

**WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS:
WSSDA Leadership Development Consultant Cadre
RFQ NO. 2019-036**

**QUESTIONS AND ANSWERS
Issued November 29, 2018**

BACKGROUND:

This RFQ was issued on November 8, 2018, and submissions will be due December 13, 2018. It was posted to WSSDA's contracting opportunities Web page and disseminated via the State of Washington Electronic Business Solutions (WEBS) system to potential vendors. In addition, notice of the RFQ opportunity was communicated during the first two weeks of November in the Seattle Daily Journal of Commerce.

This package of Questions and Answers is being shared with organizations that sought clarification on the RFQ. If necessary, a final Questions and Answers package will be posted on December 6, 2018

THIS PACKAGE INCLUDES QUESTIONS AND ANSWERS REGARDING:

- A. Background and Purpose**
- B. Minimum Qualifications**
- C. Proposal Content and Submission**
- D. Estimated Schedule of Procurement Activities**
- E. Evaluation and Contract Award**
- F. Sample Contract**

A. Background and Purpose

- 1. Approximately, how many half day & full day workshops monthly or yearly does WSSDA provide to the school districts & Boards that it services? Is there a draft calendar or expected cadence for these workshops.**

Based on our historical data there are 35 to 50 workshops provided each year. Approximately two-thirds of those workshops are half-day workshops. We do not have a draft calendar as the services are requested one to two months prior to them being needed. However, it seems the months of September, October, January and February tend to be the busiest months.

- 2. How are members of the Leadership cadre selected for specific workshops once approved by WSSDA as cadre members? Are contractors selected based on specific criteria for specific workshops?**

Once selected to be a WSSDA Leadership Consultant the criteria to be selected to facilitate a workshop may be based on the following criteria:

- Expertise in the topic of the workshop*
- Geographic location in comparison to the school district*
- Relational fit between the consultant and the workshop participants.*
- Direct request for a consultant by the school district*

- 3. Which topic areas in Section 1.2 are most likely to be addressed or requested by districts in the initial 12-month period?**

All of the topics we listed in Section 1.2 are common topics for workshops. We have not identified a trend of any specific topic. It depends on the needs of the school district requesting the services.

B. Minimum Qualifications

- 1. Are we required to provide a Unified Business Identification number?**

For the purpose of submitting a proposal it is not required. We welcome proposals from qualified parties inside and outside of the state of Washington. Businesses operating outside of the State of Washington may not have this number. As a result, we would accept an Employer Identification Number (EIN), Dun & Bradstreet (DUNS) number, or some other identification number.

However, you will need to obtain one to conduct business with WSSDA, a state agency. Guidance is provided at <http://bls.dor.wa.gov/faqlicense.aspx>.

C. Proposal Content and Submission

1. What is the page limit for proposal content?

There is no page limit. We recommend that the proposal includes adequate information to meet the needs outlined in this RFQ.

D. Estimated Schedule of Procurement Activities

1. When does the question and answer period end?

*The RFQ states the question and answer period ends on December 14, 2018. We are electing to revise that schedule, and the new end date for the question and answer period will be **December 6, 2018**.*

2. When is the deadline to submit proposals?

The deadline to submit proposals is at 5:00 PM PST, on December 13, 2018.

E. Evaluation and Contract Award

1. Would it be safe to assume pricing is not part of the evaluation criteria and wouldn't be weighted positively or negatively?

Yes, the evaluation criteria does not include pricing; it is strictly based on qualifications.

F. Sample Contract

1. Under Section III. Duties of WSSDA regarding travel and subsistence expenses it states: "The individual client school district will reimburse Contractor for reasonable travel and subsistence expenses* incurred working directly in the district." Our understanding is airfare for out of state personnel facilitating the workshops would be acceptable. Is this correct?

Yes, that is correct. We defined reasonable travel/subsistence expenses in the section of the sample contract. The guidance does address airfare. The contractor is expected to make accommodations with minimizing cost as a primary goal.

2. Under Section III. Duties of WSSDA, there is conflicting information regarding rates for services provided. Can you provide clarification?

The Strategic Planning Sample Contract Template shows incorrect rates. We apologize for any confusion. The rates listed in the table on the next page are the correct rates for the future contract.

Scope of Work:	Payment from WSSDA to CONTRACTOR	Expenses (Allowable expenses include mileage or other travel costs, meals while traveling or onsite, materials or supplies agreed to by school district or WSSDA prior to workshop, presentation or training)
Half-day (1-4 hours) in-district workshop	\$750	CONTRACTOR to bill and collect from school district
Full day (5-8 hours) in-district workshop	\$1,125	CONTRACTOR to bill and collect from school district
1-2 hours conference presentation or training (does not include in-district workshops)	\$90/hour, up to a maximum of \$180	CONTRACTOR to bill and collect from WSSDA
Half-day (3-4 hours) conference presentation or training	\$750	CONTRACTOR to bill and collect from WSSDA
Full day (5-8 hours) conference presentation or training	\$1,125	CONTRACTOR to bill and collect from WSSDA
Hourly services, as assigned, other than workshops or presentations	\$90/hour, up to a pre-determined maximum	CONTRACTOR to bill and collect from WSSDA or school district, as pre-determined prior to initiation of project

You will notice at the bottom of the WSSDA Leadership Consultant Request for Payment rates are as follows:

Half-day workshop/presentation/training \$1,000
 Full- day workshop/presentation/training \$1,500
 Hour(s) consulting/video-conference \$125/hour

These are the rates the school districts will be billed for these services, and it is for WSSDA's internal use only.

3. Are these rates/flat fees fixed, could we propose a higher flat fee/rate?

Our intention is keep the rates/flat fees set as we prescribe in the table above. However, you are welcome to propose higher rates/flat fees.