

**STATE OF WASHINGTON  
PROFESSIONAL EDUCATOR STANDARDS BOARD  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
OLYMPIA, WASHINGTON**

**INFORMAL SOLICITATION NO. 2014-07  
Research Report: How to Recruit Diverse Communities into the Teaching  
Profession**

The Professional Educator Standards Board (PESB) is soliciting proposals for a report of exemplary and best practices, supported by outcome data, in recruiting diverse candidates into teacher preparation programs. Currently in the Washington State, only eight percent (8%) of the teacher workforce is composed of teachers of color, with ninety-two percent (92%) of the teachers in the state representing white women. The demographics of educators have remained the same in the state over the last fifteen (15) years.

The final report shall include best practices for recruitment across a variety of professions that may be applied to the practices of teacher preparation programs and employing school districts partnering with teacher preparation programs. This report, when completed, will serve as an implementation guide for teacher preparation programs to achieve recruitment and retention of a more diverse candidate pool. The final report shall include a summary of existing efforts, a best practices guide, and a review of recruitment practices highlighting exemplary practices.

With this report, we hope to provide concrete strategies for programs to engage in that will bolster their recruitment of a more diverse candidate pool. PESB will provide the demographic information to be reviewed and included in the report.

**SCOPE OF WORK**

The proposer shall describe the method and detailed process that will be used to create and analyze recruitment practices. This includes best practices as it relates to recruitment, selection, and retention of teacher candidates by teacher preparation programs including the systemic approaches that distinguish the practice.

The PESB will identify, in consultation with the Contractor, the scope of practices and programs that will be included in the report.

Throughout the contract, the Contractor shall meet weekly with PESB and the Director of Educator Pathways. The Contractor shall also submit a draft submission of each of the report components indicated prior to the delivery of the final report.

The report shall consist of the following items:

1. Strategies for recruiting and retaining teacher candidates of color. The report shall document how examples of existing efforts around the country could be applied to recruiting a more diverse teacher pool and reflect different pieces of this project. Each example shall be accompanied by an explanation of why it makes a good model of best practices.
2. Strategies need to be responsive to demographics in the state and provide analysis that identifies key communities and groups to include in targeted outreach. Strategies should be responsive by region. The report shall include demographic information of state

educator pool and teacher preparation programs provided by PESB and analysis provided by the proposer regarding communities to prioritize.

3. Summary of existing preparation efforts in the state and other diversity efforts and materials that exist with Washington Teacher Preparation programs.
4. A best practices guide for recruiting diverse teacher candidates and other listed deliverables for programs. It shall be an engaging, activity-based, and available on-line for implementation and use by PESB and teacher preparation programs. Sections could include:
  1. Marketing strategies for teacher preparation programs for diverse communities
  2. Workforce development strategies for hiring teachers of color
  3. Designing teacher preparation programs with supports for prospective teachers of color
  4. Recruitment preparation for communities of color including events, personal support services, career guidance and professional networks
  5. Recruiting bilingual teachers
  6. Supporting teachers of color through professional development and instruction

Final products shall be electronic documents available to post as pdfs and be easily utilized on our websites (<http://pathway.pesb.wa.gov/> and <http://www.pesb.wa.gov>). The documents shall be designed to be easily edited and adapted for use in the future.

#### **PERIOD OF PERFORMANCE**

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about April 2, 2014, and be in force through June 30, 2014, with possible amendments extending the period of performance.

#### **BUDGET**

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed twelve thousand dollars (\$12,000). If PESB determines it is necessary to increase the Contractor's involvement, PESB may amend any awarded contract to increase the Contractor's involvement. Such amendment, if any, to increase or decrease the dollar value and extend the period of performance, shall be at the sole discretion of PESB.

#### **MINIMUM QUALIFICATIONS**

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 in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
2. Experience with systematic review of evidence-based practice.
3. Demonstrated knowledge of the public education system.

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.

## SCHEDULE

Solicitation Released:	Wednesday, February 12, 2014
Proposals Due:	4:30 PM on Monday, March 17, 2014
Evaluation:	Tuesday, March 18, 2014
Award:	Monday, March 31, 2014
Estimated Contract Start:	Wednesday, April 9, 2014

PESB/OSPI has the right to change this schedule as necessary.

## PROPOSAL CONTENTS

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.

The proposal is to be brief but should include:

1. Resume;
2. Name, addresses, and telephone numbers of three (3) references;
3. Project Work Plan;
4. Cost proposal; and
5. Contractor Intake Form.

Proposals will be evaluated by PESB based on the response to the information requested above. All items above must be addressed for the proposal to be considered responsive. The deadline for submission of responses is 4:30 PM on Monday, March 17, 2014.

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. PESB, nor OSPI, shall assume responsibility for any problems in the email submission or delays caused by any delivery service. The OSPI Coordinator will respond on behalf of PESB 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 on behalf of PESB
Coordinator: Kyla Ballentine
Email: <a href="mailto:contracts@k12.wa.us">contracts@k12.wa.us</a>

## EVALUATION

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications	40 points
Project Work Plan	100 points
References	30 points
Cost	30 points
<b>Total Points Possible</b>	<b>200 points</b>

PESB/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 PESB/OSPI to contract for the services specified herein. The final selection, if any, will be the proposal, which in the opinion of PESB/OSPI best meets the requirements set forth in this solicitation, and is in the best interest of the State of Washington. PESB/OSPI is not obligated to select the lowest priced proposal. PESB/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 personal service contract, including General Terms and Conditions. Consultants shall not propose their own standard contract, or terms and conditions in response to this solicitation.

**Statewide Vendor Payment Registration:** Individuals awarded contracts as a result of this solicitation 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>.

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 PESB/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 Professional Educator Standards Board (PESB) Contractors or Governmental Entities must sign and submit this form before a contract or Agreement is offered.**

<b>1. CONTRACTOR NAME (AS LEGALLY REGISTERED WITH THE IRS):</b>		<b>CONTRACTOR DBA (DOING BUSINESS AS) NAME:</b>	
<b>2. CONTRACTOR ADDRESS &amp; CONTACT INFORMATION:</b>			
<b>ADDRESS (NUMBER, STREET, AND APT OR SUITE)</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>BUSINESS PHONE NUMBER</b>	<b>BUSINESS FAX NUMBER</b>		
<b>CONTRACT MANAGER NAME</b>	<b>CONTRACT MANAGER EMAIL ADDRESS</b>		
<b>CONTRACT MANAGER PHONE NUMBER</b>	<b>CONTRACT MANAGER FAX</b>		
<b>3. CONTRACTOR LICENSE (Not applicable to ESDs, School Districts, and State Agencies):</b>			
Do you have a current Washington State business license?		<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="color: red;">If yes, attach a copy.</span>	
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.		
<b>If yes, please attach a list of each terminated contract with an explanation of the situation involved.</b>	To file for a Master Business Application, visit <a href="http://www.dor.wa.gov">www.dor.wa.gov</a> .		
<b>4. BUSINESS INFORMATION:</b>			
<b>How is your business organized?</b> Please select	If filing as Corporation, non-profit, attach a copy of 501(c) status.		
<b>Is your business a "small business" as defined in Chapter 39.26.010 RCW?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please complete and submit the <a href="#">Self-Certification Statement</a> with this form. Refer to Chapter 39.26.010 RCW for more information.		
<b>TAXPAYER IDENTIFICATION NUMBER (TIN)</b>  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).		
<b>STATEWIDE VENDOR NUMBER</b> -	Individuals awarded contracts with OSPI are <b>required</b> to register as a Statewide Vendor. Visit the Department of Enterprise Services to <a href="#">register as a Statewide Vendor</a> .		
<b>5. WASHINGTON STATE EMPLOYMENT (Not applicable to ESDs, School Districts, and State Agencies):</b>			
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 <a href="#">Executive Ethics Board</a> for guidance (360-664-0871 or <a href="mailto:ethics@atg.wa.gov">ethics@atg.wa.gov</a> ). 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>			
<b>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 PESB of any changes in any statement.</b>			
<b>CONTRACTOR SIGNATURE</b>	<b>DATE</b>		
<b>PRINTED NAME</b>	<b>TITLE</b>		