

# Request for Proposals

**RFP# ESD 112-6-25**

Issued by:



**2500 NE 65<sup>th</sup> Ave  
Vancouver, WA 98661**

Request for Proposals for:

## **Feasibility Study for a SW Washington Regional P-20 Data Center**

Issue Date:

**April 29, 2025**

**PROPOSALS ARE DUE BY 5:00 PM  
on May 9, 2025**

## INTENT

Educational Service District 112 (ESD 112) is seeking a qualified contractor or consulting firm to conduct a six- to eight-month feasibility study to assess the viability of establishing a Regional P-20 Data Center. This initiative aims to support data-informed decision-making across early learning, K-12 education, higher education, and workforce partners in Southwest Washington.

## PROJECT TIMETABLE

RFP Release	4/29/25
Proposals Due	5/9/25 by 5:00 p.m. PT
Contractor Selection	5/16/25
Date of Services to Begin	Immediately upon Contract

## SUBMITTAL OF PROPOSAL

Submit your complete proposal (PDF format preferred) via email to:

Jeff Strunk  
Director, Purchasing and Facilities  
[Jeff.Strunk@esd112.org](mailto:Jeff.Strunk@esd112.org)

With a copy sent to:

Jake Ptacek  
Postsecondary Readiness Manager  
[jake.ptacek@esd112.org](mailto:jake.ptacek@esd112.org)

Submissions must be received no later 5:00 PM PT on May 9, 2025.

## ESD 112 RFP SITE:

All questions and answers will be posted at <https://www.esd112.org/itb-rfp-rfq-contracts/>.

Please email us if you plan on participating in this RFP process so we can add you to the plan holders list. We will then be able to include you on any future emails regarding questions and answers or addenda.

## GENERAL TERMS AND CONDITIONS

### ADMINISTRATIVE REQUIREMENTS –

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington, as well as any applicable program performance standards. ALL proposals submitted become the property of ESD 112. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP – Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from RFP.

CANCELLATION OF AWARD – ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where the negotiation of contract activities is necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY – Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST – All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES – Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD – The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES – ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the RFP. Written complaints should be addressed to ESD 112, Director of Purchasing and Facilities, 2500 NE 65<sup>th</sup> Avenue, Vancouver WA 98661.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 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. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the

same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 112 Director of Purchasing and Facilities, within three days.

PUBLIC SAFETY – may require background checks if stipulated below. May also require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF PROPOSALS – ESD 112 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive informalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

## 1. Overview

Educational Service District 112 (ESD 112) is seeking a qualified contractor or consulting firm to conduct a **six- to eight-month feasibility study** to assess the viability of establishing a **Regional P-20 Data Center**. This initiative aims to support **data-informed decision-making** across early learning, K-12 education, higher education, and workforce partners in Southwest Washington.

The selected contractor will work collaboratively with ESD 112 leadership and regional stakeholders to evaluate current capacities, identify gaps and opportunities, and develop a strategic roadmap for launching and sustaining the data center. This includes immediate technical support to ESD112 leadership in alignment with its **Local Data Intermediary (LDI)** role under the **Horizons initiative**.

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## 2. Background

Washington State has a robust STEM-based economy, but systemic inequities persist in access to education and economic mobility, particularly among historically underserved populations. Many local institutions lack the data capacity necessary for continuous improvement and evidence-based planning.

A regional data center would serve as a **local data intermediary**, helping bridge these gaps by enabling integrated, secure, and actionable data use across the P-20 continuum. This project builds upon ESD112's foundational infrastructure and recent work in data sharing and high school-to-postsecondary (HS>PS) transitions through the Horizons Advising Partnership.

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## 3. Objectives of the Feasibility Study

The contractor will:

- 1. Conduct a Needs Assessment**  
Identify current data capacity, infrastructure, and gaps among regional school districts, higher education, and workforce partners.
  - 2. Assess Requirements**  
Determine technical, operational, financial, and staffing needs to launch and sustain the data center.
  - 3. Develop Governance & Security Recommendations**  
Ensure compliance with FERPA and other relevant policies through proposed governance frameworks and data standards (e.g., Ed-Fi).
  - 4. Provide Technical Support to ESD112**  
Support the Project Director, PS Readiness Manager, and IT Director with interim technical assistance aligned to Horizons and LDI priorities.
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#### 4. Scope of Work

The contractor will be responsible for the following deliverables and activities:

- **Stakeholder Review**  
Review input from interviews, focus groups, and surveys to gather insights from partners across the region.
  - **Technical Assessment & Recommendation**  
Evaluate current ESD112 infrastructure and integration readiness. Develop a proposal and budget for costs associated with starting up and sustaining the technical aspects of the Center.
  - **Policy and Data Governance Review**  
Recommend and develop data-sharing agreements, privacy practices, data reporting process and data standards adoption.
  - **Feasibility Report**  
Provide a comprehensive report with findings, implementation roadmap, stakeholder endorsements, and a draft proposal including costs to **ESD112's K12-Workforce-Higher Ed team no later than September 1, 2025.**
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#### 5. Anticipated Outcomes

- Established framework and technical tools for a **Local Data Intermediary system** supporting the Horizons initiative.
  - Defined staffing and operational models for the SW WA P-20 Data Center.
  - A roadmap for full implementation, including technical architecture, governance (i.e. deliverable/report workflow and assigned roles), sustainability, and stakeholder engagement.
  - Grant proposal submission to support next-phase implementation.
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#### 6. Proposal Requirements

Interested contractors must submit a proposal that includes:

1. **Cover Letter**  
Summary of interest, relevant experience, and proposed team.
  2. **Technical Proposal**
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- Approach to accomplishing the scope of work
- Timeline and work plan
- Risks and mitigation strategies

**3. Qualifications & Experience**

- Organizational qualifications
- Resumes of key personnel
- Experience conducting education and data infrastructure feasibility studies
- Experience working with diverse communities and promoting equity

**4. References**

- Contact information for at least three recent, relevant clients

**7. Evaluation Criteria**

Proposals will be evaluated based on the following:

<b>Criteria</b>	<b>Weight</b>
Technical Approach & Methodology	40%
Relevant Experience & Team Qualifications	30%
Stakeholder Engagement & Equity Strategy	10%
Timeline & Work Plan	20%

**8. Timeline**

<b>Milestone</b>	<b>Date</b>
RFP Release	April 28, 2025
Proposals Due	May 9, 2025
Contractor Selection & Notification	May 16, 2025
Project Start Date	Immediately upon Contract

Milestone	Date
Check Points	Weekly upon Contract Initiation
Final Report Due	September 1, 2025

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## 9. Budget

The estimated budget for this project is **\$50,000**. Proposals should include a budget justification for all costs.

Contract will be paid in 3-4 installments against benchmarks to be defined in the contract.

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## 10. Submission Instructions

Submit your complete proposal (PDF format preferred) via email to:

**Jeff Strunk**  
Director, Purchasing and Facilities  
[Jeff.Strunk@esd112.org](mailto:Jeff.Strunk@esd112.org)

With a copy sent to:

**Jake Ptacek**  
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