



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: MEANINGFUL PARENT ENGAGEMENT FOR FAMILIES WITH CHILDREN WITH DISABILITIES

CONTRACT NUMBER: CSP903410

EFFECTIVE DATES: 10/01/09 TO 06/30/11  
Renewal through 06/30/13 \*

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903410, that opened on August 26, 2009. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Education as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

Questions regarding this and/or the Services Contract may be directed to:

Dana King, CPPB

[Dana.king@das.state.oh.us](mailto:Dana.king@das.state.oh.us)

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

[www.ohio.gov/procure](http://www.ohio.gov/procure)

47611

Ohio Coalition for the Education of Children with Disabilities  
165 W. Center St.  
Suite 302  
Marion, OH 43302-3741

e-mail: [margaretb@ocecd.org](mailto:margaretb@ocecd.org) \*

\* Indicates updates to the Contract expiration date and the Contractor's e-mail address.

COST SUMMARY – INITIAL TERM

TITLE: Meaningful Parent Engagement for Families with Children with Disabilities

RFP Number: CSP903410

INDEX Number: EDU073

UNSPSC Number: 86141500

Description	Cost	
	10/01/09 – 06/30/10	07/01/10 – 06/30/11
Offeror's "Not to Exceed Costs" to provide services for Meaningful Parent Engagement for Families with Children with Disabilities as identified in the Scope of Work, Attachment One, Part One.		
ITEM ID: 000000000000011930 Section I – Scope of Work and Deliverables for Activities Regarding K12 Students and Families.	\$ 845,000	\$ 845,000
ITEM ID: 000000000000011931 Section II – Scope of Work and Deliverables for Activities Regarding Preschool Students and Families.	\$ 225,000	\$ 225,000
Offeror's Total "Not to Exceed Costs for both Section I and II".	\$ 1,070,000	\$ 1,070,000

CONTRACT REQUIREMENT SYNOPSIS. This section gives only a summary of the Project requirements and the Contractor's responsibilities.

1. The general Terms and Conditions for the Contract are contained in Attachment Three of the RFP for Project. The Contract consists of:
  - a. The original RFP and any addendums.
  - b. The documents and materials incorporated by reference in the RFP.
  - c. The Contactors' Proposals, as amended, clarified, and accepted by the State.
  - d. The documents and materials incorporated by reference in the Offerors' Proposal and subsequent accepted clarifications.
  - e. Any related amendments issued subsequent to Contract award.
2. The ODE and the Contractor shall notify the DAS, Office of Procurement Services within ten (10) business days in the event of a change in personnel, financial, or contact information.

MUTUALLY AGREED UPON CLARIFICATIONS AND MODIFICATIONS (to include the renewal negotiations, which concluded on May 20, 2011). \*

PROJECT SYNOPSIS. The Office of Early Learning and School Readiness (OEL&SR) provides technical assistance and support to two (2) state funded programs: Early Childhood Education and Preschool Special Education. The features of the programs are as follows:

Early Childhood Education (formerly public preschool) (ECE): there are two hundred four (204) grants that are provided to districts for preschool services. Families are eligible up to 200% FPL. Most programs meet twelve and one half hours per week. Services may be contracted out to Head Start and/or community based programs. The total number of children funded in FY2010 was 5,700. There are approximately 760 teachers.

Preschool Special Education (PSE): school districts receive funding to operate preschool programs for children identified with disabilities. Ohio encourages a 6 + 6 model — 6 children identified with disabilities and 6 typically developing children — although there are variations of this model and in some cases designated classrooms that may be located next to a preschool — where the teachers may combine children for learning experiences. Approximately 23,000 children are served in PSE. There are approximately 1,600 teachers.

The Office for Exceptional Children (OEC) provides leadership, assistance and oversight to school districts and other entities that provide differentiated instruction for students with disabilities and gifted students.

