

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

**INFORMAL SOLICITATION No. 2015-29
Tribal Sovereignty Curriculum Training & Website Editing**

The Office of Superintendent of Public Instruction (OSPI) is soliciting applications for consultants to work in conjunction with OSPI's Office of Native Education (ONE), to prepare for and co-conduct basic inservice training and training of trainer workshops for the "Since Time Immemorial (STI): Tribal Sovereignty in Washington State" online curriculum website. Training shall be provided at conferences, symposiums, etc. OSPI is also seeking a consultant to edit and update the existing STI website content.

The goal of the **Basic STI Training** is to provide workshop participants with an introduction to the curriculum website including navigation within the site to locate lesson plans, materials, etc., suggestions for contacting/working with local tribes, and sample lessons for infusing Native history cultural information into classroom curriculum. Basic Trainings are full day trainings.

The goal of the **STI Training of Trainers** is for participants to become familiar enough with the STI curriculum that they will be able to instruct others in its use. Consultants shall provide additional instruction in planning and conducting effective trainings, modeling classroom lessons in collaboration with the website, and shall focus on the training section within the website. Training of Trainer Workshops are full day trainings.

Editing the STI website shall involve up to five (5) days between October 5, 2015, and June 30, 2016, to meet with co-editors to review suggested edits, identify website content to be updated, work with the OSPI website manager to initiate the updates, input additional lessons already developed but not on the site, fix links, streamline access to videos, etc.

The Office of Native Education is looking for up to ten (10) consultants for the Basic STI Training, up to five (5) consultants for the Training of Trainers, and up to three (3) consultants for the STI website editing/update component. **Consultants shall indicate their interest in one, two, or all of the positions described above.**

SCOPE OF WORK

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

BASIC STI TRAINER

1. Attend at least one (1) STI basic training workshop planning committee with ONE staff. At the planning meeting, establish the agenda/PowerPoint, training materials, model lessons, etc.
2. Identify if additional training materials are needed and collaborate with ONE staff to develop these materials and/or lessons.
3. Co-conduct full day basic inservice training workshops for the STI online curriculum and present workshops at conferences, symposiums, etc. per the proposed schedule below*.

Proposed Calendar of Events Basic STI Trainings		
<i>Date</i>	<i>Event</i>	<i>Location</i>
October 5 or 6, 2015 (exact date to be determined)	Washington Student Achievement Council Conference <i>Workshop</i>	Tacoma, WA
October 10, 2015	Washington State Council for the Social Studies Fall Conference <i>Workshop</i>	Edmonds-Woodway High School, Edmonds, Washington
October 16, 2015	National Indian Education Association Convention <i>Workshop</i>	Portland, Oregon
October 17, 2015	Northwest Teaching for Social Justice Conference <i>Workshop</i>	John Sanford Learning Center, Seattle
October 20, 2015	Basic STI Training <i>Full Day Event</i>	White River School District, Buckley, Washington
October 22 or 23, 2015	Basic STI Training <i>Full Day Event</i>	Lummi Tribe, Bellingham, Washington
October 25 or 26, 2015 (exact date to be determined)	Washington Educator Conference <i>Workshop</i>	Bellevue, Washington
October 28, 2015	Basic STI Training <i>Full Day Event</i>	Paschal Sherman Indian School, Omak, Washington
November 10, 2015	Basic STI Training <i>Full Day Event</i>	Sauk Suiattle Indian Tribe, Darrington, Washington
November 17, 2015	Basic STI Training <i>Full Day Event</i>	Northwest Museum of Arts and Culture, Spokane, Washington
November 21, 2015	Washington State School Directors' Association Conference <i>Workshop</i>	Bellevue, Washington
December 2, 2015	Basic STI Training <i>Full Day Event</i>	Capital Region ESD 113, Tumwater, Washington
Spring 2016 <i>Date to be determined</i>	Basic STI Training <i>Full Day Event</i>	Toppenish, Washington
Spring 2016 <i>Date to be determined</i>	Basic STI Training <i>Full Day Event</i>	Tulalip Tribes, Marysville, Washington
Spring 2016 <i>Date to be determined</i>	Basic STI Training <i>Full Day Event</i>	Kelso or Vancouver, Washington
Spring 2016 <i>Date to be determined</i>	Basic STI Training <i>Full Day Event</i>	North or Central Kitsap School Districts, Poulsbo or Silverdale, Washington
Spring 2016 <i>Date to be determined</i>	Basic STI Training <i>Full Day Event</i>	Puget Sound Skills Center or Museum of History and

		Industry, Seattle, Washington
Spring 2016 Date to be determined	Basic STI Training Full Day Event	Lower Elwha S'Klallam Tribe, Port Angeles, Washington
Spring 2016 Date to be determined	Basic STI Training Full Day Event	Wishram, Washington
Spring 2016 Date to be determined	Basic STI Training Full Day Event	Pasco, Washington

*Some dates and locations are to be determined/added, and are subject to change at OSPI's discretion.

