

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA, WASHINGTON**

**INFORMAL SOLICITATION
NO. 2013-04**

The Office of Superintendent of Public Instruction (OSPI) is soliciting proposals for Consultants to serve as reviewers (Contractors) to examine open educational resources (OER) in math and English Language Arts (ELA) intended for use in public schools.

Open Educational Resources are teaching and learning materials that reside in the public domain or have been released under an open license. These resources may be used free of charge, distributed widely, and modified without permission. OSPI's OER Project, legislatively mandated by House Bill 2337, will create a collection of openly licensed courseware and an associated awareness campaign to inform school districts about these resources. The project will develop a review process that acts as a model for districts considering the adoption OER, using full-course Algebra 1/Integrated Pathway 1 and selected units in 11th-12th grade ELA as examples.

SCOPE OF WORK

Contractors shall examine both their alignments to the Common Core State Standards and any implementation requirements.

OSPI will provide training to the resulting Contractors in the Seattle area. The math review training will occur on April 8, 2013, and the ELA review training will take place on April 17, 2013. An open review period, to be conducted remotely will follow. Math reviewers shall examine full-curriculum Algebra 1 or Integrated Pathway Secondary Mathematics 1 OER curriculum. ELA reviewers shall examine units for 11th-12th grade that are aligned to the Common Core state standards.

The following areas are identified as the primary responsibilities for the Contractors:

1. Attend a half-day in-person training session in the Seattle area (noted above).
2. Using OSPI-provided evaluation rubrics, review assigned digital materials remotely during a three-week open review period. Anticipate a twenty-five (25) to thirty(30) hour time commitment. (For K-12 teachers, reviews must be conducted while not on school time **or** teacher must take leave.)
3. Attend two (2) virtual meetings with other reviewers and facilitator during the open review period (April 8, 2013, through May 8, 2013).

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 April 1, 2013, and be in force through May 10, 2013.

BUDGET

It is anticipated that each individual contract awarded under this solicitation shall be in an amount not to exceed \$1,000. Services shall be compensated in an amount not to exceed \$500, and travel compensation will be determined based on the Consultant's city of residence.

Payment to consultants awarded contracts shall be as follows:

Attendance at training session	April 8, 2013 (Math) or April 17, 2013 (ELA)	Travel reimbursement only – up to \$500 depending on city of residence
Review digital materials during open review period and attendance at virtual meetings	April 8 – May 8, 2013	\$500 upon completion

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

MINIMUM QUALIFICATIONS

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

- Educator in Washington State with experience teaching high-school level Algebra or English Language Arts OR with experience providing professional development to Algebra 1/secondary ELA educators.

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

*Consultants who meet the criteria listed on <http://bls.dor.wa.gov/faqlicense.aspx> may need to obtain a Washington State business license.

PROPOSAL CONTENTS

Consultants considering this opportunity shall complete the OSPI OER Instructional Materials Review online questionnaire. The questionnaire is available at <http://www.surveymoz.com/s3/1155283/OSPI-OER-Review-Application>.

The proposal is to be brief but should include:

1. Resume (must include evidence as experience teaching high-school level Algebra or English Language Arts);
2. Name, addresses, and telephone numbers of three (3) references;
3. Contractor Intake Form; and
4. Digital copy of the completed online questionnaire. (A PDF will be automatically generated and sent to you via email upon completion of the online questionnaire.)

Proposals will be evaluated by OSPI based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive. **The deadline for submission of responses is March 15, 2013.**

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

LATE PROPOSALS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.

Proposals are to be emailed to:

Office of Superintendent of Public Instruction

Coordinator: Kyla Ballentine

Email: contracts@k12wa.us

EVALUATION

The following weights will be assigned for bid evaluation purposes:

Experience/Qualifications (score based on online questionnaire)	80 points
References (if determined necessary)	20 points
Total Points Possible	100 points

SCHEDULE

OSPI issues Informal Solicitation	February 22, 2013
Proposals due	March 15, 2013
OSPI evaluates proposals and notifies Consultants	Week of March 18, 2013
Anticipated contract start date	April 1, 2013
In-person reviewer training session	April 8, 2013 (Math) April 17, 2013 (ELA)
Open review period	April 8 – May 8, 2013

OSPI reserves the right at its sole discretion to reject any or all applications for any reason whatsoever prior to the execution of a contract. This solicitation does not obligate OSPI to contract for the services specified herein. The final selections, if any, will be the applications, which in the opinion of OSPI best meet the requirements set forth in this solicitation, and are in the best interest of the State of Washington. OSPI shall not be responsible for any costs associated with a Consultant's preparation of an application in response to this solicitation.

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

Statewide Vendor Payment Registration: Individuals 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. Please visit <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx> for online registration.

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



This attachment can be found as an editable Word document on OSPI's website:

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

CONTRACTOR/GOVERNMENTAL ENTITY INTAKE FORM

All potential Office of Superintendent of Public Instruction Contractors or Governmental Entities must sign and submit this form before an OSPI contract or Agreement is offered.

1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):		CONTRACTOR DBA (DOING BUSINESS AS) NAME:	
2. CONTRACTOR ADDRESS & CONTACT INFORMATION:			
ADDRESS (NUMBER, STREET, AND APT OR SUITE)	CITY	STATE	ZIP CODE
BUSINESS PHONE NUMBER	BUSINESS FAX NUMBER		
CONTRACT MANAGER NAME	CONTRACT MANAGER EMAIL ADDRESS		
CONTRACT MANAGER PHONE NUMBER	CONTRACT MANAGER FAX		
3. CONTRACTOR LICENSE (Not applicable to ESDs, School Districts, and State Agencies):			
Do you have a current Washington State business license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy.			
Have you had any contract to provide services terminated for default? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a list of each terminated contract with an explanation of the situation involved.		If you do not have a Washington State business license, explain why you are exempt from registering your business with the State of Washington. To file for a Master Business Application, visit www.dor.wa.gov .	
4. BUSINESS INFORMATION:			
How is your business organized? Please select		If filing as Corporation, non-profit, attach a copy of 501(c) status.	
Is your business a "small business" as defined in Chapter 39.26.010 RCW? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please complete and submit the Self-Certification Statement with this form. Refer to Chapter 39.26.010 RCW for more information.	
TAXPAYER IDENTIFICATION NUMBER (TIN) SSN: - - EIN: -		For individuals, this is your Social Security Number (SSN). For other entities (corporations, school districts, etc.) this is your Employer Identification Number (EIN).	
STATEWIDE VENDOR NUMBER -		Individuals awarded contracts with OSPI are required to register as a Statewide Vendor. Visit the Office of Financial Management to register as a Statewide Vendor.	
5. WASHINGTON STATE EMPLOYMENT (Not applicable to ESDs, School Districts, and State Agencies):			
Are you, or any of your business partners, directors, officers, managers, employees, or board members current or former (within the last 24 months) officers or employees of the State of Washington? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If you answered yes or are unsure, contact the Executive Ethics Board for guidance (360-664-0871 or ethics@atg.wa.gov). Submit a copy of the Executive Ethics Board decision with this form.			
6. I certify, under penalty of perjury as provided by the laws of the State of Washington, that all of the foregoing statements are true and correct, and that I will notify OSPI of any changes in any statement.			
CONTRACTOR SIGNATURE		DATE	
PRINTED NAME		TITLE	