

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER OT902011	OPENING DATE (1:00 p.m.) OCTOBER 29, 2010	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTRY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. EDU001	BID NOTICE DATE OCTOBER 8, 2010	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms of payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____Days, Net 30 Days			
PARTICIPATING AGENCY(IES): <u>OHIO DEPARTMENT OF EDUCATION, 25 S. FRONT ST., COLUMBUS, OH 43215</u>			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p>CTE (CAREER TECHNICAL EDUCATION) PROJECT FACILITATOR AND WRITER</p> <p><u>TERM OF CONTRACT:</u> This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>12/01/10</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>11/30/13</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p><u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u>, Revised 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of seven (7) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA):

[Not applicable to "Excepted Products"]

- Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____ (State) Canada Mexico (Go to B-1)
 Other: (Specify Country) _____ (Go to A-2)
- End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
 Yes (Go to Section B-1) No (Go to Section A-3)
- The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.
_____(Item) _____(Country of Origin)
_____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes (Go to C) No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://www.sos.state.oh.us/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
- Border state bidder: mined products mined in respective border state Yes No Not Applicable



C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

A. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

- review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
- complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions, Terms and Conditions for Bidders" and will be evaluated by reviewing the breakdown of each Phase to determine the lowest Total Project Cost.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder. Failure to bid all items may result in the Bidder being deemed not responsive.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc. There shall be no more than one price increase for every twelve (12) months.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

AFFIRMATIVE ACTION PLAN: All Bidders from whom the state or any of its political subdivisions make purchases shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons.

An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization.

The Bidder must submit with their Bid verification that this process has been completed. The following link shall provide the Bidder with access to this website to complete the application.

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

USE OF SOCIAL SECURITY NUMBERS: The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

SPECIFICATIONS AND REQUIREMENTS

CTE (CAREER TECHNICAL EDUCATION) PROJECT FACILITATOR AND WRITER

I. SCOPE OF WORK:

The Carl D. Perkins Career and Technical Education Act of 2006, also called Perkins IV, provides Ohio with federal funds that support challenging academic and technical Programs of Study that prepare students for lifelong learning and for high-skill, high-demand occupations both in current and emerging professions. To meet the statutory requirements, Ohio commits to develop new and emerging programs for Science, Technology, Engineering and Mathematics (STEM) and other high-skill, high-wage, high-demand occupations. Ohio's Programs of Study will provide all learners with appropriate academic, technical and workplace readiness skills to enable them to graduate from high school and transition seamlessly to a postsecondary pathway and the workplace. Programs of Study within Ohio's Tech Prep system address the integration of a coherent and rigorous sequence of career-technical content and the academic Core content, inquiry-based and problem-based delivery, and alignment to emerging state and regional business and economic development needs. Ohio's Perkins IV plan also provides for instructional support and program improvement including stronger academic and technical integration, and accountability for results for educators, administrators and counselors through pre-service and in-service professional development.

Ohio has the opportunity to achieve the above noted goals by participating in a multi-year project with Southern Regional Education Board (SREB) and other participating states to develop rigorous 4-course career-technical curricula packages. Ohio will both develop and have free access to multiple career-technical curricula packages through this project. The collaboration requires each state, over a four year period of time (pending funding availability), to produce syllabi for a 4-course sequence, one fully developed project/problem unit per course, detailed outlines for each other project included in course syllabi, end-of-course exams for each course, and teacher training materials. In addition each state will conduct teacher training institutes and field tests of the curricula and materials, modify all elements of the program as needed and implement the curricula.

II. OBJECTIVES:

The State has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the people the Contractor provides are qualified to perform their portions of the Work.

The Office of Career-Technical Education, Ohio Department of Education (ODE) is seeking to enter into a contract with an entity to perform activities which shall be identified by the Southern Regional Education Board (SREB) and ODE Collaboration: Preparation for Tomorrow – Improved Student Readiness for College and Careers. The identified collaboration is to develop a sequence of four career-technical (CT) courses in Automated Materials Joining Technologies. The curriculum development will follow the SREB protocols, frameworks and templates.

The project includes six phases of work that include description of courses, identification of technical and academic standards, design and development of assessments, development of course syllabi and instructional project/problem units, teacher training, field testing and revision, and curriculum implementation and evaluation.

- A. Phase I: Identification of
 1. Technical and academic standards, applicable 21st century skills, all aspects of the industry attributes and Essential Learning Concepts (ELCs)
 2. Descriptions of courses and a Program of Study for a sequence of four high school career-technical courses
- B. Phase II: Production of end-of-course assessment specifications, course syllabi for a four (4) course sequence, one fully developed project/problem unit per course for the four CT courses, 9 detailed outlines for each of the other projects included in the syllabi and selection of field test sites
- C. Phase III: Production of end-of-course exams for each of the four courses
- D. Phase IV: Production of the design for and implementation of the professional development model for preparing teachers to teach each of the four courses
- E. Phase V: Field testing of curriculum, training and assessment materials and revision of materials based upon evaluation
- F. Phase VI: Implementation of curricula and production of outcome evaluations

III. DELIVERABLES:

A. Phase I:

1. Identification of technical and academic standards; applicable 21st century skills; all aspects of the industry attributes and Essential Learning Concepts (ELCs)
2. Identification of descriptions of courses and a Program of Study for a sequence of four high school career/technical courses in Automated Materials Joining Technologies through work with a panel of 50 subject matter experts (SME). The panel will be comprised of 35 paid participants and 15 nonpaid participants. The curriculum will integrate elements of welding, materials science, controllers, automation and robotics with mathematics and science
3. Provide research and the initial and subsequent draft of documents for panel review which include: identification and sequence of the technical content; grouping of technical content into four (4) courses; identification of the reading, writing, mathematics and science standards that align with the technical content; identification of 21st century skills and all aspects of the industry attributes; write Essential Learning Concepts (ELCs) and course descriptions for each of the four (4) courses following SREB course guide; identify projects/problems for courses and draft a Program of Study
4. This phase will include the following Contractor responsibilities:
 - a. Work as needed with identified project writer(s)
 - b. Validate the work of Phase I
 - c. Convening panels of 50 SMEs for face-to-face meetings as deemed necessary
 - d. Providing for electronic meetings and communications among SMEs as deemed necessary to produce the deliverables in a timely manner
 - e. Assist with communications and activities between ODE and SREB
 - f. Provide communication as required with partners, panel members, consultants, writers, school districts, teachers and trainers
 - g. Provide administrative, technical and logistical support as required for meetings and panel reviews
 - h. Keep project on timeline
5. Responsibilities of the SME Panel include the following actions:
 - a. Identify and sequence the technical content
 - b. Group the technical content into four courses: two foundational courses for grades 9 and 10 and two specialization courses for grades 11 and 12
 - c. Identify the reading, writing, mathematics and, when applicable, science standards aligned with the technical content necessary for success without remediation in reading, writing and mathematics at the postsecondary level
 - d. Identify 21st century skills and all aspects of the industry attributes aligned with the technical content
 - e. Write the *Essential Learning Concepts* (ELCs) for the technical content and related academics
 - f. Draft a course description for each of the four courses using the SREB guide for preparing a course syllabus
 - g. Identify 10 skeletal projects/problems for each course
 - h. Develop a Program of Study per state guidelines
 - i. Review the work of Phase I and determine if it's acceptable (validation)

