



W S I P C

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**REQUEST FOR PROPOSAL
RFP No. W23-01
Steering Committee Facilitation**

RELEASE DATE

August 11, 2023

CLOSE DATE

August 29, 2023

3:00 PM (Pacific Time)

WSIPC

Cynthia Gefeller, Contract Administrator

2121 W. Casino Road

Everett, WA 98204-1472

rfpadministration@wsipc.org

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SECTION 1 - INTRODUCTION

1.1 GENERAL INVITATION TO SUBMIT PROPOSAL

Washington Schools Information Processing Cooperative (WSIPC) is requesting proposals from qualified facilitators to assist in our partner engagement and organizational structural re-design process described below. We are seeking qualified facilitators to manage our efforts to create the optimal organizational structure and operational practices that will ensure the future growth and vitality of our Cooperative.

RFP Title: Steering Committee Facilitation

RFP Description: The WSIPC (Cooperative) organization has a long history of responding to public school district, private and tribal school needs. We are a technology and information support organization that emerged from the purchasing needs of districts, and we were re-imagined by the Educational Service Districts to meet district technology needs in the early 1980's. Our governance, service delivery, and organizational structures were strongly influenced by the limitations of networks and data center capacities over 40 years ago. Growing from a few hundred users of our systems in the early days of our Cooperative to over 3 million registered users, we need to explore more efficient and effective ways of providing services and managing our resources.

The intent of this RFP is to solicit responses from organizations that will guide the process of re-imagining our Cooperative, which will result in recommendations to our Board of Directors to implement systemic changes to bring us into the 21st Century. We are seeking qualified individuals or organizations to manage this process over the next 12-18 months. The role of the facilitators will be help us gather feedback from a WSIPC Board appointed steering committee, and potentially other partners to define the scope of this effort, limitations to our recommended changes (or non-negotiables), and through a process of transparent and open dialogue, provide recommendations that will result in potential restructuring and re-organization of the Cooperative.

1.2 EXECUTIVE STATEMENT

WSIPC's business philosophy, which is also the cornerstone of our mission, is to provide a comprehensive, relevant, and fiscally responsible selection of technology services so educational entities can focus on their educational mission. We work hard to stay true to the roots of our mission by serving the Cooperative spirit on which this organization was founded back in 1967. For this reason, we collaborate with strategic partners to provide the greatest benefit to our Cooperative members.

Each Vendor who becomes a part of the WSIPC Purchasing or Service Programs has been awarded a contract through an official RFP process in compliance with Washington State Procurement RCWs.

1.3 ABOUT WSIPC

In 1967, ten school districts united to share software, hardware, and centralized technology support costs. The result of this collaboration created the WSIPC Cooperative—a unique nonprofit public agency.

Our mission is to provide a comprehensive, relevant, and fiscally responsible variety of technology services that empower the K-12 community so they can focus on their educational mission. WSIPC's innovative business structure directly benefits our members. We negotiate pricing to provide the highest quality and most relevant technology and technology services at the lowest possible price. We advocate for our members by conquering issues, creating solutions, and absorbing costs to lessen the resource and financial burden on schools. WSIPC's technology offerings have expanded into educational technology, cloud-based services, district hardware hosting, storage, network services, web development, and advising districts on technology-related initiatives. The mainstay of our services is the software and storage solutions for Student and Business data management systems.

WSIPC continues to expand, providing benefits and collaborating with Educational Service Districts (ESD), 300+ school districts, and over a million students in over 1500 schools. We believe that collaboration and partnerships are vital for the Cooperative's continued growth and progress; they are the cornerstones where knowledge and experience meet necessity and enthusiasm.

The vision, mission and core values statements of our organization are as follows:

Vision: "Fixed in our purpose to be the exception in service."

Mission: "Provide a comprehensive, relevant and fiscally responsible suite of technology services so our partners may focus on their educational mission."

Core Values:

- **We are a team** – We care about the growth and development of our people and the Cooperative.
- **We pursue excellence** – We are continuously learning, and striving to improve our skills, services, and culture.
- **We are passionate and creative** – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.
- **We are accountable and supportive** – We take responsibility for our decisions and collaborate to ensure the best outcomes.
- **We communicate honestly** – We work in a transparent, open, and trust-based environment.
- **We have serious fun** – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.
- **We serve our community and we are our community** – We are part of the community we serve and we are invested in its success.

For more information about WSIPC, visit www.wsipc.org.

