



REQUEST FOR QUALIFICATIONS (RFQ)

BRIDGE TO COLLEGE COURSE LEADERS

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

SBCTC.edu

PROCUREMENT SCHEDULE

This RFQ is being issued under the following schedule. The Response deadlines are mandatory and non-negotiable. Failure to meet any of the required deadlines will result in disqualification from participation. Unless otherwise indicated, all required deadlines are 4:00 p.m. All times are local time, Olympia, WA.

Milestone	Dates (subject to change)
RFQ issued	July 22, 2019
Final questions about the RFQ due	August 5, 2019
Final question and answer document about the RFQ posted on WEBS and SBCTC website	August 9, 2019
RFQ responses due	August 13, 2019
Notification of Apparent Successful Proposer(s)	August 19, 2019
Proposer requests for debriefing due (optional)	August 22, 2019
Optional Proposer debriefings	September 3, 2019
Contract approval and signature	No later than September 6, 2019

SBCTC reserves the right to revise the above schedule.

RFQ CONTACT

Michele Rockwell
Contracts Specialist
EduContracts@sbctc.edu
360-704-4343

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OVERVIEW

The State Board for Community and Technical Colleges (SBCTC) in partnership with the Office of Superintendent of Public Instruction (OSPI) is seeking qualified contractors for multiple *Bridge to College Course Leaders* for work beginning in September 2019. SBCTC and OSPI have collaborated as Bridge to College Course Leadership to support development and implementation of the *Bridge to College English* and *Bridge to College Mathematics* courses. These courses have been collaboratively developed by Washington state high school and higher education faculty to give high school students in need of accelerated support (e.g. those scoring below college-ready on the Smarter Balanced assessment) an opportunity to prepare for college-level coursework.

ROLE OF BRIDGE TO COLLEGE COURSE LEADERS

Bridge to College Course Leaders will be responsible for multiple elements involved in implementing these courses across the state, including facilitating professional learning for high school teachers implementing the *Bridge to College* courses and helping to refine and improve the courses in various targeted ways. *Bridge to College Course Leaders* may be expected to participate in a variety of activities, which may include facilitating new teacher institutes, planning and facilitating professional learning, supporting Communities of Practice (CoP), developing course and/or professional learning materials, and working on course refinement and/or expansion. *Bridge to College Course Leaders* may be responsible for multiple CoPs depending on geographic region and overall number of schools involved. For more details about the *Bridge to College* Course professional learning system, see this [Bridge to College Overview](#).

POTENTIAL SCOPE OF WORK

Time Commitments	Bridge to College Course Trainings/Workshops and Deliverables
<p>Communities of Practice (CoP) leadership/School Year Bridge to College Course CoP meetings</p> <p>Up to 5 one-day CoP meetings/trainings throughout the 2019-20 school year (plus 2 days planning/prep time) for each assigned Bridge Team. CoP may be virtual or in-person as assigned.</p> <p>(up to 7 days total, specific dates and locations to be determined)</p>	<p>Bridge to College Course Leaders will plan and/or facilitate up to five one-day CoP meetings per each assigned Bridge Team. These meetings/trainings will include an overview of the upcoming units the teachers will be teaching and will focus on supporting teachers' instructional practice in the course.</p> <p>Overnight travel may be required.</p>
<p>Bridge to College Course Leader Planning/Collaboration days (throughout 2019-20 school year; specific dates and locations to be determined)</p> <p>Up to 2 days</p>	<p>Coordinate in-person or virtual meetings with fellow Bridge Team Leaders. Plan content and activities to help facilitate Community of Practice (CoP) meetings for the 2019-20 school year.</p> <p>Plan for content workshops.</p>

Time Commitments	Bridge to College Course Trainings/Workshops and Deliverables
Bridge to College 2020 Leadership Institute 2 days	At the June 2020 Institute, review and revise course resources and professional learning resources for teachers and revise/update the plans for the August Summer Institute for new and returning Bridge to College teachers.
Bridge to College Summer Institute for new and returning teachers in August 2020 3 days	Plan and facilitate August 2020 Summer Institute for Bridge to College teachers who will be implementing the course during the 2020-21 school year.
Course and curricular enhancements Up to 5 days	Revise and refine Bridge to College course curriculum as assigned.

This work requires the contractor to travel during the 2019-20 school years to support multiple Bridge Teams. Travel may be overnight depending on the location of assigned Bridge Teams. Individuals who will be employed by an ESD, high school or college during the 2019-20 and/or 2020-2021 school years as 1.0 FTE employees must work with their organization to come to agreements about workload and contract commitments.

PERIOD OF PERFORMANCE

The period of performance of any contract awarded as a result of this Request for Qualifications is tentatively scheduled to begin on or about September 1, 2019 and be in effect through June 30, 2020.

