

EDU INDEX/CONTRACT NUMBER:	EDU20201002
AGENCY NAME:	Ohio Department of Education (ODE)
PROGRAM OFFICE:	Ohio Troops to Teachers, Office of Educator Effectiveness, Center for Teaching, Leading and Learning, Ohio Department of Education
PROGRAM CONTACT:	David H. Schklar, Ohio Troops to Teachers Program Coordinator, (614) 728-2704, David.Schklar@education.ohio.gov
PROCUREMENT CONTACT:	Naya Revere, Sourcing Planner, (614) 995-0231, Naya.Revere@education.ohio.gov
PROJECT TITLE:	Ohio Troops to Teachers/Military Veteran Toolkit for Schools/Districts
PROJECT BUDGET:	\$20,000
PROJECT BACKGROUND:	The Ohio Troops to Teachers Program under Grant Agreement: H98210-18-1-0016 is contractually obligated to develop an Ohio Troops to Teachers Toolkit for Ohio's school/districts. This toolkit will be informed by the U.S. Department of Labor's "Employer Guide to Hire Veterans" and will provide resources and other issues on how K-12 school districts can attract and retain service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans to the teaching profession in Ohio. This toolkit will be incorporated into the Ohio Department of Education Human Capital Resource Center, https://ohiohrc.org/ .
PROJECT JUSTIFICATION:	The Ohio Troops to Teachers/Military Veteran toolkit provides recruiting and retention guidance to schools/districts hiring service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans as educators. The toolkit will provide materials for this specific audience developed for integration into the Ohio Department of Education's existing Human Capital Resource Center.
PROJECT OBJECTIVE:	<p>Materials should be designed to supplement the existing Ohio Human Capital Resource Center (HCRC) to specifically address service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans.</p> <ul style="list-style-type: none"> Materials may be sectional additions to pre-existing resources (such as the inclusion of a bullet point, sentence, or paragraph in a pre-existing document), or entirely new documents/tools to be added alongside pre-existing documents/tools. <p>The U.S. Department of Labor's Employer Guide to Hire Veterans has been identified as having similar content and direction as what is desired.</p> <ul style="list-style-type: none"> This DOL Guide is geared towards businesses, but the materials produced from this project will be specifically tailored for Ohio's schools/districts hiring military veterans as educators. <p>Content of materials will align with resources produced by the national Troops to Teachers Program and Ohio Troops to Teachers Program.</p> <p>Materials will be produced in collaboration with the Ohio Department of Education and the Ohio Troops to Teachers Advisory Council. Other relevant stakeholders and interest groups shall be consulted, upon advice and approval by the Office of Educator Effectiveness, Ohio Department of Education.</p>
NOTICE OF AWARD SPECIAL CONDITIONS/REQUIREMENTS:	<p>The Ohio Department of Education retains the rights to all materials and resources created through this proposal and may edit these materials in the future without notice or consultation. The Ohio Department of Education will provide final approval on all related resources and materials.</p> <p>The selected Offeror will work with the Office of Educator Effectiveness, Ohio Department of Education to develop the content of the material. Similarly, the Offeror will participate in stakeholder facilitation with the Office of Educator Effectiveness, Ohio Department of Education regarding the developed materials.</p>

	<p>Bids must include all costs; travel and miscellaneous expenses shall not be paid as a separate itemized charge.</p> <p>Due to the current pandemic, meetings including presentations are to be organized in a virtual format.</p> <p>A timeline, which includes presentations of drafts and consultation sessions with Ohio Department of Education, shall be included with the proposal.</p>
CONTRACTOR (company) EXPERIENCE REQUIREMENT:	<p>The ideal contractor would have on staff:</p> <ul style="list-style-type: none"> • Someone with military and educator experience on staff. • Technical ability to provide a digital document incorporating the Troops to Teachers/military veteran toolkit with the existing Ohio Human Capital Resource Center and a paper-based product that can be used as quick reference. • Would have a staff member that participated in the Troops to Teachers program to obtain their teacher's license, taught in a classroom and advanced to a professional or advanced license or an equivalent background and experience.
CANDIDATE (staff) EXPERIENCE REQUIREMENT:	<p>The ideal staff member would have participated with the Troops to Teachers program to obtain their teacher's license, taught in a classroom and advanced to a professional or advanced license, or an equivalent background and experience.</p>
MANDATORY LICENSES AND/OR CERTIFICATIONS REQUIRED:	<ol style="list-style-type: none"> 1. One or more of the offeror's staff is/was a certified educator with experience in a school building. 2. One or more of the offeror's staff is a military service member or veteran.
ODE EVALUATORS:	<p>David H. Schklar, Eric Petro, John Soloninka, Christopher Fitzpatrick, Naya Revere and Jason Wagner</p>
ATTACHMENTS:	<p>N/A</p>
AGENCY BILL TO ADDRESS:	<p>All invoices shall be sent to Fiscal.Management@education.ohio.gov.</p> <p>Bill to Address: Ohio Department of Education - 25 South Front Street, Columbus, OH 43215</p>
UNSPSC CODE:	<p>86000000</p>
APPROXIMATE CONTRACT START DATE:	<p>December 1, 2020</p>
CONTRACT END DATE:	<p>June 30, 2021, or sooner with Office of Educator Effectiveness, Ohio Department of Education acceptance.</p>

<p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> ▪ What needs to be accomplished? ▪ What components does the work consist of? ▪ Anticipated timelines? ▪ What is the overall goal or result of having the work done? <p>Create electronic materials for use by Ohio schools/districts to attract, hire, and support teachers that address service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans. The logic here is that all Troops to Teachers participants are service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans. However, not every service member separating from active duty service, currently serving member in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, or veteran is a Troops to Teachers participant. Therefore, service members separating from active duty service, currently serving members in</p>

one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans are more inclusive.

- Materials should be in a format that can be printed.
- Materials should be in a format that can be edited in the future by ODE team members.

Materials should be designed to supplement the existing [Ohio Human Capital Resource Center](#) (HCRC) to specifically address service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans.

- Materials may be sectional additions to pre-existing resources (such as the inclusion of a bullet point, sentence, or paragraph in a pre-existing document), or entirely new documents/tools to be added alongside pre-existing documents/tools.

[The U.S. Department of Labor's Employer Guide to Hire Veterans](#) has been identified as having similar content and direction as what is desired.

- This DOL Guide is geared towards businesses, but the materials produced from this project will be specifically tailored for schools hiring military veterans as educators.

Content of materials will align with resources produced by the [national Troops to Teachers Program](#) and [Ohio Troops to Teachers Program](#).

Materials will be produced in collaboration with the Ohio Department of Education and the Ohio Troops to Teachers Advisory Council.

- Other relevant stakeholders and interest groups shall be consulted, upon advice and approval by the Office of Educator Effectiveness, Ohio Department of Education.

The Department retains the rights to all materials and resources created through this proposal and may edit these materials in the future without notice or consultation. The Ohio Department of Education will provide final approval on all related resources and materials.

Timeline, which includes presentations of drafts and consultation sessions with Ohio Department of Education, shall be included with the proposal.

Content of materials shall include, but not be limited to:

- Ohio licensure pathways, with an emphasis on the alternative pathway for educators who:
 - Holds a bachelor's degree with a 2.5 GPA or graduate degree with a 3.0 GPA
 - 4-year Resident Educator and Alternative Resident Educator License
 - Professional Teaching License - 5 year
 - 2-year Provisional STEM License
 - Provisional License for Career-Technology Workforce Development
 - Supplemental License for Career-Technology Workforce Development Programs
 - Five-year Professional License for Career-Technology Workforce Development
 - 5-year Associate License
 - Substitute License
 - Career-Technical Substitute Teaching License
 - Military Science License
 - Administrator and Alternative Administrator Licenses
 - Pupil Services License
 - Did not attend or complete an undergraduate program.
 - Provisional License for Career-Technology Workforce Development
 - Student Activity Permit
- Mentoring requirements particular to military veterans, for example:
 - Classroom management
 - Lesson planning
 - Gradebook management
 - Reporting requirements
- Emphasize soft skills that service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans bring that help achieve the four learning domains of Ohio's Strategic Plan for Education 2019-2024: Foundational Knowledge & Skills, Well-Rounded Content, Leadership & Reasoning, and Social-Emotional Learning. Examples of these skills include:

- Career Counselling
 - Discipline
 - Character
 - Leadership
 - Coaching
 - Experience
- Emphasize contributions that service members separating from active duty service, currently serving members in one of the reserve components, i.e., Army Reserve, Marine Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, and military veterans bring that help achieve the goals of Ohio’s Strategic Plan for Education 2019-2024: Ohio will increase annually the percentage of its high school graduates who, one year after graduation, are:
 - Enrolled and succeeding in a post-high school learning experience, including an adult career-technical education program, an apprenticeship and/or a two-year or four-year college program;
 - Serving in a military branch;
 - Earning a living wage; or
 - Engaged in a meaningful, self-sustaining vocation.
 - Resources available to military veterans and districts, such as:
 - Montgomery and Post 911 GI Bill
 - DANTES
 - National and Ohio Troops to Teachers Program, including Ohio TTT coordinator and financial incentives distributed by national group
 - Veteran Organizations (e.g. American Legion, American Veterans, Veterans of Foreign Wars, Ohio Department of Veterans Services)
 - State of Ohio requirements and incentives for military veterans in education, including but not limited to:
 - Temporary Military License
 - ORC 3317.13 Minimum Salary Schedule for Teachers giving credit for active military service in the armed forces of the United States to a maximum of 5 years.
 - Other benefits/allowances/incentives to veterans and currently serving service members, such as allowable time for deployments, Uniformed Services Employment and Reemployment Rights Act (USERRA), and Employer Support of the Guard and Reserve (ESGR).
 - The school and district commitment to release currently serving service members for training or deployment in accordance with existing state and national laws.
 - Other Ohio Department of Education veteran initiatives, including but limited to:
 - Purple Star School Designation
 - Military Interstate Children’s Compact Commission (MIC3)
 - Licensure fees for spouses of military active duty and veteran applicants waived by ODE
 - [Other Ohio Department of Education military-specific resources.](#)

DELIVERABLES [What do you expect to pay for?]	DUE DATES
Create electronic materials for use by Ohio schools to attract, hire, and support teachers who are military veterans. <ul style="list-style-type: none"> • Materials should be in a format that can be printed. • Materials should be in a format that can be edited in the future by ODE team members. 	30 June 2021 or sooner with ODE acceptance.
Materials should be designed to supplement the existing Ohio Human Capital Resource Center (HCRC) to specifically address military veterans. <ul style="list-style-type: none"> • Materials may be sectional additions to pre-existing resources (such as the inclusion of a bullet point, sentence, or paragraph in a pre-existing document), or entirely new documents / tools to be added alongside pre-existing documents / tools. 	30 June 2021 or sooner with ODE acceptance.
Timeline, which includes presentations of drafts and consultation sessions with Ohio Department of Education, shall be included with the proposal.	

EVALUATION CRITERIA:

CONTRACTOR PROFILE	WEIGHT
Company or Offeror’s History	5
STAFFING PLAN (PERSONNEL PROFILE)	WEIGHT

Offeror's formal education and experience with military and education	5
WORK PLAN	WEIGHT
Work Plan/Methodologies Proposed	20
Offeror's Understanding of Project	10
Cost	10

The scale below (0-5) will be used to rate each proposal on the scoring criteria listed in the table above. The Department will score all applicant responses by multiplying the score received for each of the evaluation criteria listed above by its assigned weight and adding all categories together. The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum available points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum available points possible for this criterion. Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Available Cost Points. The Offeror with the highest point total from the evaluation will be selected as the awardee.

Scale:

- **0 points:** Response is not related to the evaluation criteria or is not provided.
- **1 point:** Response was poorly related to the evaluation criteria.
- **2 points:** Response partially relates to the evaluation criteria.
- **3 points:** Response meets expectations.
- **4 points:** Response exceeds expectations.
- **5 points:** Response exceeds expectations and contains at least one enhancing feature that provides significant benefits.

COMPENSATION [Payment structure]	QUANTITY/ UNIT OF MEASURE	UNIT COST	COST EXTENTION

Responses:

Include the following required information:

1. Request for Quotation number EDU 20201002
2. Ohio Troops to Teachers/Military Veteran Toolkit for Schools/Districts as described in this bid document.

3. Cost breakdown as described in the Fee Schedule/Rate section of this bid document.

4. Quote date expiration at 06/30/2021 least

5. See additional requirements below.

Additional Requirements:

Affirmative Action

Before a contract can be awarded or renewed, for any amount in excess of \$2,500.00, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the Ohio affirmative action requirements. An Affirmative Action Program Verification Form submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B).

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

New Supplier

If you are a new Supplier, a **Supplier Information Form** must be completed and submitted to Ohio Shared Services. Both the instructions and the form can be found at: www.supplier.obm.ohio.gov.

If you have not received any payment from any State of Ohio department or agency within the past two years, or if your business name or address has changed since the last payment, you will need to complete the attached IRS form W-9. If you have received a payment within the past two years and if you have not changed your business name or address since that payment, you will not need to complete this form. If you have difficulty opening or printing the "pdf" file attached to this e-mail, you can find a blank form on the Ohio Office of Shared Services (OSS) website also: www.supplier.obm.ohio.gov.

Contractor is required to provide electronic funds transfer (EFT) payment information and maintain such an account for all associated payments. Contractor may sign up at www.supplier.obm.ohio.gov.

Please e-mail quotes to the attention of ODE Procurement Services Bidsubmission@education.ohio.gov by

10/14/2020

1:00 pm and include the above Request for Quotation number in the email subject line.

Sincerely,

Office of Fiscal Services

25 South Front Street, 1st Floor

Columbus, Ohio 43215-4183

(877) 644-6338

PROCUREMENTSERVICES@education.ohio.gov

education.ohio.gov



Learn more about [#EachChildOurFuture](https://www.ohio.gov/#EachChildOurFuture), Ohio's plan to ensure each child is *challenged, prepared and empowered*.