1.4 PURPOSE OF REQUEST FOR STEERING COMMITTEE FACILITATION (RFP)

- To obtain detailed written proposals from individuals or organizations regarding their experience and capabilities in successfully facilitating organizational design efforts as described in this RFP.
- To obtain a written service delivery plan and pricing proposal for services to be provided.
- To gather information in a standard format that will enable WSIPC and our Board's designated committee members to compare and evaluate Vendors and award a contract based on the selection criteria specified herein.

1.5 CLARIFICATION/VERIFICATION

In evaluating the merits of a submitted proposal, WSIPC reserves the right, with reasonable notice, to interview, examine and make inquiries of any Vendor after the RFP due date for purposes of clarifying or verifying any portion of the proposal submitted. If any Vendor answers are found to be false, WSIPC reserves the right to remove the Vendor from the solicitation process.

SECTION 2 - GENERAL INFORMATION

2.1 RFP TITLE

Steering Committee Facilitation.

2.2 RFP DESCRIPTION – SOW

The WSIPC Board of Directors has appointed a “Steering Committee” that represents all layers of leadership within the Cooperative and equitably represents the nine Educational Service Districts (our interlocal cooperative owners). The intent of the Steering Committee effort, guided by our selected facilitator, is to engage in a 12 to 18-month process that will result in recommendations to improve the organizational structure and use of the talents and resources across our cooperative.

The initial stages of this effort will focus on creating group norms for future review of recommendations and clearly defining the project timeline and scope of our review. We envision a series of initial meetings, with at least one of them in person to help the Steering Committee reach a common understanding of the history and initial design limitations of the Cooperative. A first project deliverable will be a set of design parameters that will determine non-negotiable limitations to the final outcomes of the re-design effort.

Once the design principles are finalized the facilitator will engage our Steering Committee, and possibly other members of our service communities, to define success criteria for the future Cooperative structure, roles, and relationships. They will also work with the Steering Committee to identify barriers and challenges to these criteria. The second deliverable of this project will be a set of prioritized barriers or challenges that need to be addressed in the re-design effort.

Next the facilitator will engage the Steering Committee in the exploration of solutions to the priority concerns, which are also constrained by the initially agreed upon success criteria. The outcome of the facilitation process will be a set of recommendations to the Board of Directors to more purposefully define the structure, roles, and relationships of a re-imagined Cooperative.

The proposed stages of this effort are:

1. **Launch Project:** Working with the Board Chair, Vice-Chair and WSIPC CEO, clarify key project milestones, deliverables, and intended completion date of Steering Committee Facilitation efforts.
2. **Define Scope:** Through active participation and open communication with the Steering Committee, formally define the parameters and key decision-making constraints that will determine the depth and breadth of the re-design planning effort. This stage will also include refinement of the project milestones and deliverables initially proposed in the previous step.

3. **Seek Direction:** In a series of meetings (virtual or in-person), collect input and reach consensus from Steering Committee members on organizational design features and recommendations for re-design of the Cooperative.
4. **Make Recommendations:** At the conclusion of the planning process, the facilitator will prepare and present a written summary of the process and recommendations for re-design of the Cooperative to the WSIPC Board of Directors.

2.3 SCHEDULE OF RFP DUE DATES

RFP Milestones	Date Due
Release of RFP	August 11, 2023
Vendor Questions Due	August 20, 2023
RFP Due Date and Opening (3:00 PM , Pacific Time)	August 29, 2023
Intent to Award Contract	September 8, 2023
Contract Negotiations	September 11-14, 2023
Contract Awarded	September 15, 2023

Note WSIPC reserves the right to revise the above schedule. Any changes will be made known to interested parties via email.

2.4 VENDOR INQUIRIES

Each Vendor is asked to designate one person to be the administrative contact and representative (Proposer) of the Vendor during the proposal process. Questions regarding this RFP must be submitted, via email, by **3:00 PM**, Pacific Time, on 08/20/2023.

Send inquiries to:

rfpadministration@wsipc.org

Attention: Cynthia Gefeller; Contract Administrator

Proposed questions will be answered in writing and sent via email. All inquiries submitted will be answered in a timely fashion. Proposer will also be notified of any changes to requirements and/or noted corrections and will be issued, in writing, via email.

Interpretations or corrections of, or changes to, the proposal documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

2.5 REQUEST FOR PROPOSAL SUBMITTAL INSTRUCTIONS

All proposals are due Tuesday, August 29, 2023, no later than **3:00 PM** (Pacific Time). Proposals received after the deadline will not be considered.