B. Phase II:

1. Design assessment specifications, course syllabi and project/problem units for the four CT courses through work with four panels of 12 SMEs – one panel for each course, and select field test sites for curricula
2. This phase will include the following contractor responsibilities:
 - a. Convening four panels of 12 SMEs' to include five one day face-to-face all-day meetings as deemed necessary
 - b. Providing for electronic meetings and communications among SMEs' as deemed necessary to produce the deliverables in a timely manner
 - c. Assist with the recruitment of and communication with SME panel members from a list provided by ODE
 - d. Draft a course syllabus for each course in the four (4) course sequence; provide changes to the syllabi per panel recommendations
 - e. Assist with the development of a framework and the specifications for an end-of-course exam at three different performance levels for each of the four courses
 - f. In collaboration with selected writers, develop a document of one full project unit and nine (9) other skeletal projects
 - g. Work as needed with identified project writer(s)
 - h. Maintain compliance with SREB guidelines
 - i. Assist with communications and activities between ODE and SREB
 - j. Provide communication as required with partners, panel members, consultants, writers, school districts, teachers and trainers
 - k. Provide administrative, technical and logistical support as required for meetings and panel reviews
 - l. Keep project on timeline
3. Responsibilities of the SME panels include the following actions:
 - a. Develop the framework and specifications for an end-of-course exam that assesses students' reading, mathematics, science and technical understanding related to the career area for each of the four courses. Three performance levels will be clearly defined for each exam
 - b. Develop the course syllabus for each course in the four-course sequence to include the following elements:
 1. A brief course description
 2. Statement of instructional philosophy for the course
 3. Major standards for the course — reading, writing, mathematics, science, technical and other standards related to 21st-century skills and must include all aspects of industry
 4. Essential learning concepts
 5. A brief description and sequence of course projects/problems with class time estimates for each
 6. One fully developed project/problem unit per course, four (4) in total
 7. Outline of each additional proposed project/problem, 36 in total
 8. An instructional delivery plan
 9. Formative and summative assessment plan for the course

4. Develop one full project/problem unit per course and outline nine (9) skeletal projects/problems per course designed to help students prepare to enter advanced training, an associate's or bachelor's degree program, or employment
5. Select writers and assign skeletal projects for completion via independent work
6. Select a writer and assign an integrated team possessing background knowledge in technical content and reading, writing, mathematics and science content to work with the assigned writers to prepare a fully developed project/problem unit per course following the SREB template
7. Select field test sites for curricula

C. Phase III:

1. Produce end-of-course exams – one for each course by engaging a person with expertise in test development to facilitate the design of the end-of-course exams for each course and working with four (4) panels of 12 academic and CT teachers, content experts and state officials for three (3) days each to prepare the exam
2. This phase will include the following contractor responsibilities:
 - a. The contractor will be responsible for engaging test experts and overseeing the production of the exams
 - b. Assist with the recruitment and communication with SME panel members from a list provided by ODE
 - c. Assist with the writing of an end-of-course exam for each course
 - d. Work with test vendor if needed
 - e. Convene four (4) SME panels to prepare the exam
 - f. Coordinate communications and activities with individuals designing end-of-course exams
 - g. Assist with communications and activities between ODE and SREB
 - h. Provide communication as required with partners, panel members, consultants, writers, school districts, teachers and trainers
 - i. Provide administrative, technical and logistical support as required for meetings and panel reviews
 - j. Keep project on timeline

D. Phase IV:

1. Design and implement the professional development model for preparing ten (10) participating teachers to teach each of the four courses
2. This phase will include the following contractor responsibilities:
 - a. Assist with the design plan for the teacher training institute
 - b. Get ready for the teacher training at the training institute site
 - c. Provide communication, logistics and other meeting arrangements for the teacher training as required
 - d. Assist with implementation of a two week teacher training institute
 - e. Develop an active electronic listserv for teachers
 - f. Assist with communications and activities between ODE and SREB
 - g. Provide communication as required with partners, panel members, consultants, writers, school districts, teachers and trainers
 - h. Provide administrative, technical and logistical support as required for meetings and panel reviews
 - i. Keep project on timeline