FUNDING

SBCTC will pay \$50 per hour for tasks related to the following*:

Contract Dates & Activities	Number of Days	Contract Amounts
Communities of Practice leadership	Up to 7	\$50 per hour/\$350 per day = \$2,450 max
2019-20 School Year Bridge to College (BTC) Course Leader planning meetings	Up to 2	\$50 per hour/\$350 per day = \$700 max
BTC Leadership Institute June 2020	Up to 2	\$50 per hour/\$350 per day = \$700 max
BTC Summer Institute August 2020	Up to 3	\$50 per hour/\$350 per day = \$1,050 max
Course Revision/curriculum updates	Up to 5	\$50 per hour/\$350 per day = \$1,750 max

*For meetings held on school days or when the course leader is on salaried time, individuals cannot also be paid from this contract. In those instances, SBCTC will make arrangements to reimburse the school district for substitute costs. A teacher cannot receive both a stipend and a salary for the same time.

Travel will be reimbursed according to Washington State travel and per diem [rates and rules](#).

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed \$6,650 plus travel reimbursement. However, contracts may be amended to a total of up to \$10,000 if it is determined that additional work of the same nature is needed.

Any contract awarded as a result of this RFQ is contingent upon the availability of funding.

MINIMUM QUALIFICATIONS

This request for qualifications is open to Proposers who meet the following criteria:

1. Have previous experience with Washington State's [Bridge to College transition courses](#)
2. Have a minimum of five (5) years of teaching at high school and/or college in either English language arts (ELA) or mathematics

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

PREFERRED QUALIFICATIONS

The following preferred qualifications or proposers will be scored per the Evaluation of Proposals section in this document.

1. Successful experiences in facilitating professional learning for high school teachers around content and pedagogical content knowledge (PCK)
2. Deep understanding of the Common Core State Standards (CCSS) for English language arts (ELA) or mathematics; for math: deep understanding of the standards for math practice, and National Council of Teachers of Mathematics (NCTM) teaching practices
3. Interpersonal and group process communication skills with adult participants and the ability to collaborate effectively with project partners (OSPI, ESDs, Higher Ed., Bridge Team Leaders).
4. Experience working in K-12/higher education collaborative partnerships

PROPOSAL PREPARATION & SUBMISSION

The proposal must include:

1. A completed, signed copy of Appendix "A" Response Form. This document can be found, completed, and signed in [SignNow.com](#).
2. A copy of the individual's CV or resume.

Proposals will be evaluated by SBCTC based on the response to the information requested above. Both items must be addressed for the proposal to be considered responsive.

Responses must be received via [SignNow.com](#) no later than 4:00 p.m. Pacific on August 13, 2019.

Faxed, emailed, or hard copy proposals will not be accepted. Late proposals will not be accepted and will be automatically disqualified from further consideration. SBCTC assumes no responsibility for delays in responses received. Proposers are encouraged to submit responses well in advance of the deadline and to confirm that a complete response was received by SBCTC prior to the deadline.

OFFICE OF MINORITY AND WOMEN'S BUSINESS ENTERPRISES

SBCTC encourages participation of minority and women businesses. Proposers who are OMWBE certified or intend on using OMWBE certified Subcontractors are encouraged to identify the participating firm on Appendix B. No minimum level of OMWBE participation is required as a condition of receiving an award and no preference will be included in the evaluation of responses in accordance with chapter 39 RCW. For questions regarding the above, contact OMWBE at (360) 753-9693.

EVALUATION OF PROPOSALS

The following weights will be assigned for proposal evaluation purposes:

Criteria	Maximum Score
Minimum Criteria #1: Previous direct experience with Washington State's Bridge to College transition courses	Required but not scored
Minimum Criteria #2: Minimum of five (5) years of teaching at high school and/or college in either English language arts (ELA) or mathematics	Required but not scored
Preferred Criteria #1: Successful experiences in facilitating professional learning for high school teachers around content and pedagogical content knowledge (PCK)	15 points
Preferred Criteria #2: Understanding of Common Core State Standards (CCSS) for English language arts (ELA) or mathematics; for math: deep understanding of the standards for math practice, and National Council of Teachers of Mathematics (NCTM) teaching practices	15 points
Preferred Criteria #3: Interpersonal and group process communication skills with adult participants and the ability to collaborate effectively with project partners (OSPI, ESDs, Higher Ed., Bridge Team Leaders)	30 points
Preferred Criteria #4: Experience working in K-12/higher education collaborative partnerships	40 points
Resume/CV: Resume or CV for the individual who, if selected, will perform the work	Required but not scored
Total	100 points

SBCTC reserves the right at its sole discretion to reject any or all proposals prior to the execution of a contract. This Request for Qualifications does not obligate SBCTC to contract for the services specified herein. The final selection(s), if any, will be the proposal(s) that in the opinion of SBCTC best meet(s) the requirements set forth in this Request for Qualifications and are in the best interest of the state of Washington.

