

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

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ 2023-040**

PROJECT TITLE: WSSDA Advocacy Analyst

PROPOSAL DUE DATE: 9/25/2023 by 2:00 PM PDT

EXPECTED TIME PERIOD FOR CONTRACT: 10/16/2023 through 6/15/2024

CONSULTANT ELIGIBILITY: *This procurement is open to those Consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.*

CONTENTS OF THE REQUEST FOR QUALIFICATIONS AND QUOTATIONS:

- 1. Introduction**
- 2. General Information for Consultants**
- 3. Proposal Contents**
- 4. Evaluation and Award**
- 5. Exhibits**
 - A. Certifications and Assurances**
 - B. Sample Personal Service Contract**
 - C. Contract Exhibit 1 – General Terms and Conditions**

Table of Contents

1	INTRODUCTION.....	3
1.1	BACKGROUND AND PURPOSE.....	3
1.2	OBJECTIVE.....	3
1.3	MINIMUM QUALIFICATIONS.....	3
1.4	DESIRABLE QUALIFICATIONS INCLUDE.....	4
1.5	PERIOD OF PERFORMANCE.....	4
1.6	DEFINITIONS.....	4
1.7	ADA.....	4
2	GENERAL INFORMATION FOR CONSULTANTS.....	4
2.1	RFQQ COORDINATOR.....	4
2.2	ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES.....	5
2.3	SUBMISSION OF PROPOSALS.....	5
2.4	PROPRIETARY INFORMATION/PUBLIC DISCLOSURE.....	5
2.5	REVISIONS TO THE RFQQ.....	6
2.6	MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION.....	6
2.7	ACCEPTANCE PERIOD.....	6
2.8	RESPONSIVENESS.....	6
2.9	MOST FAVORABLE TERMS.....	7
2.10	SAMPLE CONTRACT.....	7
2.11	COSTS TO PROPOSE.....	7
2.12	NO OBLIGATION TO CONTRACT.....	7
2.13	REJECTION OF PROPOSALS.....	7
2.14	COMMITMENT OF FUNDS.....	7
2.15	REGISTRATION, LICENSING, AND INSURANCE.....	7
3	PROPOSAL CONTENTS.....	8
3.1	LETTER OF SUBMITTAL (MANDATORY).....	8
3.2	BUSINESS INFORMATION (MANDATORY).....	8
3.3	WORK SAMPLES (MANDATORY & SCORED).....	9
3.4	QUALIFICATIONS SECTION (MANDATORY).....	9
3.4.1	EXPERIENCE (SCORED).....	9
3.4.2	STAFFING, IF APPLICABLE (SCORED).....	9
3.4.3	OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED).....	10
3.5	QUOTATION (MANDATORY & SCORED).....	10
3.5.1	IDENTIFICATION OF COSTS.....	10
4	EVALUATION AND CONTRACT AWARD.....	10
4.1	EVALUATION PROCEDURE.....	10
4.2	CLARIFICATION OF PROPOSAL.....	10
4.3	EVALUATION WEIGHTING AND SCORING.....	11
4.4	ORAL PRESENTATION AND INTERVIEWS (If deemed necessary).....	11
4.5	NOTIFICATION TO PROPOSERS.....	11
4.6	DEBRIEFING OF UNSUCCESSFUL PROPOSERS.....	11
4.7	PROTEST PROCEDURE.....	11
5	RFQQ EXHIBITS.....	13

1 INTRODUCTION

1.1 BACKGROUND AND PURPOSE

Formed in 1922, WSSDA has grown to consist of 1,477 locally elected school board directors from across Washington. As a state agency, per chapter [28A.345 RCW](#), WSSDA supports its members with research-based leadership development resources, policy, legal guidance, and legislative advocacy. This work is of critical importance because school board directors build the future of public education by setting the policy, governance, and budgetary priorities for all of Washington's 295 school districts serving approximately 1.1 million students.