E. Phase V:

1. Evaluate curriculum, training and assessment materials through field-testing and revision of materials based upon evaluation
2. This phase will include the following contractor responsibilities:
 - a. Provide a common field test design and a formative and summative evaluation plan for making judgments about improvements needed in syllabi, instructional materials, training materials and assessment
 - b. Design the field test for each course
 - c. Field-test the full project unit, training materials and end-of-course assessments in schools
 - d. Design the summative and formative evaluation of the field test
 - e. Analyze evaluation data and assigning writers with the four panels of 12 academic and CT teachers, content experts and state officials for three days each to make needed revisions
 - f. Assist with evaluation activities/meetings
 - g. Coordinate logistics and communications for field testing each of the four (4) courses in schools as required
 - h. Manage the field test
 - i. Coordinate the analysis of the evaluation data
 - j. Coordinate the writers in making revisions to the documents
 - k. Coordinate meetings and activities designed to improve the syllabi, instructional materials and assessment
 - l. Provide document changes as required
 - m. Assist with communications and activities between ODE and SREB
 - n. Provide communication as required with partners, panel members, consultants, writers, school districts, teachers and trainers
 - o. Provide administrative, technical and logistical support as required for meetings and panel reviews
 - p. Keep project on timeline

F. Phase VI:

1. Implement curriculum and conduct outcome evaluations
2. This phase will include the following contractor responsibilities:
 - a. Coordinate participating schools with implementation activities
 - b. Provide technical assistance to schools implementing the courses
 - c. Design and conduct outcome evaluations on the course implementation
 - d. Provide a report on the outcome evaluation
 - e. Assist with communications and activities between ODE and SREB

- f. Provide communication as required with partners, panel members, consultants, writers, school districts, teachers and trainers
- g. Provide administrative, technical and logistical support as required for meetings and panel reviews
- h. Keep project on timeline

IV. PANELS AND OTHER INFORMATION:

- A. Additional development costs would include meeting facility; any audio visual equipment and management; training presenter; panel member travel costs that may include lodging, mileage, meals; substitute teacher compensation; stipends/honorariums not to exceed \$300 per individual per panel per day; printing and copying costs; technical assistance when field testing; any costs associated with end-of-course exam development.
- B. Paid panel participants will total 35 and will be selected from a list provided by ODE; an additional 15 panel members will be non-paid and selected by ODE; 50 total panel members. Anticipated material costs for the 15 unpaid panel members should be included in this bid.
 - 1. Practicing pathway experts from directly related industries (four)
 - 2. Faculty from two and four year colleges (four)
 - 3. Exemplary CTE teachers (four)
 - 4. Mathematics and science educators (at least four each, eight in total)
 - 5. English/language arts educators (four)
 - 6. State Officials (four)
 - 7. Additional paid panel members (seven)
- C. Panels by Phase:
 - 1. Phase I: Identify career Area Technical Academic Standards
 - a. 50 panel members for 5 days (See Panel Participants)
 - b. Day 1: The panel will have – Identified and sequenced technical content, grouped content into four (4) courses, identified projects/problems and written essential learning concepts
 - c. Day 2: Select academic content, identify 21st century skills and all aspects of industry attributes, and evaluate project/problems
 - d. Day 3 : Write course descriptions, draft a Program of Study
 - e. Day 4: Complete above work as necessary
 - f. Day 5: Complete above work as necessary
 - g. Pre-work/evening assignments
 - 2. Phase II: Design Assessment Specification and Curriculum Syllabi with Project/Problems Units
 - a. Four panels of 12 members each panel (1 for each course) for four days each. Each panel will include some members from the initial group convened in Phase I and replenished with new members as needed to insure representation of all stakeholder groups throughout the process
 - b. Day 1: Develop the framework and specifications for the end-of-course exam for each course and review course description