STI TRAINING OF TRAINERS (TOT)

1. Attend at least one (1) STI TOT workshop planning committee meeting with ONE staff and co-trainers. At the planning meeting, establish the agenda/PowerPoint, training materials, model lessons, etc.
2. Identify if additional training materials are needed and collaborate with ONE staff and co-trainers to develop these materials and/or lessons.
3. Co-conduct full day training of trainer workshops for the STI online curriculum per the proposed schedule below*:

Calendar of Events for STI Training of Trainers		
Date	Event	Location
Between January 1, 2016, and June 30, 2016	Planning Meeting Full Day Event	To be determined
November 18, 2015	Training of Trainers Full Day Event	Northwest Museum of Arts and Culture, Spokane, Washington
December 3, 2015	Training of Trainers Full Day Event	Capital Region ESD 113, Tumwater, Washington
Spring 2016 Date to be determined	Training of Trainers Full Day Event	Toppenish, Washington
Spring 2016 Date to be determined	Training of Trainers Full Day Event	Tulalip Tribes, Marysville, Washington
Spring 2016 Date to be determined	Training of Trainers Full Day Event	North or Central Kitsap School Districts, Poulsbo or Silverdale, Washington
Spring 2016 Date to be determined	Training of Trainers Full Day Event	Puget Sound Skills Center or Museum of History and Industry, Seattle, Washington

*Some dates and locations are to be determined/added, and are subject to change at OSPI's discretion.

STI WEBSITE EDITING

Editing the STI website will involve up to five (5) days between October 5, 2015, and June 30, 2016. Contractors shall meet with co-editors to review suggested edits, identify website content to be updated, work with the OSPI website manager to initiate the updates, input additional lessons already developed but not on the site, fix links, streamline access to videos, etc.

PERIOD OF PERFORMANCE

The initial period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about October 5, 2015, and be in force through June 30, 2016. The option to extend any contract resulting from this solicitation shall be at the sole discretion of OSPI.

As such, OSPI reserves the right to amend/extend the contract for three (3) additional contract years (July 1-June 30): 2016-17, 2017-18, and 2018-19. Decision to amend shall be based on sustained satisfactory performance as decided by the Superintendent's designee, successful completion of project objectives, and availability of funding.

MINIMUM QUALIFICATIONS

Basic Trainers and TOT:

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 within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
2. Knowledgeable about the "Since Time Immemorial (STI): Tribal Sovereignty in Washington State" online curriculum website.
3. Has utilized the STI website in their classroom or other venues.
4. Has modeled classroom lessons utilizing the units within the STI website.
5. Experience presenting in front of groups of twenty-five (25) or more adults.
6. Experience working with tribal communities.

STI Website Editing:

In addition to 1-6 above, Consultants shall have been involved in previous STI website edits, lesson planning, contributed materials for inclusion within the STI website, and have an in-depth knowledge of all aspects of the STI curriculum design, layout, resources, etc.

Applicants 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.

COMPENSATION

- **Basic STI Training** consultants shall be compensated at a rate of four hundred and fifty dollars (\$450) per day for full day basic trainings, as indicated on the schedule, and two hundred and twenty-five dollars (\$225) per day for workshops at conferences, symposiums, etc., inclusive of any travel-related expenses.
- **STI Training of Trainer** consultants shall be compensated at a rate of four hundred and fifty dollars (\$450) per day, inclusive of any travel-related expenses.
- **STI Website Editing** consultants shall be compensated at a rate of four hundred and twenty-five dollars (\$425) per day, inclusive of any travel-related expenses.

OSPI may amend any awarded contract to increase the Contractor's involvement. Such amendment, if any, to increase or decrease the dollar value, increase or decrease the scope of work, and extend the period of performance, shall be at the sole discretion of OSPI.

SCHEDULE

OSPI has the right to change this schedule as necessary.

Solicitation Released:	September 8, 2015
Proposals Due:	September 25, 2015
Evaluation:	September 28, 2015
Award:	September 29, 2015
Estimated Contract Start:	October 5, 2015

PROPOSAL CONTENTS

The proposal is to be brief but should include:

1. Letter of Application – The letter shall specify whether the Consultant is applying for one, two, or all of the positions described, and include description of experience utilizing the “Since Time Immemorial” curriculum website in both classroom instruction and/or other training venues.
2. Resume
3. Name, addresses, and telephone numbers of three (3) references (Consultants shall not use current OSPI staff as references)
4. Project Work Plan
5. Contractor Intake Form

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.