Among its responsibilities, the office administers state and federal funds; coordinates and administers programs to improve outcomes for students with disabilities and gifted students; implements a statewide monitoring and complaint-resolution system designed to assess district/educational agency compliance with applicable federal and state laws and regulations; and provides technical assistance to districts and educational agencies around issues of compliance with the Individuals with Disabilities Education Act.

\* Indicates the addition of negotiated contractual language on pages 3 – 5, in their entirety, of this Contract for the renewal term through June 30, 2013.

SPECIFIC PROGRAM DEVELOPMENT/TRANSFORMATION: OFFICE OF EARLY LEARNING & SCHOOL READINESS COMPONENT – ACTIVITIES REGARDING PRESCHOOL STUDENTS AND FAMILIES.

CONTRACTOR RESPONSIBILITIES:

1. Conduct a survey of families of preschool children with disabilities who are also preschool English Language Learners (PELL) and school districts regarding challenges involved in determining eligibility. Survey results and recommendations for communication strategies that may be conducted by ODE and/or districts to be received by OEL&SR by April 2013.
  - a. The survey shall collect data from families meeting the above criteria and urban districts.
  - b. The survey may be electronic, through focus groups or Webinar or as mutually agreed upon with the ODE.
  - c. Participation will be reported to the department regarding the following:
    - 1) District type as urban, rural or suburban.
    - 2) Age of child as 3, 4, or 5 years of age.
    - 3) First time involvement with the district or the process.
    - 4) If evaluation completed using native language.
    - 5) If interpreters were provided for involving the parent.
  - d. Challenges presented will be summarized quantitatively and qualitatively:
    - 1) Contacting the district.
    - 2) Understanding parental rights.
    - 3) Understanding the timeline and process.
    - 4) Evaluation completed within 90 days of referral and 60 days of parent consent.
    - 5) Identification as a child with a disability.
    - 6) Ensuring services for child as appropriate, even if child is not disabled.
    - 7) Ensuring that the child is truly a child with a disability.
    - 8) Access to interpreters.
    - 9) Access and use of assessments in native language.
  - e. Provide a summary and analysis of findings to OEL&SR to better communicate with families and school districts about preschool LRE.
    - 1) Identify elements that comprise a common understanding among parents.
    - 2) Identify key points that need to be addressed.
    - 3) Identify discrepancies in parent understanding to present a picture of the amount of information needed.
  - f. Assist OEL&SR with a communication plan for disseminating information to families.
2. Conduct a survey of families of preschool children with disabilities regarding parental satisfaction with preschool special education services, including the determination of eligibility and services. Survey results and recommendations for communication strategies that may be conducted by ODE and/or districts to be received by OEL&SR by April 2012.
  - a. The survey shall collect data from families of children ages 3, 4 or 5 with disabilities that are either currently being served as a preschool child with disability, transitioning to kindergarten, or entering district services for the first time (either through Help Me Grow or other referral).
  - b. The survey may be electronic, through focus groups or Webinar or as mutually agreed upon with the ODE.

- c. Challenges presented will be summarized quantitatively and qualitatively:
    - 1) Contacting the district.
    - 2) Understanding parental rights (i.e., were these explained the first time; was the parent able to get clarification if needed).
    - 3) Understanding the timeline and process.
    - 4) Evaluation completed within 90 days of referral and 60 days of parent consent.
    - 5) Identification as a child with a disability.
      - a) Was the identification appropriate?
      - b) Did the parent believe the child was disabled and the district assessments did not agree?
      - c) Is there an issue of free versus fee for services involved? (FAPE versus other early learning program options.)
    - 6) Ensuring services for child as appropriate, even if child is not disabled:  
Were other preschool services discussed? Available?
    - 7) Ensuring that the child is truly a child with a disability or a child who is considered at-risk and in need of interventions.
  - d. Provide a summary and analysis of findings to OEL&SR to better communicate with families and school districts about preschool LRE.
    - 1) Identify elements that comprise a common understanding among parents.
    - 2) Identify key points that need to be addressed.
    - 3) Identify discrepancies in parent understanding to present a picture of the amount of information needed.
  - e. Assist OEL&SR with a communication plan for disseminating information to families and districts.
3. Provide for at least one full-time parent mentor in the State who specializes in preschool.
    - a. Inform parent mentors about preschool special education programming, preschool special education performance measures, the Early Learning Content Standards and the Early Learning Program Guidelines in accordance with the requirements of OEL&SR.
    - b. Disseminate information to families about the ODE/OAEOYC Early Childhood conference and the availability of scholarships:  
Provide scholarships to families to attend the conference.
    - c. Provide information, support and assistance to individual families, parent networks, and parent organizations as requested
    - d. Provide information, support and assistance to individual districts as requested.
    - e. Provide information, support and assistance to universities/pre-service training as requested.
    - f. Summarize questions and concerns collected, the number of consultations provided; analyze common threads across all activities on annual basis with a report to the department by May 15th of 2012 and 2013.

