarded contracts as a result of this solicitation are **required** to register as a Statewide Vendor (SWV). The SWV file is a central vendor file maintained by the Office of Financial Management for use by Washington State agencies in processing vendor payments. This allows you, as a vendor, to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. For online registration, visit: the [Department of Enterprise Services' website](#).

SMALL BUSINESS, WOMEN-/MINORITY - OR VETERAN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). For more information on certification, contact [Washington State Department of Veteran Affairs](#).

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including microbusinesses and minibusinesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form.

EXHIBIT A – EVALUATION CADRE MEMBER QUALIFICATIONS

Available as an editable Word document on [OSPI's contract website](#):

<http://www.k12.wa.us/RFP/default.aspx>

Refer to RFP No. 2018-06

EXHIBIT B – CONTRACTOR INTAKE FORM

Available as an editable Word document on [OSPI's contract website](#):

<http://www.k12.wa.us/RFP/default.aspx>

EXHIBIT C – SAMPLE NEW SCHOOL APPLICATION TIMELINE*

The article below represents a DRAFT timeline for the 2018 New Charter School Application process. Once approved the deadlines and due dates are mandatory and nonnegotiable for applicants. Failure to meet the New Charter School Application submission deadline will result in disqualification from participation. All times are Pacific Daylight Time (PDT). The Commission reserves the right to revise the timeline; in the event of a change, this Timeline will be posted on the [Commission's website](#) and all Applicants will receive email notification.

Date	Activity
September 22, 2017	New Charter School Application Release
September 28, 2017 (Olympia)	New Charter School Application Orientations: An orientation designed to support prospective charter school applicants. The purpose of this full work-day orientation is to deepen understanding of: 1) The Commission's expectations as articulated in the New Charter School Application; 2) How applications will be evaluated; 3) The purpose and format of Public Forums; and 4) Changes that have occurred to the RFP since last cycle.
October 4, 2017 (Seattle)	
October 5, 2017 (Yakima)	
October 12, 2017 (Vancouver)	
October 26, 2017	Applicant questions and comments deadline
October 31, 2017	Online Proposal platform launch. Proposals will only be accepted via upload to: Box.Com
November 2, 2017	Commission's written answers to questions issued
December 1, 2017	Notice of Intent to Apply (NOI) due
December 14, 2017	Applicant complaints deadline
December 22, 2017	Commission's written response to Complaints issued
Feb 28, 2018 5:00 p.m.	Proposal deadline
March 7, 2018	Completeness findings debriefs/notifications
March 21, 2018 5:00 p.m.	Deadline for eligible Applicants to deliver hard copies of Proposals

*Dates, times, locations, and activities subject to change.

April 3, 4, 5, 2018 (Only if needed – April 9,10, 2018)	Capacity Interviews. Interviews will ONLY be held on these days; applicants are requested to keep the dates entirely open in their calendars. Applicants will be notified of their assigned interview time as soon as possible. Due to significant logistical challenges, it is unlikely that any changes to assigned interview times will be possible.
April 11,12, 17, 18, 2018 (As needed - April 10, 16, 2018)	Public Forums
May 3, 2018	Recommendation Reports Released
May 3, 2018 5:00 p.m.	Deadline for public comments regarding eligible Applicants
May 24, 2018	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.
May 30, 2018	Applicant request for optional debriefing due
May 31, June1, 4,5, 6, 2018	Optional Applicant debriefings
Within five <u>business</u> days of debriefing	Deadline for filing Protest
August 15, 2018	Deadline for final contracts to be signed