The purpose of this procurement is to recruit one or more advocacy analysts to assist the WSSDA Strategic Advocacy Team with critical and complex advocacy efforts focused on K-12 funding, specific policy issues, student engagement, and/or training content and development.

1.2 OBJECTIVE

The objective of this procurement is to contract with one or more qualified individual(s) to perform one or more of the following under the direction of WSSDA's Strategic Advocacy Director:

- a. track education bills using WSSDA's systems and communications tools;
- b. analyze proposed legislation and develop bill summaries during the legislative session;
- c. develop topic briefs with talking points on key issue areas such as the prototypical school funding model, local effort assistance, levies and bonds, regionalization, school construction, student engagement, school meals, special education, transportation and other complex and relevant subjects;
- d. assist WSSDA staff with vote counts, messaging, amendments, and/or testimony during the legislative session;
- e. support the Student Representative Network (SRN) by coordinating monthly virtual meetings, organizing opportunities for their engagement at WSSDA events, and developing tools and materials to inform on the role of student board rep;
- f. develop tools and materials that enable school directors to better engage in the year-round advocacy cycle;
- g. support WSSDA staff in the development and delivery of training designed to build school directors comfort, confidence, and commitment to advocacy work;
- h. plan and execute effective and engaging Day on the Hill activities for school directors, superintendents, and other district administration during the 2024 legislative session.

WSSDA may award one or more contracts as a result of this RFQQ. Proposals should include identified areas of interest from the list (a – h) above with correlating evidence of skills and experience.

1.3 MINIMUM QUALIFICATIONS

The Consultant must possess the following minimum qualifications:

- Licensed to do business in the state of Washington; and
- Demonstrable skills in one or more of the areas listed above in section 1.2

Those who do not meet the minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

Guidance on the requirements for conducting business in Washington State can be found at <https://dor.wa.gov/doing-business>

1.4 DESIRABLE QUALIFICATIONS INCLUDE

An ideal Consultant would possess multiple years of experience working with legislative strategy, especially involving budget and public education policy.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract(s) resulting from this RFQQ are tentatively scheduled to begin on or about October 15, 2023 and to end on June 15, 2024. WSSDA reserves the option at its sole discretion to extend the contract for three additional one-year periods.

1.6 DEFINITIONS

Definitions for the purposes of this RFQQ include:

Consultant. Individual, company, or firm submitting a proposal in order to attain a contract with WSSDA.

Contractor. Individual or company whose proposal has been accepted by WSSDA and is awarded a fully executed, written contract.

Proposal. A formal offer submitted in response to this solicitation.

Request for Qualifications (RFQQ). Formal procurement document in which services needed are identified and individuals, companies and firms are invited to provide their qualifications to provide the services and their hourly rates.

WSSDA. The Washington State School Directors Association is the agency of the state of Washington that is issuing this RFQQ.

School Board Directors. School board directors are the elected—or occasionally appointed—members of the governing body for each of the state’s 295 school districts. School boards set policy, guide budget development, and work with the school district administration and the public to support a healthy, high-quality system of public education.

1.7 ADA

WSSDA complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFQQ Coordinator to receive reasonable accommodations to have an equal opportunity to respond to this RFQQ.

2 GENERAL INFORMATION FOR CONSULTANTS

2.1 RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact in WSSDA for this procurement. All communication between the Consultant and WSSDA upon receipt of this RFQQ shall be with the RFQQ Coordinator, as follows:

Name	Josh Collette, Chief Financial Officer
Mailing/Street Address	P.O. Box 5248, Olympia, WA 98509
Phone Number	360-252-3012
E-Mail Address	J.Collette@wssda.org

Any other communication will be considered unofficial and non-binding on WSSDA. Consultants are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator regarding this procurement may result in disqualification of the Consultant.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Qualifications and Quotations	08/21/2023
Question & answer period	From 08/21/2023 To 09/05/2023
Issue addendum to RFQQ (if applicable)	09/11/2023
Proposals due	09/25/2023
Evaluate proposals	From 09/26/2022 To 09/29/2022
Conduct oral interviews with finalists, if necessary and/or required	10/04/2023
Announce “Apparent Successful Contractor(s)” and send notification via e-mail to unsuccessful proposers	10/06/2022
Hold debriefing conferences (if requested)	From 10/09/23 To 10/10/23
Negotiate contract	From 10/07/2022 To 10/13/2022
Begin contract work	10/16/2023

WSSDA reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Consultants must submit signed proposals to WSSDA by email. The proposal is to be sent to the RFQQ Coordinator at the email address, noted in Section 2.1. The proposal must be received no later than 02:00 p.m., PDT, on September 25, 2023.

