

REQUEST FOR PROPOSALS

RFP NUMBER:
DATE ISSUED:

Classroom Assessment Scoring System Training

Inquiry Period Begins: **March 3, 2010**
Inquiry Period Ends: **March 12, 2010**
Submission Deadline: **March 19, 2010¹ at 12:00 p.m.**
Expected date of Award: **March 22, 2010**

Background.

The Classroom Assessment Scoring System is an observation instrument developed to assess the quality of classrooms preschool through grade 3. The process provides teachers with information about their practices for emotional and instructional support and for overall classroom organization. The information provides administrators with aggregate information to make informed decisions about the use of resources for the selection of materials and/or professional development needs to assist teachers in meeting the goals of their students.

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 purpose of this RFP is to host a training in the use of the Classroom Assessment Scoring System (CLASS) for the Ohio Department of Education (ODE), Office of Early Learning and School Readiness (OEL&SR) consultants, the State Support Team early childhood personnel and the Early Language and Literacy Specialists. The goal is to meet the required training program in order for Ohio to have training affiliates.

CLASS observations are now required for federal Head Start programs and are of interest to OEL&SR as a possible tool for future use for program evaluation.

Overview of the Work's Scope.

This RFP seeks an entity to partner with OEL&SR to host a two-day training session for all of the above named individuals. The scope of work includes:

Deliverable	Date
1. Arrange for a location for up to 50 individuals for two days; 44 participants and 6 ODE observers; secure a hotel that honors state rate for participants.	April 16 2010
2. Provide four trainers from Paul H. Brooks Publishing (the only authorized vendor of CLASS) to deliver training (1 trainer per 10 individuals);	April 16, 2010

3. Purchase the required training materials to include paper documents and access to a video training library.	April 23, 2010
4. Work with OEL&SR administration for evaluation of the training;	April 30, 2010
5. Provide participants with general information about the training and logistics for the two day meeting.	April 30,2010

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.**

Each offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

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 that was gathered through a source different from the inquiry process described in this RFP.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the offeror's Proposal fails to meet any requirement of this RFP. 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.

All Proposals and other material submitted will become the property of the State and may be returned only at the State's option. 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 the Contract has been awarded.

The State will retain all Proposals, or a copy of them, 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 the copies.

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

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance in the Work phase may result in the State refusing to consider the Proposal of the offeror.

**Proposals submitted by email to: Michelle K. Smith
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**by mail to: Michelle K. Smith
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