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. This solicitation will remain open until filled. ***However, to be considered for a Fall contract, consultants are strongly encouraged to submit proposals by 3:00 p.m. on September 25, 2015. Proposals received after September 25, 2015, will be evaluated upon receipt.***

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 Moore Email: contracts@k12.wa.us
--

EVALUATION

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	10 points
Project Work Plan	10 points
References (if determined necessary by OSPI)	10 points
Total Points Possible	30 points

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 contract, including General Terms and Conditions. Consultants shall not propose their own standard contract, or terms and conditions in response to this solicitation.

AMERICANS WITH DISABILITIES ACT

OSPI complies with the Americans with Disabilities Act (ADA). Consultants may contact the Informal Solicitation Coordinator to receive this Solicitation in an alternative format.

COMMITMENT OF FUNDS

Only authorized representatives of OSPI may legally commit OSPI to the expenditures of funds for a contract resulting from this Informal Solicitation. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

STATEWIDE VENDOR PAYMENT REGISTRATION

Individuals awarded contracts as a result of this RFP 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>

SMALL BUSINESS, WOMEN-/MINORITY- OR VETERAN-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 RFP or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). For more information on certification, contact [Washington State Department of Veteran Affairs](#).

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including microbusinesses and minibusinesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form.

QUESTIONS

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.



CONTRACTOR/GOVERNMENTAL ENTITY INTAKE FORM

All potential Office of Superintendent of Public Instruction (OSPI) Contractors or Governmental Entities must sign and submit this form before an OSPI contract or Agreement is offered.

1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):		CONTRACTOR DBA (DOING BUSINESS AS) NAME:	
2. CONTRACTOR ADDRESS & CONTACT INFORMATION:			
ADDRESS (NUMBER, STREET, AND APT OR SUITE)		CITY	STATE
		ZIP CODE	
BUSINESS PHONE NUMBER		BUSINESS FAX NUMBER	
CONTRACT MANAGER NAME		CONTRACT MANAGER EMAIL ADDRESS	
CONTRACT MANAGER PHONE NUMBER		CONTRACT MANAGER FAX	
3. CONTRACTOR LICENSE (Not applicable to ESDs, School Districts, and State Agencies):			
Do you have a current Washington State business license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy.			
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 www.dor.wa.gov .	
4. BUSINESS INFORMATION:			
How is your business organized? Please select		If filing as Corporation, non-profit, attach a copy of 501(c) status.	
Is your business a small, women/minority, or veteran-owned business" as defined in Chapter 39.26.010 RCW? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please complete and submit the Self-Certification Statement with this form. Refer to Chapter 39.26.010 RCW for more information.	
TAXPAYER IDENTIFICATION NUMBER (TIN) 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).	
STATEWIDE VENDOR NUMBER SWV -		Individuals awarded contracts with OSPI are required to register as a Statewide Vendor. Visit the Department of Enterprise Services to register as a Statewide Vendor .	
5. WASHINGTON STATE EMPLOYMENT (Not applicable to ESDs, School Districts, and State Agencies):			
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 Executive Ethics Board for guidance (360-664-0871 or ethics@atg.wa.gov). Submit a copy of the Executive Ethics Board decision with this form.			
<i>*District and Educational Service District employees are not considered state employees for this purpose.</i>			
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.			
CONTRACTOR SIGNATURE		DATE	
PRINTED NAME		TITLE	

SMALL, WOMEN/MINORITY, AND VETERAN-OWNED BUSINESS

SELF-CERTIFICATION STATEMENT

Per chapter [39.19](#) RCW, state agencies are encouraged to contract with Washington small businesses, microbusinesses, and minibusinesses, and minority and women-owned businesses.

Please check the box that applies to your business.

☐ **"Microbusiness"** means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Is owned and operated independently from all other businesses; **and** (b) has a gross revenue of less than one million dollars annually as reported on its federal tax return or on its return filed with the department of revenue.

☐ **"Minibusiness"** means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Is owned and operated independently from all other businesses; **and** (b) has a gross revenue of less than three million dollars, but one million dollars or more annually as reported on its federal tax return or on its return filed with the department of revenue.

☐ **"Small business"** means an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity that certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either:

- (i) Fifty or fewer employees; or
- (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years.

☐ Per RCW [39.19](#), is certified with the office of **women and minority business** enterprises.

☐ Per RCW 43.60A.200, state agencies are encouraged to award contracts to **veteran-owned businesses** certified by the Department of Veterans Affairs under RCW [43.60A.195](#). Please check this box if your business is a veteran-owned businesses.

I hereby certify, under penalty of perjury, that my business meets the above definition of a small business, microbusinesses, or minibusiness.

*Signature of person authorized to sign
on behalf of legal entity*

Name of business

Written name

Date