All proposals and any accompanying documentation become the property of WSSDA and will not be returned.

2.4 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of WSSDA. All proposals received shall remain confidential until the Executive Director of WSSDA, or Designee and the apparent successful Contractor sign a contract, if any, resulting from this RFQQ. Thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

The Consultant must clearly designate any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document. The Consultant must clearly identify and cite the particular exemption from disclosure the Consultant is claiming. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. WSSDA will not honor the Consultant's marking the entire proposal exempt from disclosure or as Proprietary Information.

If a public records request is made for the information that the Consultant has marked as "Proprietary Information", WSSDA will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, WSSDA will release the requested information on the date specified. If a Consultant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, WSSDA shall maintain the confidentiality of the Consultant's information per the court order.

WSSDA will charge for copying and shipping, as outlined in RCW 42.56, but will not charge a fee for inspection of contract files. Inspection of contract files requires twenty-four (24) hours' notice to the RFQQ Coordinator. All requests for information should be directed to the RFQQ Coordinator.

2.5 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, addenda will be provided to all who receive the RFQQ.

WSSDA also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

2.6 MINORITY & WOMEN-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. However, no preference will be included in the evaluation of proposals, no minimum level of OMWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

2.7 ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by WSSDA from the due date for receipt of proposals.

2.8 RESPONSIVENESS

The RFQQ Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFQQ. The Consultant is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal as non-responsive.

WSSDA also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.9 MOST FAVORABLE TERMS

WSSDA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. WSSDA reserves the right to contact a Consultant for clarification of its proposal.

The Consultant should be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. Contract negotiations may incorporate some or the Consultant's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to WSSDA.

Because WSSDA proposes a flat fee structure, the most favorable terms will be determined by qualifications of the Consultant.

2.10 SAMPLE CONTRACT

The apparent successful contractor will be expected to enter into a contract, which is substantially the same as the sample contract attached as Exhibit B and the General Terms and Conditions attached as Exhibit C and incorporated by reference in the sample contract. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The Consultant may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. WSSDA will review requested exceptions and accept or reject the same at its sole discretion.

2.11 COSTS TO PROPOSE

WSSDA will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ.

2.12 NO OBLIGATION TO CONTRACT

This RFQQ does not obligate the state of Washington or WSSDA to contract for services specified herein.

2.13 REJECTION OF PROPOSALS

WSSDA reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ.

2.14 COMMITMENT OF FUNDS

Any contracts resulting from this RFQQ are subject to the availability of funds. The Executive Director of WSSDA or the Executive Director's designee are the only individuals who may legally commit WSSDA to the expenditures of funds. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 REGISTRATION, LICENSING, AND INSURANCE

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

3 PROPOSAL CONTENTS

Proposals may be submitted electronically through electronic mail. The Consultant will submit the proposal with the four major sections ordered as follows:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQQ)
2. Work samples
3. Qualifications and
4. Quotation

Proposals must provide information in the same order as presented in this document with the same headings. This will help the evaluators of the proposal and should assist the Consultant in preparing a thorough response.

Items in this section marked “mandatory” must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFQQ) must be signed and dated by a person legally authorized to bind the Consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Attach the Certifications and Assurances form to the Letter of Submittal.

3.2 BUSINESS INFORMATION (MANDATORY)

- A. State the name of the company, address, phone number, fax number (if applicable), e-mail address, legal status of entity (ownership) and year entity was established as it now substantially exists.
- B. Provide the firm’s Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. Guidance on the requirements for conducting business in Washington State can be found at <https://dor.wa.gov/doing-business>
- C. Indicate how many employees are with the firm. Name the firm principles and their roles.
- D. Identify any state employees or former state employees employed by the Consultant or on the Consultant’s governing board as of the date of the proposal. Include their position and responsibilities within the Consultant’s organization. After review of this information, it is determined by WSSDA that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.
- E. If the Consultant’s staff or subcontractor’s staff was an employee of the state of Washington during the past 24 months, or is currently a Washington state employee, identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date.

- F. Identify any client that is a school districts in Washington state, or is an entity whose purpose is serving K-12 education.
- G. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer or (b) litigated and such litigation determined that the Proposer was in default.
- H. Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Consultant's position on the matter. WSSDA will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Consultant in the past five years, so indicate.

3.3 WORK SAMPLES (MANDATORY & SCORED)

Proposals must include works samples demonstrating the proposer's abilities to provide services listed in Sections 1.2 of this RFQQ.

3.4 QUALIFICATIONS SECTION (MANDATORY & SCORED)

The services to be provided under this contract are to assist the WSSDA Strategic Advocacy Team with one-time or ongoing tasks or special projects, on an as-needed basis. According to their skillset, Consultants would be asked to perform one or more of the tasks as listed above in section 1.2 Objective.

The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Consultant's understanding of the types of services proposed, the Consultant's ability to accomplish them, and the ability to meet reasonable timeframes.

3.4.1 EXPERIENCE (SCORED)

Describe services provided by the Consultant that indicate the Consultant's ability to provide the services described in this RFQQ.

3.4.2 STAFFING, IF APPLICABLE (SCORED)

- A. Designate the lead contact for this project and provide the name and a resume of that person. Provide names and resumes for other staff who will work on this project. Include pertinent information on the individuals' particular skills, education, experience, and significant accomplishments.
- B. List any sub-consultants you may want to include to complete your roster of services. Describe what services each would provide. Provide the information in Section 3.3.1 about each.

3.4.3 OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

3.5 QUOTATION (MANDATORY & SCORED)

3.5.1 IDENTIFICATION OF COSTS

The Quotations section must list all hourly rates for services anticipated under the proposed contract. The hourly rates are to represent fully weighted costs. This includes the hourly rates of staff who would be assigned to the project, administrative costs, local travel costs, or any other applicable fees that would be charged under this contract.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Washington State Office of Minority and Women's Business Enterprises.

Consultants are required to collect and pay Washington state taxes as applicable.

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFQQ. Consultants are encouraged, however, to submit proposals that are consistent with state government efforts to conserve state resources.

The total cost for this contract is not to exceed \$24,000.

4 EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

An evaluation team, designated by WSSDA will evaluate responsive proposals. The evaluation team will determine the ranking of the proposals in strict accordance with the requirements stated in this solicitation and any addenda issued. WSSDA, at its sole discretion, may elect the top-scoring proposals as finalists for an oral presentation and interview. The combined scores will determine the apparent successful contractor.

WSSDA reserves the right to favor or disfavor an applicant who represents education clients and/or clients who have a conflict of interest with [WSSDA member-adopted positions and priorities](#).

4.2 CLARIFICATION OF PROPOSAL

The RFQQ Coordinator may contact the Consultant for clarification of any portion of the Consultant's proposal.

4.3 EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the proposal for evaluation purposes:

RFQQ Contents	Possible Points	Percentage of Total Points
Letter of Submittal	Unscored	Mandatory
Qualifications 1. Experience & Staffing 2. Work Samples	60 points 20 Points	80% of Total
Quotation	20 points	20% of Total
GRAND TOTAL POSSIBLE (for top scoring firms)	100 points	100%

4.4 ORAL PRESENTATION AND INTERVIEWS (If deemed necessary)

WSSDA will contact the top scoring Consultants to schedule a date, time, and location for the interview and presentation. If selected for an interview, the Consultant will receive instructions on what the process will entail.