Proposal responses must be submitted via email, in a zip or compressed format, containing an electronic version of all RFP proposal documents. **All documents must be combined into one document before zipping or compressing the file.**

Email proposal to:

rfpadministration@wsipc.org

Attention: Cynthia Gefeller; Contract Administrator

At **3:00 PM** (Pacific Time) on Tuesday, August 29, 2023, proposals will be opened electronically and identified by WSIPC.

WSIPC is a public entity; all proposals are subject to public disclosure. WSIPC reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the proposal or the process. No proposal may be withdrawn within 90 days of the date proposals are opened.

Note	WSIPC reserves the right to cancel or re-issue this RFP at any time without obligation or liability.
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2.6 ACCEPTANCE OF PROPOSALS

WSIPC intends to award a contract to an individual vendor, provided the proposal has been submitted in accordance with the requirements of the RFP.

Any proposal submitted which does not comply with the provisions and requirements of this RFP, is incomplete, ambiguous, or which contains errors, alterations, or irregularities of any kind may be rejected and disqualified at the discretion of WSIPC. WSIPC retains the right to waive any informality or irregularity in any proposal and to accept the proposal, which, in its judgment, are in its best interests whether or not they are the lowest cost.

All submissions/proposals will become the property of WSIPC; which will be retained by WSIPC and will not be returned to the proposing company. WSIPC agrees to keep all responses in strict confidence within the parameters of the WA Common Record Retention Schedule (CORE).

All Proposers responding to the RFP shall be notified by email when WSIPC has received their proposal.

2.7 PROPOSAL PROTEST PROCEDURE

A Proposer protesting, for any reason, the proposal documents or RFP procedure, or any other aspect arising from or relating in any way to the process shall cause a written protest to be filed with WSIPC within three (3) business days of the event that gives rise to the protest and, in any event, no later than three (3) business days after the date upon which proposals are opened.

The written protest shall include the name of the protesting Proposer, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested. The written protest shall be delivered to:

WSIPC
Cynthia Gefeller; Contract Administrator
2121 W. Casino Road
Everett, Washington 98204-1472
Attention: RFP No. W23-01

2.8 PROPOSAL FORMAT AND SPECIFICATIONS

Proposals must be organized so they are consistent with the defined format provided in this section of the RFP. Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at WSIPC's sole discretion, result in the rejection of the proposal.

Proposers are asked to be brief, specific, and to the point with their responses. Proposers should address questions precisely, clearly and directly to ensure ease of review on the part of the WSIPC evaluation team. WSIPC will not be responsible for attempting to find or interpret Proposers' answers.

Proposers are expected to structure their response to include the following:

- 1. Vendor Capabilities Form (Appendix A)**
- 2. Specified Requirements Section 2.2 RFP DESCRIPTION – SOW (Appendix B)**
- 3. Vendor Cost Proposal Form (Appendix C)**

2.9 EVALUATION PROCESS

In partnership with the Board appointed Steering Committee, WSIPC will establish an evaluation team to score and rank the RFP results. The evaluation process will be facilitated by the WSIPC Contract Administrator. Following the RFP review/ranking, the qualified Proposer will be notified that they have been awarded the RFP contract. Upon selection and notification, each non-selected Proposer will be notified via email that they will not be awarded a contract in the RFP process.

The evaluation will consider a range of factors based on the criteria below. WSIPC will be the exclusive judge for the evaluation scoring of all proposals.

2.10 EVALUATION CRITERIA

- **Vendor Capabilities – (30%)**
- **Deliverables – (30%)**
- **Total Project Costs – (40%)**

2.11 GLOSSARY OF TERMS

As used in this RFP, the terms set forth below are defined as follows:

Term	Definition
Appendix	Documents attached to and incorporated as part of the RFP.
Exhibits	Documents attached to and incorporated as part of the RFP.
Proposer	An entity that submits a proposal in response to a Request for Proposal.
Proposal Due Date	The date and time specified in the Request for Proposal, as the deadline for submitting proposals.
RFP	A solicitation document to obtain written proposals to be used as a basis for making an acquisition or entering into a contract.