CONTRACT AWARD & EXECUTION

The SBCTC will contract with the highest scoring proposer(s) based upon the number of trainers needed. If additional contractors are needed, the SBCTC will contact the next highest scoring proposers from this RFQ.

In the event that funding from state, federal, or other sources is withdrawn, reduced or limited in any way after the close of this RFQ, SBCTC reserves the right to cancel this solicitation.

DEBRIEFING

Proposers with unsuccessful responses may, by the date indicated in the procurement schedule listed above, request a meeting for debriefing and discussion of their responses. The proposer must attend the debriefing conference for the protest to be considered. The request must be in writing and addressed to:

Michele Rockwell, Contracts Specialist, Education Services Division
Washington State Board for Community and Technical Colleges
EduContracts@sbctc.edu

Comparisons between responses or evaluations or other proposer's responses will not be allowed. SBCTC will attempt to respond to questions and concerns in this debriefing.

PUBLIC DISCLOSURE

After notification of Apparent Successful Proposers (ASPs), all information submitted as part of each proposer's response shall become part of the public record for this acquisition.

PROTESTS

Proposers who have submitted a timely response to this solicitation and have had a debriefing conference may make protests. Upon completion of the debriefing conference, a Proposer has five (5) business days to file a formal protest of the solicitation with the RFQ coordinator. Further information regarding grounds for, filing, and resolution of protests is outlined below.

Procedure

This protest procedure is available to Proposers who submitted a Response to this solicitation and have received a debriefing conference. Protests are made to SBCTC after SBCTC has announced the ASP. Proposer protests shall be received, in writing, by SBCTC within five (5) Business Days after the Proposer debriefing conference.

Grounds for Protest:

1. Arithmetic errors were made in computing the score;
2. The agency failed to follow procedures established in the solicitation document, or applicable state or federal laws or regulations; or
3. There was bias, discrimination, or conflict of interest on the part of an evaluator.

Protests not based on these criteria will not be considered.

Format and Content

Proposers making a protest shall include in their written protest to SBCTC all facts and arguments upon which the Proposer relies. Proposers shall, at a minimum, provide:

1. Information about the protesting Proposer; name of firm, mailing address, phone number and name of Proposer responsible for submission of the protest;
2. Information about the acquisition; issuing agency, acquisition method;
3. Specific and complete statement of the agency action(s) being protested;
4. Specific reference to the grounds for the protest; and
5. Description of the relief or corrective action requested.

Review Process

Upon receipt of a Proposer's protest, SBCTC will postpone signing a Contract with the ASPs until the Proposer protest has been resolved.

SBCTC will perform an objective review of the protest, by Proposers not involved in the acquisition process being protested. The review shall be based on the written protest material submitted by the Proposer and all other relevant facts known to SBCTC.

SBCTC will render a written decision to the Proposer within five (5) Business Days after receipt of the Proposer protest, unless more time is needed. The protesting Proposer shall be notified if additional time is necessary.

Determination

The final determination regarding a protest will be answered in one of 3 ways:

1. Find the protest lacking in merit and uphold the agency's action;
2. Find only technical or harmless errors in the agency's acquisition process conduct, determine the agency to be in substantial compliance, and reject the protest;
3. Find merit in the protest and provide the agency with options that may include:
 - a. Correct errors and reevaluate all responses; or
 - b. Reissue the solicitation document; or
 - c. Make other findings and determine other courses of action as appropriate.

Note that an agency cannot be required to award the Contract to the protesting party or any other Proposer, regardless of the outcome in a protest determination.

ADDITIONAL INFORMATION

In submitting a proposal in response to this Request for Qualifications, Proposer agrees to accept the terms set forth in this Request for Qualifications.

Please direct any questions or requests for information in writing to the RFQ Coordinator listed below.

Michele Rockwell, Contracts Specialist, Education Services Division

Washington State Board for Community and Technical Colleges
EduContracts@sbctc.edu

Upon release of this RFQ, all communications concerning this solicitation must be directed to the RFQ Coordinator listed above. With the exception of the Office of Minority and Women's Business Enterprises (OMWBE), unauthorized contact regarding this solicitation with other state employees involved with the solicitation may result in disqualification.

All oral communications are unofficial and non-binding on the State. Proposers should rely only on written statements issued by the RFQ Coordinator.

Depending upon the nature of the inquiry and the response, questions and answers will be posted in [WEBS](#) and on the [SBCTC website](#) with other RFQ materials. Proposers are responsible to check WEBS or the SBCTC website regularly for questions and answers.

