

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

**INFORMAL SOLICITATION No. 2014-16  
HazMat Education and Training**

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications for a Contractor to provide educational support to the citizens/students of Washington State on matters pertaining to Incident Command Systems (ICS) training and HazMat Education within Washington State schools, in compliance with RCW 28A.320.125.

**SCOPE OF WORK**

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

1. Create an assessment tool to identify schools in close proximity to chemical facilities. This tool shall be used to help identify and assess the schools' vulnerability if a chemical event occurs near the school.

The Contractor shall start with five (5) pilot schools to test tools and create checklist and Memorandum of Agreement (MOA) between schools and chemical facilities. Encourage schools and facilities in drilling/exercising together on a regular basis as well as to continue education on hazardous responses such as Shelter-in-Place. After evaluating and adjusting the pilot schools, Contractor shall begin working with other schools.

2. Work closely with schools throughout the state providing HazMat awareness preparedness education with a focus on Shelter-in-Place. The Contractor shall continue educational outreach to schools promoting and implement tools, checklist and MOA as a means of working together with facilities and community on hazardous material response measures (Shelter-in-Place). The Contractor shall also continue to collect and apply feedback to tool, checklist and MOA as needed to ensure best practices is maintained across the state.

**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 May 1, 2014, and be in force through July 31, 2014, with possible amendments extending the period of performance.

**SCHEDULE**

OSPI has the right to change this schedule as necessary.

Solicitation Released:	April 8, 2014
Proposals Due:	April 22, 2014
Evaluation:	April 23-24, 2014
Award:	April 25, 2014
Estimated Contract Start:	May 1, 2014

## BUDGET

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed twenty thousand dollars (\$20,000), inclusive of travel. If OSPI determines it is necessary to increase the Contractor's involvement, OSPI 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 OSPI.

Per OSPI's indirect costs policy, the maximum amount that may be charged or included in grants and contracts is the following:

Entity	State Grants and Contracts	Federal Grants and Contracts
School Districts	State recovery rate	Federal indirect rates, per OSPI's agreement with the U.S. Department of Education
Educational Service Districts	Per annual letter of agreement by K-12 Financial Resources Division	Per annual letter of agreement by K-12 Financial Resources Division
All other entities (including higher education, non-profits, independent consultants, etc.)	10%	10%

## 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 Apparently Successful Contractor.
2. Experience working with the local Emergency Planning Committees and the knowledge of the State Hazardous Materials Program.
3. Experience working with OSPI School Safety Center and School Safety Procedures in Washington State.

Consultants 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.

Desirable qualification:

1. Legal experience
2. Policy development experience
3. Experience working with Federal Emergency Management Agency (FEMA)
4. Chemical Auditor Certification Certificate
5. Knowledge of Federal Chemical Regulator Laws

Provide information regarding past performance by indicating if the Consultant has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, OSPI reserves the right to disqualify Consultant proposals based on the Consultant's historical performance.

## PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. Resume;
2. Name, addresses, and telephone numbers of three (3) references;
3. Project work plan;
4. Cost proposal; and
5. Contractor Intake Form.

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 4:30 p.m. on Tuesday, April 22, 2014.***

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: <a href="mailto:contracts@k12.wa.us">contracts@k12.wa.us</a>
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## EVALUATION

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	50 points
Project Work Plan	30 points
References	10 points
Cost	10 points
<b>Total Points Possible</b>	<b>100 points</b>

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 OSPI to contract for the services specified herein. The final selection, if any, will be the proposal, which in the opinion of OSPI best meets the requirements set forth in this solicitation, and is in the best interest of the State of Washington. OSPI is not obligated to select the lowest priced proposal. OSPI shall not be responsible for any costs associated with a Consultant's preparation of a proposal 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. For online registration visit

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>

Any requests for information about this project are to be directed to 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 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.**

<b>1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):</b>		<b>CONTRACTOR DBA (DOING BUSINESS AS) NAME:</b>	
<b>2. CONTRACTOR ADDRESS &amp; CONTACT INFORMATION:</b>			
<b>ADDRESS (NUMBER, STREET, AND APT OR SUITE)</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>BUSINESS PHONE NUMBER</b>	<b>BUSINESS FAX NUMBER</b>		
<b>CONTRACT MANAGER NAME</b>	<b>CONTRACT MANAGER EMAIL ADDRESS</b>		
<b>CONTRACT MANAGER PHONE NUMBER</b>	<b>CONTRACT MANAGER FAX</b>		
<b>3. CONTRACTOR LICENSE (Not applicable to ESDs, School Districts, and State Agencies):</b>			
Do you have a current Washington State business license? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, attach a copy.</b>			
Have you had any contract to provide services terminated for default? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you do not have a Washington State business license, explain why you are exempt from registering your business with the State of Washington.	
If yes, please attach a list of each terminated contract with an explanation of the situation involved.		To file for a Master Business Application, visit <a href="http://www.dor.wa.gov">www.dor.wa.gov</a> .	
<b>4. BUSINESS INFORMATION:</b>			
<b>How is your business organized?</b> Please select		If filing as Corporation, non-profit, attach a copy of 501(c) status.	
<b>Is your business a small women/minority-, or veteran-owned business as defined in <a href="#">Chapter 39.26.010 RCW</a>?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please complete and submit the <a href="#">Self-Certification Statement</a> with this form. Refer to Chapter 39.26.010 RCW for more information.	
<b>TAXPAYER IDENTIFICATION NUMBER (TIN)</b>  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).	
<b>STATEWIDE VENDOR NUMBER</b> SWV       -		Individuals awarded contracts with OSPI are <b>required</b> to register as a Statewide Vendor. Visit the <a href="#">Office of Financial Management</a> to register as a Statewide Vendor.	
<b>5. WASHINGTON STATE EMPLOYMENT (Not applicable to ESDs, School Districts, and State Agencies):</b>			
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 <a href="#">Executive Ethics Board</a> for guidance (360-664-0871 or <a href="mailto:ethics@atg.wa.gov">ethics@atg.wa.gov</a> ). Submit a copy of the Executive Ethics Board decision with this form.			
<b>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.</b>			
<b>CONTRACTOR SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	