2.12 ADMINISTRATIVE REQUIREMENTS

Vendors, Contractors, and Subcontractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of Washington State (RCW), any subsequent amendments or modifications, as applicable to providers licensed in Washington State, as well as any applicable program performance standards. ALL proposals submitted become the property of WSIPC. It is understood and agreed that the prospective Vendor claims no proprietary rights to the ideas and written materials contained in or attached to the RFP proposal submitted. WSIPC has the right to reject or accept proprietary information.

2.13 DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS

It is the policy of WSIPC to require equal opportunity in employment and services, subject to eligibility standards that may be required for a specific program. WSIPC is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all WSIPC services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Decisions are made without consideration of these or any other factors that are prohibited by law.

2.14 AMERICANS WITH DISABILITIES ACT

WSIPC complies with the Americans with Disabilities Act (ADA). Proposers may contact the Contract Administrator to receive this RFP in an alternative format.

WSIPC, and its Vendors, Contractors, and Subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the

use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.

2.15 SMALL, MINORITY, AND WOMEN OWNED BUSINESS ENTERPRISES

WSIPC encourages participation in small, minority owned, and women owned business enterprises.

2.16 PREVAILING WAGE

In accordance with Washington State RCW39.04.010, RCW39.12.010, RCW39.12.020, and WAC 296-127, Contractors and Subcontractors shall be required to pay workers the Prevailing Wage rates prescribed by the Washington State Department of Labor and Industries.

After award of proposal, if applicable, the successful Contractor shall prepare and file all forms relating to bonding, insurance, prevailing wages, and any other requirements of public works contracts with WSIPC and the state within required timeliness. The Washington State Department of Labor and Industries current schedule of Prevailing Wage Rates can be found at:

Journey Level Prevailing Wage - [Journey Level Rates for Public Works Contracts \(wa.gov\)](#)
Apprentice Jobs Prevailing Wage - [Apprentice Wage Rates for Public Works Contracts](#)

This rate schedule applies to any work performed under this proposal and is part of the contract requirements.

SECTION 3 - RFP REQUIREMENTS

WSIPC is releasing this Request For Proposal (RFP) to enter into contract with a vendor/service provider who will facilitate our Steering Committee's organizational redesign efforts.

The intent of this RFP is to solicit responses from organizations that will guide the process of re-imagining our Cooperative, which will result in recommendations to our Board of Directors to implement systemic changes to bring us into the 21st Century. We are seeking qualified individuals or organizations to manage this process over the next 12-18 months. Our facilitators will help us gather feedback from a WSIPC Board appointed Steering Committee, and potentially other partners to define the scope of this effort, limitations to our recommended changes (or non-negotiables), and through a process of transparent and open dialogue, provide recommendations that will result in potential restructuring and re-organization of the Cooperative.

The RFP contract will be awarded based on the Proposer's ability to meet the intent of this RFP and the specified requirements in Section 2.2 RFP DESCRIPTION - SOW.

Vendor must include:

3.1 VENDOR CAPABILITIES FORM (APPENDIX A)

This form is included as a separate Word file. [Click here to open the file.](#)

3.2 SPECIFIED REQUIREMENTS SECTION 2.2 RFP DESCRIPTION – SOW (APPENDIX B)

The Proposer must provide the specified requirements for this RFP by submitting their own document.

3.3 VENDOR COST PROPOSAL (APPENDIX C)

This form is included as a separate Excel file. [Click here to open the file.](#)

APPENDIX A - VENDOR CAPABILITIES

WSIPC RFP W23-01 Steering Committee Facilitation

This form is included as a separate Word file. [Click here to open the file.](#)

**APPENDIX B -
SPECIFIED REQUIREMENTS
(Section 2.2 RFP DESCRIPTION – SOW)**


WSIPC RFP W23-01 Steering Committee Facilitation

The Proposer must provide the specified requirements for this RFP by submitting their own document.

APPENDIX C - VENDOR COST PROPOSAL

WSIPC RFP W23-01 Steering Committee Facilitation

This form is included as a separate Excel file. [Click here to open the file.](#)

						
APPENDIX C - VENDOR COST PROPOSAL PRICING FORM						
RFP W23-01 Steering Committee Facilitation						
Vendor Name: _____						
Instructions: Use the following form to define all costs for services being proposed. Proposals must identify any associated fees such as training, traveling, other ancillary costs, and be clearly identified in pricing. This is an example template						
	Product or Service	Year 1 Cost	WSIPC RFP Discount	Year 2 Cost	WSIPC RFP Discount	COMMENTS/CLARIFICATIONS
	Other/Specify					
	Other/Specify					