- c. Day 2-3: Develop the framework and specifications for the end-of-course exam for each course and review course description
 - d. Day 4: Develop one full project/problem unit and a number of nine (9) skeletal project/problem units for each course, totaling 10 project/problem units
 - e. Pre-work/post-work assignments
3. Phase III: Design an End-of-Course Exam for each course in the Career Area's Four-Course Sequence
 - a. Four panels of 12 members each panel (1 for each course) three (3) days each
 4. Phase IV: Design and implement teacher training for each course
 - a. No panels
 5. Phase V: Revise the Curriculum Syllabi, Instructional Materials, Assessment and Professional Development based on the Evaluation
 - a. Four panels of 12 members each panel (1 for each course) for three (3) days each
 6. Phase VI: Implement curriculum and conduct outcome evaluations
 - a. No panels

V. REQUIREMENTS:

- A. Each state will produce course syllabi following the guidelines provided by SREB. Each course syllabus will cover the following elements:
 1. A brief course description
 2. Statement of instructional philosophy for the course
 3. Major standards for the course — reading, writing, mathematics, science, technical and other standards related to 21st-century skills and all aspects of industry
 4. Essential learning concepts
 5. A brief description and sequence of course projects/problems with class time estimates for each
 6. Outline of each proposed project/problem
 7. One full project/problem unit
 8. An instructional delivery plan
 9. Formative and summative assessment plan for the course
- B. Each state will develop a detailed outline for each project included in the course syllabi.
- C. Each state will produce a fully developed project unit following the prototype provided by SREB. The following elements will be included and are specified in the Contextual Project-Problem Template:
 1. Career area
 2. Career area course
 3. Student premise

4. Project/problem major question
 5. Project/problem title and target grade level
 6. Project description
 7. Estimated instructional time in class periods
 8. Academic and college-readiness concepts, skills and attributes
 9. Essential learning concepts
 10. Essential questions
 11. Formative and summative assessments
 12. Daily learning plans with objectives, enabling activities and reference materials of contextual learning
 13. Teaching and learning resources
 14. Essential language for the glossary
- D. Each state will develop an end-of-course exam. Approximately 50 percent of the items will assess students' ability to read and write in the context of the field, their ability to use mathematics and, where appropriate, their understanding of science concepts related to the career field. The remaining 50 percent will be similar to the types of items that students would find on the employee certification exam regarding the topic covered by a given course. These exam items will reflect at least the level of content at intellectual proficiency.
- E. Each course will include the development of training materials following guidelines developed by SREB (Guidelines to be developed).
- F. Each state will conduct teacher training institutes for each course.
- G. Each state will conduct a field test and collect information from the field test, following a set of guidelines and procedures developed by SREB.
- H. Each state will revise the training and course materials and the exam based on the field test.
- I. Each state will work with schools to adopt the materials.
- J. Each state will permit other states to use their developed end-of-course exams to do further validity, reliability and psycho-metric work on the end-of-course exams.
- K. Each state will participate in periodic briefings to keep stakeholders in all partner states informed regarding progress being made in developing the four courses and related materials.
- L. To be considered responsive, the Bidder must, at the time of Bid submission be an established business firm with all required licenses, bonds, facilities, equipment and trained personnel necessary to perform the work in this Bid. Documented Proof may be required upon request by the Office of Procurement Services.

VI. BIDDER REQUIREMENTS:

- A. Bidder agrees to abide by all Terms and Conditions of this document, along with any attachments or amendments. In addition, the Bidder acknowledges the Confidentiality clause located in the Standard Terms and Conditions, Section V-E, along with the Ohio Ethics found in Supplemental Terms and Conditions, Section S-20
- B. Bidder must provide with their Bid at least four (4) positive references for jobs of similar scope which may include government agencies and private industries. The reference must provide the name and address of the company, the name and telephone number(s) of the contact person, a brief description of services provided and the length of service for that company. Upon request from the Office of Procurement Services, the Bidder will provide additional references if needed. Failure to provide references that are able and available to answer questions pertinent to the Bidder's performance and job satisfaction may deem the Bidder as not responsive and their Bid may be disqualified.
- C. Bidder agrees to be the Project Manager, taking ideas from the panel and forming an organized plan of action
- D. Bidder agrees to be present at all panel meetings
- E. Bidder agrees all methodologies for accomplishing deliverables to be approved by ODE
- F. Bidder agrees selections of consultants/sub-contractors as writers, test developers and trainers to be approved by ODE
- G. Bidder demonstrates capacity to meet contract expectations; has provided for curriculum expertise; has provided for testing expertise and has workforce development knowledge and fiscal resources to complete the project
- H. Bidder agrees to be in charge of the logistics of the project, organizing and orchestrating the panel meetings. This includes finding and arranging the location that is in agreement with ODE
- I. Bidder agrees to manage and pay any subcontractor salaries and expenses the Bidder uses; facility expenses; panel member expenses, including stipends, travel, lodging and meals according to the rules of the State of Ohio as set forth by the Ohio Department of Budget and Management. Panel member expenses as well as meeting supplies must be pre-approved by the Ohio Department of Education
- J. Bidder agrees to provide, at minimum, detailed quarterly project reports to the Ohio Department of Education