APPENDIX A: RESPONSE FORM

Bridge to College RFQ 2019-20-001

Please use separate, fillable form in SignNow.com to respond to this RFQ. For questions, contact Michele Rockwell, Contracts Specialist, by [email](mailto:mrockwell@sbctc.edu) or phone (360) 704-4343 and refer to RFQ 2019-20-001.

Contact Information

If you are applying as an individual, please include your own contact information below, not that of your employer.

Name:

Mailing Address, City, State, Zip Code:

Email:

Phone Number:

Current Position:

Current Employer:

Content Area (choose one):

Math

English Language Arts (ELA)

Choose one:

If awarded a contract, the contract should be with me as an individual or as a business.

Legal name of individual or business:

OR

If awarded a contract, the contract should be with my employer.

Legal name of employer:

Resume/CV

Using SignNow, attach your resume or CV here in Word or PDF format.

Responses

Responses must be received via SignNow.com no later than 4:00 p.m. Pacific on August 13, 2019.

Faxed, emailed, or hard copy proposals will not be accepted. Late proposals will not be accepted and will be automatically disqualified from further consideration. SBCTC assumes no responsibility for delays in responses received. Proposers are encouraged to submit responses well in advance of the deadline and to confirm that a complete response was received by SBCTC prior to the deadline.

Deliverable Selections

Indicate below the deliverables for which you would like to be considered. Check all that apply.

Communities of Practice (CoP) leadership. Bridge to College Course Leaders will plan and facilitate up to five (5) one-day CoP meetings per each assigned Bridge Team. These meetings/trainings will include an overview of the upcoming units the teachers will be teaching and will focus on supporting teachers' instructional practice in the course. Overnight travel may be required.

Payable at \$50/hour or \$350/day. Seven days maximum. \$2,450 maximum payment.

2019-20 School Year Bridge to College Course Leader planning meetings. Coordinate virtual or in-person meetings with fellow Bridge Team Leaders. Plan content and activities to help facilitate Community of Practice (CoP) meetings for the 2018-19 school year. Plan for content workshops.

Payable at \$50/hour or \$350/day. Two days maximum. \$700 maximum payment.

Leadership Institute in June 2020. At the Institute, Bridge to College Course Leaders will review and revise course resources and professional learning resources for teachers and revise/update the plans for the August Summer Institute for Bridge to College teachers.

Payable at \$50/hour or \$350/day. Two days maximum. \$700 maximum payment.

Summer Teacher Institute in August 2020. Bridge to College Course Leaders will plan, lead, and facilitate the August 2020 Summer Institute for new and returning Bridge to College teachers.

Payable at \$50/hour or \$350/day. Three days maximum. \$1,050 maximum payment.

Course revision/curriculum development. Various tasks and meetings as assigned that result in revised or new curriculum materials.

Payable at \$50/hour. \$1,750 maximum payment.

Preferred Criteria

Please address the following four (4) items in no more a couple of paragraphs each.

1. **Describe your successful experiences in facilitating professional learning for high school teachers around content and pedagogical content knowledge (PCK).** *(Preferred Criteria #1)*
2. **Provide two (2) specific examples that demonstrate your deep understanding of the Washington State Learning Standards for High School English language arts (ELA) or mathematics. For mathematics, include a description of your deep understanding of the standards for mathematical practice and National Council of Teachers of Mathematics (NCTM) teaching practices.** *(Preferred Criteria #2)*
3. **Provide two (2) specific examples demonstrating your interpersonal and group process communication skills with adult participants and the ability to collaborate effectively with project partners (e.g. OSPI, ESDs, district leadership, higher education).** *(Preferred Criteria #3)*

4. Describe your experience working in collaborative K-12/higher education partnerships. (Preferred Criteria #4)

Attestations

By checking below, I attest that I:

- Have direct experience with Washington State's [Bridge to College transition courses](#)
- Have at least five years of experience teaching high school and/or college in either English language arts (ELA) or mathematics.
- Have discussed this opportunity with my current employer and have secured their support.

By signing below, I attest that the information on this page and the following pages is true and accurate.

Signature: _____ **Date:** _____

APPENDIX B: OMWBE PARTICIPATION FORM

Bridge to College RFQ 2019-20-001

If applicable, please complete and submit this Washington State Office of Minority and Women's Business Enterprises (OMWBE) participation form with your proposal.

OMWBE participation is defined as certified minority business enterprise (MBE) and woman business enterprise (WBE) bidding as prime contractor, or prime contractor firms subcontracting with certified MWBEs. For questions regarding the above, contact the Washington State Office of Minority and Women's Business Enterprises [online](#) or by phone (360) 753-9693.

Minority Business Enterprise (MBE)

MBE Firm Name:

MBE Certification Number:

Participation Percentage:

Woman Business Enterprise (WBE)

WBE Firm Name:

WBE Certification Number:

Participation Percentage: