

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

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS:  
WSSDA Advocacy Analyst  
RFQQ NO. 2023-040**

**QUESTIONS AND ANSWERS  
Issued September 8, 2023**

**BACKGROUND:**

This RFQQ was issued on August 21, 2023, and submissions will be due September 25, 2023. 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 last two weeks of August in the Seattle Daily Journal of Commerce.

This package of Questions and Answers is being shared with organizations that sought clarification on the RFQQ.

**THIS PACKAGE INCLUDES QUESTIONS AND ANSWERS REGARDING:**

- A. Background, Purpose, and Objective**
- B. Proposal Contents – Identification of Costs**

## **A. Background, Purpose, and Objective**

- 1. Do you have an existing partnership with a firm providing support in these areas referenced in this RFQQ?**

No, we do not have an existing partnership with an individual/firm that is providing support in the areas referenced in the objective of this RFQQ. We use a contractor for some of our on-the-ground lobby work. We may select more than one contractor to address the work laid out in this RFQQ.

- 2. Are you open to using subcontractors for specific areas as listed in the RFQ?**

Yes, we are open to the use of subcontractors. The proposal must clearly describe which services by a subcontractor.

- 3. How is material currently shared with school directors and members? Is there a tool or space where users within your network log in to engage with materials?**

WSSDA shares advocacy materials with its members through Webpages, professional development (in person and virtual), quarterly magazines, newsletters, policies, policy and legal news publication, periodic networking calls, email, listservs, and others.

- 4. Can you provide an annual budget range for this project?**

The annual budget for the current and subsequent years will be based on the proposal, the expertise of the submitter, and the proposed depth of work for any or all of the objective items listed a through h.

- 5. Within the areas listed in the RFQQ, is WSSDA looking to partner with a firm that can lead strategy or provide more tactical support on a day-to-day basis?**

WSSDA is seeking both strategic and tactical support that will be provided by either one or multiple contractors. The type of support needed may vary for the areas referenced in the objective of this RFQQ. For example, tactical support is needed *for bill tracking and analysis, and strategic support is needed more when addressing special education, school facilities, and other complex topics.*

**B. Proposal Contents – Identification of Costs**

- 1. It may require the use of software or other tools to provide support for some of the areas listed in this RFQQ. Does the WSSDA team have specific advocacy platforms it uses, or are they open to using new tools? If the latter, should an estimate of hard costs be included in the proposal?**

WSSDA uses a platform called LobbyGov to track bills. WSSDA is open to the use of other software, platforms, or other tools, but WSSDA cannot host other platforms at this time. The estimated hard costs for software, platforms, or other tools must be clearly identified in the cost proposal.