VII. TRAVEL:

All travel will be paid at the contracted rates only. All travel costs must be included in the Total Phase and Total Project Cost calculations.

VIII. INVOICING:

The Bidder shall prepare a detailed invoice with appropriate documentation for amounts due to the Bidder. Detailed invoices to include percent completion by phase and by course. Invoices to be issued monthly.

IX. OWNERSHIP OF CREATIVE MATERIALS:

All creative materials produced or created by the Bidder as a result of and/or related to the performance of work or services under this Contract will be the property of the State and must be signed over to the Ohio Department of Education for copyright protection.

X. PROJECT TIMELINE:

Phase I: Describe Courses, Identify Technical and Academic Standards

Phase II: Design Assessment Specifications, Course Syllabi and Project/Problem Units

Phase III: Design the End-of-Course Exams

Phase IV: Design and Implement Professional Development

Phase V: Conduct Iterative Evaluation of Field Test Curriculum, Training and Assessment and Revise Materials Based upon Evaluation

Phase VI: Curriculum Implementation and Conduct Outcome Evaluations

		Year 1 (2010-2011)	Year 2 (2011-2012)	Year 3 (2012-2013)	Year 4 (2013-2014)
PHASE I	Courses 1-4	3-4 months			
PHASE II	Course 1 & 2	4-6 months			
	Course 3 & 4		4-6 months		
PHASE III	Course 1 & 2	2-3 months			
	Course 3 & 4		2-3 months		
PHASE IV	Course 1 & 2		2-3 months		
	Course 3 & 4		2-3 months		
PHASE V	Course 1 & 2			12 months	
	Course 3 & 4			12 months	
PHASE VI	Course 1 & 2				12 months
	Course 3 & 4				12 months

XI. FEE STRUCTURE:

Agency agrees to pay allocated funds in accordance with approved Federal Grants.

- A. Source of Funding - The Carl D. Perkins Career and Technical Education Act of 2006, also called Perkins IV is a federal grant which was awarded to the Ohio Department of Education (ODE) through 2013, with an anticipated renewal at the beginning of 2014.
- B. Payment - Payment to be made monthly with detailed invoices based on the deliverables, to include completion percentage of each phase and course. The initial invoice is to be received after 30 days of commencement of work.
- C. Reimbursable Expenses - These expenses and any ancillary costs shall be included in the Total Cost of the Project. Expenses for transportation, lodging and meals will be reimbursed only with detailed receipts. Expenses will not exceed the allowable rates as designated by the Ohio Department of Budget and Management.