DELIVERABLES/EVALUATION OF ACTIVITIES. The Office of Early Learning and School Readiness will evaluate the deliverables through documentation of the following:

1. Collect a minimum number of responses for the surveys not to be less than 100 for each survey described above.
  - a. Arrangements for the surveys.
  - b. Publicize the surveys at a minimum through the Parent Information Network, with districts, ESC, MR/DDS and community preschools.
  - c. Recording input, summarizing and analyze the information obtained in order to develop recommendations for information dissemination.
2. Summary and analysis of common threads.
3. Evidence of a full time parent mentor specializing in preschool and publicizing the availability of said parent mentor to districts as well as provision of support to other parent mentors.

COST SUMMARY – RENEWAL TERM (07/01/11 – 06/30/13) \*

TITLE: Meaningful Parent Engagement for Families with Children with Disabilities

RFP Number: CSP903410

INDEX Number: EDU073

UNSPSC Number: 86141500

Contractor's "Not to Exceed Cost"

Description	Cost
	07/01/11 – 06/30/13
Contractor's "Not to Exceed Costs" to provide services for Meaningful Parent Engagement for Families with Children with Disabilities as identified in the Scope of Work, Attachment One, Part One.	
ITEM ID: 000000000000011930 Section I – Scope of Work and Deliverables for Activities Regarding K12 Students and Families.	\$ 1,690,000
ITEM ID: 000000000000011931 Section II – Scope of Work and Deliverables for Activities Regarding Preschool Students and Families.	\$ 400,000
Contractor's Total "Not to Exceed Costs for both Section I and II".	\$ 2,090,000

Cost is be reflected in U. S. Dollars.

There will be no additional reimbursement for travel or other related expenses not included in the Not to Exceed Cost  
 The amount for preschool will not exceed one-half the total amount for each year of the biennium.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

47611  
 Ohio Coalition for the Education of Children with Disabilities  
 165 W. Center St.  
 Suite 302  
 Marion, OH 43302-3741

CONTRACT NO: CSP903410-1 (06/30/13)\*\*

Terms: Net 30 days

CONTRACTOR'S CONTACT: Margaret Burley

Toll Free: (800) 374-2806  
 Telephone: (740) 382-5452  
 Fax: (740) 383-6421

e-mail: [margaretb@ocecd.org](mailto:margaretb@ocecd.org) \*\*\*

\* Indicates negotiated cost reductions for the period July 1, 2011 through June 30, 2013.  
 \*\* Indicates a change in the Contract expiration date.  
 \*\*\* Indicates a change in the Contractor's e-mail address.

SUMMARY OF AMENDMENT

Amendment Number	Revision Date	Description
1	06/06/11	To indicate a change in the Contract expiration date through June 30, 2013, by mutual agreement; add negotiated contractual language for the renewal term; confirm the negotiated cost reductions for the renewal term; update the Contractor's point of contact information; and update the Summary of Amendments page.
2	05/08/13	To indicate the Contract will not be renewed beyond the current expiration date of June 30, 2013. Agency shall procure their needs for the services in accordance with Ohio Revised Code Section 125.05.

\* Indicates an update to the Summary of Amendments page.