

REQUEST FOR PROPOSALS

RFP NUMBER: EDUD201106700

DATE ISSUED: To be Assigned by Procurement

ELIGIBILITY: University and Colleges Only

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

TITLE: Evaluation Of Supplemental Educational Services

INQUIRY PERIOD BEGINS: April 4, 2011

INQUIRY PERIOD ENDS: April 22, 2011

PROPOSAL DUE DATE: April 29, 2011 Time: 4:00 PM

PROPOSAL OPENING DATE: May 06, 2011

ESTIMATED AWARD DATE: May 13, 2011

Section 1: Background

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB), calls for parents of eligible students attending Title I schools that have not made adequate yearly progress (AYP) in increasing student academic achievement for three years to be provided with opportunities and choices to help ensure that their children achieve at high levels. SES provide extra academic assistance for eligible children. Students from low-income families who are attending Title I schools that are in their second year of school improvement (i.e., have not made AYP for three years), in corrective action, or in restructuring status are eligible to receive these services.

State educational agencies (SEAs) are required to identify entities, both public and private, that qualify to provide these services. Parents of eligible students are then notified, by the LEA, that SES will be made available, and parents may select any approved provider in the geographic area served by the LEA or within a reasonable distance of that area that they feel will best meet their child's needs. The LEA will sign an agreement with the provider selected by the parent, and the provider will then provide services to the child and report on the child's progress to the parents and to the LEA.

The SEA develops the list of state-approved providers through a public collection of applications and a review process. Providers are selected based on several requirements, which include alignment of their educational programs with Ohio's academic content standards, financial soundness and high-quality, research-based instruction.

Section 2: Objectives

Proposals must:

1. Suggest an evaluation design;
2. Propose an evaluation plan and procedures appropriate for the potential variety of projects, embedding flexibility;
3. Describe how data will be collected, organized, analyzed and synthesized; and
4. Outline how findings and recommendations will be presented.

The proposal must employ a sound evaluation design with the goal of producing recommendations that facilitate policy-level decision-making and offer practical action steps for improving the planning process.

Mixed methodologies are preferred, as they yield both empirical results and process information. The methodological approach should clearly demonstrate links to scientifically-based research; adequately address evaluation questions; and describe the methodological approach and design. ODE encourages responses that demonstrate a thorough understanding of the nature of the work and what the applicant must do to successfully complete this project.

Section 3: Overview of the Scope of Work

- **Training:** Create informative, streamlined trainings targeted to Local Education Agencies (LEAs) and state of Ohio-approved SES providers. The trainings, such as webcasts, must be focused in the area of SES provider alignment with Ohio's academic content standards and Common Core State Standards; student progress measurement; and quality of provider services. The trainings will take place in the Fall and Spring each fiscal year. Training for fiscal year 2013 will be determined by SEA.
- **Evaluation:** Provide external evaluation(s) of any SES provider(s) that are, or are a part of, an LEA by ensuring the program is consistent with the instruction provided and the content used by the LEA and the State Education Agency (SEA); addresses individual student needs as described in the SES plan; has contributed to increasing student academic proficiency; is aligned with the State's academic content and student academic achievement standards.
- **Quality of Service (QoS):** Work with ODE to maintain and enhance the QoS tool used to measure the services of state-approved SES providers that serve students. SEA will provide the contractor with a copy of all supporting documents to assist in the development of the on-line tutoring QoS tool.
- **Quantitative Analysis:** In collaboration with SEA, contractor will begin to evaluate and report on a scientifically researched methodology to align of the LEA's SES approved provider Effectiveness Reports (ER) with the the SEA Quality of Service (QoS) reports.

- Contractor will be required to electronically submit a year-end report by June 30 that addresses all deliverables according to individual program goals and objectives. Periodic updates will be requested.

Section 4: Contractor Qualifications

Public or private institutions of higher education (university or college), that provide research and evaluation services may 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 Supplemental Educational Services or a similar type of third-party tutoring service. ODE anticipates funding one award. The project will not begin until final contract negotiations are complete, approval is granted by the State Controlling Board (if required) and the availability of funds is certified and approved by the Office of Budget and Management. The contract will begin July 1, 2011 and end June 30, 2012, with renewal anticipated for FY13.

Section 5: Special Work Information

Not Applicable

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.