4.5 NOTIFICATION TO PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified by e-mail.

4.6 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon the Consultant's request, WSSDA will schedule a debriefing conference with an unsuccessful Proposer. The RFQQ Coordinator must receive the debriefing request within three (3) business days after the Consultant received notification of unsuccessful selection.

The debriefing will be limited to a critique of the requesting Consultant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.7 PROTEST PROCEDURE

Consultants who submitted a response to this RFQQ and who participated in a debriefing conference may protest their unsuccessful selection as described in these procedures. WSSDA will not consider protests that do not follow these procedures. This protest procedure constitutes the sole administrative remedy available to Consultants under this procurement.

A Consultant who wishes to protest must file the protest within three (3) business days of completing the debriefing conference with the RFQQ Coordinator. The Consultant may submit a protest by facsimile, but should promptly provide the original document.

All protests must be in writing and signed by the protesting party or an authorized Agent. Protests must identify an issue of fact concerning:

- A matter of bias, discrimination, or conflict of interest on the part of the evaluator
- Errors in computing the score
- Non-compliance with procedures described in the procurement document or WSSDA policy
- The protest must state which of the above grounds the Consultant is contesting and include specific facts and complete statements of the action(s) protested. The protest must also include a description of the relief or corrective action requested.

WSSDA will not reject as without merit protests that address issues such as: 1) An evaluator's professional judgment on the quality of a proposal, or 2) WSSDA's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, WSSDA will hold a protest review. WSSDA's Executive Director or delegate who was not involved in the procurement, will consider the record, with all available facts, and issue a decision within five (5) business days of receipt of the protest. If additional time is required, WSSDA will notify the protesting party of the delay.

In the event a protest may affect the interest of another Consultant that submitted a proposal, WSSDA will give such Consultant an opportunity to submit its views and any relevant information on the protest to the RFQQ Coordinator.

The final determination of the protest shall either:

- Find the protest lacking in merit and uphold WSSDA's action;
- Find only technical or harmless errors in the WSSDA's acquisition process and determine WSSDA to be in substantial compliance and reject the protest;
- Find merit in the protest and provide WSSDA options, which may include:
 - Correcting the errors and re-evaluating all proposals
 - Reissuing the solicitation document and beginning a new process
 - Making other findings and determining other courses of action as appropriate

If WSSDA determines that the protest is without merit, WSSDA will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, WSSDA will take one of the alternatives noted in the preceding paragraph.

RFQQ EXHIBITS

Exhibit A: Certifications and Assurances

Exhibit B: Sample Personal Service Contract

CERTIFICATIONS AND ASSURANCES

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):
2. I/we declare that all answers and statements made in the proposal are true and correct.
3. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
4. The attached proposal is a firm offer for a period of 60 days following receipt, and WSSDA may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
5. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
6. I/we understand that WSSDA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of WSSDA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
7. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
8. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
9. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
10. I/we grant WSSDA the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.
11. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

Signature of Proposer

Title

Date

CONTRACT NO.: 2023-0XX

**BETWEEN THE
WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION
AND
{CONSULTANT}**

PARTIES:

This contract is made and entered into by and between the Washington State School Directors' Association, hereinafter referred to as "WSSDA," and {Consultant}, hereinafter referred to as "CONTRACTOR."

PURPOSE:

The purpose of this contract is for CONTRACTOR to provide legislative analysis and support for WSSDA members and the WSSDA Legislative Committee.

PERIOD OF PERFORMANCE:

The period of performance under this contract will be from **October 16, 2023**, or date of execution, whichever occurs later, through **June 15, 2024**.

STATEMENT OF WORK:

The parties hereby undertake and agree, in consideration of payment of the amount specified herein, to the following:

Duties of CONTRACTOR:

1. CONTRACTOR agrees, upon request of the WSSDA Director of Strategic Advocacy to:
 - a. track education bills using WSSDA's systems and communications tools;
 - b. analyze proposed legislation and develop bill summaries during the legislative session;
 - c. develop topic briefs with talking points on key issue areas such as the prototypical school funding model, local effort assistance, levies and bonds, regionalization, school construction, student engagement, school meals, special education, transportation and other complex and relevant subjects;
 - d. assist WSSDA staff with vote counts, messaging, amendments, and/or testimony during the legislative session;

- e. support the Student Representative Network (SRN) by coordinating monthly virtual meetings, organizing opportunities for their engagement at WSSDA events, and developing tools and materials to inform on the role of student board rep;
 - f. develop tools and materials that enable school directors to better engage in the year-round advocacy cycle;
 - g. support WSSDA staff in the development and delivery of training designed to build school directors comfort, confidence, and commitment to advocacy work;
 - h. plan and execute effective and engaging Day on the Hill activities for school directors, superintendents, and other district administration during the 2024 legislative session.
2. CONTRACTOR agrees to provide any necessary supplies or equipment necessary to complete the duties outlined in this agreement.
 3. CONTRACTOR agrees to pay for any travel costs in contractor's personal vehicle necessitated by this agreement.
 4. CONTRACTOR agrees to comply with Chapter 51, RCW in the provision of insurance coverage for persons performing any work under this contract.
 5. CONTRACTOR agrees to provide WSSDA with monthly invoices for services rendered.
 6. CONTRACTOR agrees that all activity pursuant to this contract will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

Duties of WSSDA:

1. WSSDA agrees to pay CONTRACTOR within ten (10) business days of receiving monthly invoices for services rendered in accordance with the compensation terms outlined herein.

PAYMENT:

In consideration of the services described herein, WSSDA agrees to pay CONTRACTOR at a rate of {insert rate}, for a maximum of {insert maximum amount} in total compensation.

With prior approval, WSSDA agrees to reimburse CONTRACTOR for costs associated with airfare, rental cars, lodging, and meals at state per diem rates and according to WSSDA policies.

CONTRACT MANAGEMENT:

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding this contract.

WSSDA:	CONTRACTOR:
Marissa Rathbone Director of Strategic Advocacy P.O. Box 5248 Lacey WA 98509 225 College Street NE Olympia, WA 98516 Phone: 360-481-5842 Email: m.rathbone@wssda.org	{Consultant's Contact} {Address} {City, State Zip Code} Phone: XXX-XXX-XXXX Email: XXXXXXXXXXXX

ENTIRE CONTRACT:

This contract represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

NON-ASSIGNMENT:

Neither party to this contract may assign its interest in the contract to any other person or organization without the written consent of the other party.

SUBCONTRACTING:

The CONTRACTOR shall not enter into any subcontract for the purpose of this contract.

NO AGENT RELATIONSHIP CREATED:

It is mutually agreed and understood that CONTRACTOR and employees or agents performing under this contract are not employees or agents of WSSDA or of the state of Washington by reason thereof.

PROJECT REASSIGNMENT:

In the event that the CONTRACTOR is unable to fulfill the requirements of this contract, in whole or in part, WSSDA may reassign the project to another contractor at its prerogative. CONTRACTOR will only be compensated for work CONTRACTOR completed.

CONFORMANCE:

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

INTELLECTUAL PROPERTY:

All materials, including records, communications, documents, publications, spreadsheets, or templates that CONTRACTOR develops or utilizes relating to WSSDA legislative analysis, review, strategy, testimony, training or processes are the property of WSSDA and must be provided to WSSDA in their original format upon notice of contract termination by either party or upon notice to CONTRACTOR that WSSDA has received a public records request pursuant to Chapter 42.56, RCW for any of the above-referenced records.

TERMINATION:

Termination of this contract is reciprocal; either party may terminate with thirty (30) days prior written notice to the non-terminating party.

JURISDICTION:

The parties agree to submit any dispute arising out of or in connection with this contract to the exclusive jurisdiction of Thurston County, Washington.

FORCE MAJEURE:

If an act of God, war, disaster, fire, strikes, labor disputes, curtailment or disruption of transportation facilities, civil disorder or terrorism make it impossible for the participants to continue the contract or create a significant risk to the participants' health or safety, each Party shall promptly notify the other Parties of such force majeure condition and both Parties are relieved of obligations under this contract.

TERMS:

It is mutually agreed and understood that no alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties thereto, and that no oral understanding or contracts not incorporated herein, and no alterations or variations of the terms hereof, unless made in writing between the parties hereto, shall be binding.

RENEWAL:

WSSDA has the right to renew this Contract in whole or in part by giving notice on or before expiration of this contract or a renewal to the Contractor. If WSSDA provides such notice to the Contractor, the Contractor shall be obligated to enter into a contract with the same fiscal obligations as the previous Contract year, provided that WSSDA and Contractor shall negotiate any revision of additional services or goals beyond those encompassed in the previous Contract.

IN WITNESS WHEREOF, the AGENCY and CONTRACTOR have executed this contract consisting of five (5) pages.

Tim Garchow, Executive Director

Washington State School Directors' Association

Date Signed:

{Consultant}

{Name of Consultant's Business}

Date Signed:

EXHIBIT A: GENERAL TERMS AND CONDITIONS

ADVANCE PAYMENTS PROHIBITED:

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by WSSDA.

AMENDMENTS:

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35:

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ATTORNEYS' FEES:

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.

CONFIDENTIALITY / SAFEGUARDING OF INFORMATION:

The Contractor shall not use or disclose any information concerning WSSDA, or information which may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of WSSDA, or as may be required by law.

CONFLICT OF INTEREST:

Notwithstanding any determination by the Executive Ethics Board or other tribunal, WSSDA may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, WSSDA shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of WSSDA provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

CONFORMANCE:

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

ENTIRE AGREEMENT:

This contract represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

FORCE MAJEURE:

If an act of God, war, disaster, fire, strikes, labor disputes, curtailment or disruption of transportation facilities, civil disorder or terrorism make it impossible for the participants to continue the contract or create a significant risk to the participants' health or safety, each Party shall promptly notify the other Party of such force majeure condition and both Parties are relieved of obligations under this contract.

INTELLECTUAL PROPERTY:

All products the Contractor develops for the purposes of WSSDA Onboard, and successive iterations, are the property of WSSDA. Contractor may not copy or disseminate these products, in whole or in part, outside the purpose of this contract without the prior written approval of WSSDA.

JURISDICTION:

The parties agree to submit any dispute arising out of or in connection with this contract to the exclusive jurisdiction of Thurston County, Washington.

LICENSING, ACCREDITATION, AND REGISTRATION:

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

NO AGENT RELATIONSHIP CREATED:

It is mutually agreed that the Contractor and his or her employees or agents performing under this contract are not employees of WSSDA. The Contractor will not hold out to be nor claim to be an officer or employee of WSSDA.

NONASSIGNMENT:

Neither party to this contract may assign its interest in the contract to any other person or organization without the written consent of the other party.

NONDISCRIMINATION:

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

PROJECT REASSIGNMENT:

In the event that the Contractor is unable to fulfill the requirements of this contract, in whole or in part, WSSDA will reassign the project. The Contractor will be compensated only for the work Contractor completed.

RECORDS MAINTENANCE:

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by WSSDA, personnel duly authorized by WSSDA, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

SEVERABILITY:

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SUBCONTRACTING:

The Contractor shall not enter into any subcontract for the purpose of this contract.

TERMINATION:

It is mutually agreed that either party may terminate this Contract with thirty (30) days prior written notice to the non-terminating party for any reason. Contractor agrees that all documents and materials regarding work performed pursuant to this Contract are the property of WSSDA and agrees to return to WSSDA any and all such materials in their original format upon any notice of termination by either party.

If the Contractor voluntarily terminates the contractual relationship with WSSDA for these services, the Contractor agrees not to provide services substantially similar to those described in this Contract to Washington school districts for a period of one (1) year from the date of termination without the prior written approval of WSSDA.

WAIVER:

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by authorized representative of WSSDA.