

EVIDENCE OF COMPETITION (EOC) - INFORMAL SOLICITATION
STATE BOARD OF EDUCATION
(hereinafter referred to as Board)

LETTER TO REQUEST BIDS
EOC #SBE-10

The Board is soliciting proposals to create a new strategic plan for 2010-2016. The Board's legislative mandate for a strategic role in public education is outlined in RCW 28A.305.130: "The purpose of the State Board of Education is to provide advocacy and strategic oversight of public education; implement a standards-based accountability framework that creates a unified system of increasing levels of support for schools in order to improve student academic achievement; provide leadership in the creation of a system that personalizes education for each student and respects diverse cultures, abilities, and learning styles; and promote achievement of the goals of RCW 28A.150.210."

The Board has spent the last four years fulfilling a variety of its important responsibilities including developing a new set of 21st century high school graduation requirements, creating a new statewide accountability system, and developing world class math and science standards. It is now time for the Board to look ahead for the key policies it needs to pursue for the next five years. It has a key role in providing oversight and advocacy for the K-12 system. To accomplish that important role the Board must spend some time examining the overall efforts of the federal and state education reform through [HB 2261](#), the Race to the Top Program, and other efforts that help boost student achievement and prepare Washington's students for the global competitive world we live in. The Board can play a key role in championing key state education reform policies. They have already demonstrated their effort to be bold and get their work done on time and on budget.

The Consultant selected will work with the Board to:

- Assess the progress on the Board's work, to date, on its current strategic plan.
- Build from, and refine the format of the current plan, setting the Board's activities in the context of the overarching goals of the Board, as well as the Race to the Top Theory of Action and other state education reform plan efforts to prepare K-12 students for success in postsecondary education, careers, and citizenship.
- Work with the Board to create a strategic framework that facilitates the identification of priorities and an action plan. Develop specific activities and strategies for the Board itself that will be appropriate to its unique role, and will reflect the strategic opportunities (objectives) which the Board plans to take tangible action on, over the next two to five years to achieve its longer term goals. The Board's plan will be a plan for action, rather than a collection of aspirations. The plan will include: goals and objectives, strategies, and activities and outcome/performance measures for seven fiscal years, beginning July 2010.
- Assist the Board on clarifying its role with multiple state education agencies and communication of that role.
- Draft the new Strategic Plan. The Executive Director for the Board and Board staff will be responsible for reviewing and editing the final draft plan before submitting to the Board in early June and the Office of Financial Management (OFM) in mid-June. There will be a short term plan for the Board's use from July 2010-July 2011, plus the long term plan July 2011-2016. See OFM website at <http://www.ofm.wa.gov/budget/instructions/operating.asp> for current

strategic plan instructions.

- Create steps to consider ways to address common goals and issues with K-12, early learning and higher education state agencies.
- Work with the Board to create ways to begin implementing its strategic plan at the July Board 2010 retreat.

We envision the following tentative timeline to address the strategic plan:

January 2010	Informal Competition document completed
March 1, 2010	Estimated contract start date
March 17-18, 2010	Contractor shall present process for strategic planning and receives feedback at March Board meeting in Des Moines, WA (one day)
Mid April 2010 (potential one day meeting)	Contractor shall work with Board and or subcommittee to create draft plan
May 19-20 2010	Contractor shall finalize draft plan (one day) with Board at May Board meeting in Spokane
June 1, 2010	Contractor shall submit draft plan to Executive Director for review
June 15, 2010	Contractor shall produce final draft plan to the Executive Director
July 13-15, 2010	Contractor shall complete work (one day) and the Board will adopt the final plan at the July Board meeting in LaConner, WA

The period of performance of any contract awarded as a result of this Letter to Request Bids is tentatively scheduled to begin on or about **March 1, 2010** and be in force through **July 30, 2010** with possible amendments extending the period of performance at the discretion of the Board.

The Board has budgeted an amount not to exceed \$19,000 for this project. **Proposals in excess of \$19,000 will be rejected as non-responsive and will not be evaluated.** The Board does not anticipate the selected Contractor's involvement beyond July 30, 2010. However, if the Board determines it is necessary to increase the Contractor's involvement, the Board 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 Board.

The bidding is open to individuals or organizations, which meet the following minimum criteria:

- Bidder must be licensed to perform work in Washington State.
- Bidder must have a minimum of five (5) years of experience providing strategic planning services.
- Bidder must have at least three (3) non-bidder owned customer references for whom the Bidder has provided similar services during the past thirty-six (36) months preceding the bid due date.

Bidders who do not meet the minimum qualifications, shall be deemed to be non-responsive and will not be evaluated and no score will be assigned.

Additionally, the Board seeks individuals or organization with the following desirable attributes:

- Demonstrated ability to provide a framework for developing work plans, and associated budgets.
- Experience with and knowledge of national and state education reform agendas as well as the complexity of interrelated roles of state education agencies.

- Demonstrated strong analytical resources to create a strategic framework that is supported by facts and analysis.
- Ability to create the strategic plan in a format that will meet the Washington State Office of Financial Management's Specifications.

The proposal is to be brief but should include:

1. Experience on comparable projects.
2. Staff qualifications.
3. Names, addresses, and telephone numbers of three business references.
4. Project work plan which should include a proposed framework for developing the Board Strategic Plan for 2010 – 2016 and budget development.
5. Schedule to accomplish the project.
6. Costs or fees.

Proposals will be evaluated by the Board 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. local time Wednesday, February 17, 2010.**

All proposals shall be submitted electronically via email to the email address below. Attachments to e-mail shall be on Microsoft Office software and/or .PDF format. The Board can accept zipped files. The Board does not assume responsibility for any problems in the e-mail. The Board will respond with a confirmation email upon receipt of proposals. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

Proposals are to be e-mailed to:

State Board of Education
Coordinator's Name: Loy McColm, EOC Coordinator
Phone: (360) 725-6027
E-Mail: loy.mccolm@k12.wa.us

The EOC Coordinator is the sole point of contact in OSPI for this procurement. All communication between the Consultant and OSPI upon receipt of this EOC shall be with the EOC Coordinator listed above. Any other communication will be considered unofficial and non-binding on OSPI. Consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	70 points
References	15 points
Cost	15 points

The Board reserves the right at its sole discretion to reject any or all bids for any reason whatsoever prior to the execution of a contract. This Letter to Request Bids does not obligate the Board to contract for the services specified herein. The final selection, if any, will be the bid, which in the opinion of the Board best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the state of Washington. The Board is not obligated to select the lowest priced bid.

The Board shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids.

In submitting a bid in response to this Letter to Request Bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids. The selected Contractor will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the bidder to submit its own standard contract terms and conditions in response to this Letter to Request Bids.

Statewide Vendor Payment Registration: Individuals awarded contracts as a result of this Request for Qualifications will be **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. While registration in the SWV is mandatory, the vendor is NOT required to participate in the direct deposit program and therefore is not required to submit banking information. Please go to <http://www.ofm.wa.gov/accounting/vendors.asp> for online registration.

Any requests for information about this project are to be directed to the Project Manager named above.

Thank you for considering this solicitation.