

REQUEST FOR PROPOSALS

RFP NUMBER: EDUD201104000

DATE ISSUED: Mar 16, 2011

ELIGIBILITY: University and Colleges Only

The State of Ohio Department of Education is requesting Proposals for:

TITLE: Grant Theory Based Measurement

INQUIRY PERIOD BEGINS: March 17, 2011

INQUIRY PERIOD ENDS: Mar 31, 2011

PROPOSAL DUE DATE: April 15, 2011 4:00 PM

PROPOSAL OPENING DATE: April 18, 2011

ESTIMATED AWARD DATE: April 29, 2011

Section 1: Background

A discretionary grant awards funds on the basis of a competitive process.

The Ohio Department of Education (ODE) reviews competitive grant applications, in part, through a formal review method. The review process gives ODE the discretion to determine which applications best address the program requirements.

The competitive grant applications are reviewed first by ODE to ensure eligibility and that application requirements are met. All criteria includes the details of sites, contact information, locations, staffing, goals, action steps, strategies, budgeting and all questions in a specific RFP.

ODE selects a cadre of grant reviewers representative of professionals knowledgeable of the field and/or eligible applicants and provides training during a grant reading that clearly articulates a program goals and priorities. This includes extensive directions on the use of the scoring instrument/rubric, as well as scoring and reviewing a calibration application.

Section 2: Objectives:

The Ohio Department of Education is seeking proposals from qualified third-party applicants to provide an unbiased evaluation of competitive grants not to exceed nine per fiscal year. ODE is requesting proposals to grade and prioritize the competitive grant applications and apply a comprehensive analysis to

determine the ranking of each competitive application using a theory based program and identify any unique features about an application(s), (e.g., specific weighting of items; specific weighting of the logit score above and beyond the basic calibration) for the biennium period of July 1, 2011, through June 30, 2012, and July 1, 2012, through June 30, 2013.

Proposals should indicate a separate amount for services provided in FY 2012, beginning July 1, 2011 and ending June 30, 2012; and for services provided in FY 2013, beginning June 30, 2012 and ending June 30, 2013.

Section 3: Overview of the Scope of Work

- Consult with ODE to develop a common RFP for all competitive grants (not to exceed nine per fiscal year);
- Provide consultation regarding the ODE Comprehensive Continuous Improvement Plan (CCIP) district planning tool;
- Develop a tiered approach to monitoring to include program progress and fiscal reports, periodic desk audits and on-site reviews;
- Develop a calibration instrument and complete scoring, calibration and interpretation of grant reader scores by using a theory-based program;
- Calibrate proposals read by each reader and estimate reader reliability;
- Provide outcome of data collection and work with ODE to calibrate all tools used in the scoring of competitive grants;
- Work with each program manager regarding the scoring of applications, final analysis and data interpretation.
- Consult with ODE regarding data elements involved in the District Efficiency Rating (DER) scale

Section 4: Contractor Qualifications:

Public and private institutions of higher education providing research and evaluation services are qualified to submit proposals for this contract. Applicants must demonstrate knowledge of high-quality, scientifically-based research in education and instruction, expertise in education measurement, experience in the evaluation of competitive grants, and experience in field research and program evaluation using a theory-based measurement program.

Section 5: Special Work

The Contractor will be responsible for all travel expenses and/or transportation charges incurred as a result of the awarded contract.

Section 6: Inquiry

All questions regarding this RFP/RFQ should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information.

Section 7: Submission Information

Proposals must reference the RFP/RFQ number above and should be submitted:
Either by email to:

Name: Kim Zwayer

Email Address: kim.zwayer@ode.state.oh.us

Please also email a copy to:

Name: Amadu Sankoh, Agency Procurement Officer

Email Address: Amadu.sankoh@ode.state.oh.us

OR by Regular mail to:

Name: Kim Zwayer

Address: Ohio Department of Education
Office of Federal Programs
25 South Front Street, Mail Stop 404
Columbus, Ohio 43215

Please also mail a copy to:
Amadu Sankoh, Agency Procurement Officer
25 South Front Street, Mail Stop G
Columbus, OH 43215

Do Not Write Below this Line – Vendor Guidance Only

Proposal Format (For Vendor Response)

Signed Cover Letter (Required – as acceptance of all the terms of this RFP/RFQ)

Work Plan (Required – Must Reference RFP/RFQ Number on cover page)

Cost Summary (Required – Specify pricing for each deliverable per Work Plan)

Offeror Profile: (Optional, unless specifically required)

Staffing Plan for Work Plan in 3(A): (Optional, unless specifically required)

Standard Affirmation and Disclosure Form (Required)

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 attached and is available at the following website:
(<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)

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 Sub-contractor(s):

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

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

(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)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

OTHER IMPORTANT INFORMATION FOR VENDORS:

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP/RFQ, fails to comply with the procedure for participating in the RFP/RFQ process, or the offeror's Proposal fails to meet any requirement of this RFP/RFQ. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP/RFQ.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP/RFQ that was gathered through a source different from the inquiry process described in this RFP/RFQ.

The State will not be liable for any costs incurred by any offeror in responding to this RFP/RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract for the work. The State may also cancel this RFP/RFQ and contract for the work through some other process or by issuing another RFP/RFQ.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State of Ohio has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under ORC 9.24, prior to the award of any contract arising out of this RFP/RFQ, without notifying the Agency of such finding.

The successful offeror(s) will be required to enter into a contract with the Ohio Department of Education upon reaching agreement on terms and conditions for such contract prior to providing any services to the Department. The provisions of such contract are not valid and enforceable

until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. The Department is not obligated to pay for services performed prior to such OBM certification.

All proposals and other materials submitted will become the property of the State and may be returned only at the option of the State. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after a contract has been awarded. The State will retain all proposals, or copies of the proposals, as part of the contract file for at least three years. After the retention period, the State may return, destroy, or otherwise dispose of the proposals or copies of the same.