PRICE SCHEDULE

Project Phase	Course	Year 1 Cost (2010-2011)	Year 2 Cost (2011-2012)	Year 3 Cost (2012-2013)	Year 4 Cost (2013-2014)	Total Cost
Phase I	Course 1	\$				\$
	Course 2	\$				\$
	Course 3	\$				\$
	Course 4	\$				\$
Phase II	Course 1	\$				\$
	Course 2	\$				\$
	Course 3		\$			\$
	Course 4		\$			\$
Phase III	Course 1	\$				\$
	Course 2	\$				\$
	Course 3		\$			\$
	Course 4		\$			\$
Phase IV	Course 1		\$			\$
	Course 2		\$			\$
	Course 3		\$			\$
	Course 4		\$			\$
Phase V	Course 1			\$		\$
	Course 2			\$		\$
	Course 3			\$		\$
	Course 4			\$		\$
Phase VI	Course 1				\$	\$
	Course 2				\$	\$
	Course 3				\$	\$
	Course 4				\$	\$
Total Cost		\$	\$	\$	\$	
Total Project Cost						\$

In the event of unforeseen expenses above and beyond the project costs of each Phase, the Bidder shall disclose hourly rates in the Table below.

Additional fees to be paid by mutual agreement prior to utilization.

POSITION DESCRIPTION	HOURLY RATE
Project Manager	\$
Research & Development Staff	\$
Support Staff	\$
Consultants	\$
Panel Members	\$ Not to exceed \$300.00 per day

The Price Allocation listed below is an additional portion of this Bid and must be completed. Failure to complete this section may be cause for future price increases to be denied.

PRICE ALLOCATION:

Bidder shall provide a breakdown of their hourly rate for Project Manager; Research and Development Staff and Support Staff. Failure to complete this section may be cause for future price increases allowed within the Contract to be denied.

Total of all six (6) categories must equal 100%.

Out of the Cost Per Hour please define the percentage of that cost attributed to:

Labor: _____%

Equipment/Materials: _____%

Unemployment: _____%

Health Insurance: _____%

Workers Comp _____%

Travel Expenses: _____%

AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST

Reference Supplemental Contract Terms and Conditions page 10: #S-13.

Automobile Liability: Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Bidder. Any Bidder, Broker, or Sub Bidder who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

BID AUTOMOBILE LIABILITY CHECKLIST:

Bidder will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Bidder") or their Sub Bidder will make delivery or be performing services using a vehicle that is owned, leased, or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the Bidder will have cause to be on State property to make deliveries or to perform services.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate.

This completed form should be returned as part of the Bid response. Failure to complete this page may deem your Bid not responsive.

ATTACHMENT A

EXECUTIVE ORDER 2010-09S REQUIREMENTS. The Contractor affirms to have read and understands Executive Order 2010-09S issued by Ohio Governor Ted Strickland and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following Web site:

<http://www.governor.ohio.gov/Default.aspx?tabid=1495>.

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

a. TERMINATION, SANCTION, DAMAGES:

If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State is not obligated to pay and shall not pay for such services. If Contractor or any of its subcontractors perform any such services, Contractor shall immediately return to the State all funds paid for those services. The State may also recover from the Contractor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.

The State may, at any time after the breach, terminate the Contract, upon written notice to the Contractor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If the State determines that actual and direct damages are uncertain or difficult to ascertain, the State in its sole discretion may recover a payment of liquidated damages in the amount of one percent (1%) of the value of the Contract.

The State, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, the State may buy substitute services from a third party and recover from the Contractor any costs associated with acquiring those substitute services.

Notwithstanding the State permitting a period of time to cure the breach or the Contractor's cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract, including but not limited to recovery of funds paid for services the Contractor performed outside of the United States, costs associated with corrective action, or liquidated damages.

b. ASSIGNMENT / DELEGATION:

The Contractor will not assign any of its rights nor delegate any of its duties and responsibilities under this Contract without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

DEPARTMENT OF ADMINISTRATIVE SERVICES
STANDARD AFFIRMATION AND DISCLOSURE FORM
EXECUTIVE ORDER 2010-09S
Banning the Expenditure of Public Funds on Offshore Services

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is available at the following Web site:

<http://www.governor.ohio.gov/Default.aspx?tabid=1495>.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

STANDARD AFFIRMATION AND DISCLOSURE FORM (cont'd)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

Contractor's Signature

Date

Name

Title

(Address)

(Address, City, State, Zip)