

# REQUEST FOR PROPOSALS

**RFP NUMBER:** EDUBOP2010039  
**DATE ISSUED:** May 11, 2010  
**ELIGIBILITY:** Certified MBE vendors only

The state Ohio Department of Education is requesting proposals for:

## Review and Analysis of Preschool Internal Monitoring Reports

**INQUIRY PERIOD BEGINS:** May 12, 2010  
**INQUIRY PERIOD ENDS:** May 19, 2010  
**OPENING DATE:** June 2, 2010  
**SUBMISSION DEADLINE:** May 28, 2010 12:00 P.M.

### Background:

The purpose of the RFP is to engage programs in a continuous improvement process that relates to the Early Learning Program Guidelines. The Guidelines were revised in 2009 to include compliance requirements, as well as performance indicators. By using the “Integrated Monitoring Process and Continuous Improvement Process (IMPACT)” tool, preschool leadership teams can ensure that programs are meeting compliance requirements and advancing on performance indicators.

The IMPACT tool is available at the following ODE website.

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=469&ContentID=76068&Content=76873>

The Ohio Early Learning Program Guidelines are available at the following ODE website.

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1390&ContentID=5590&Content=80165>

Or go to <http://education.ohio.gov> and enter the following search terms: “IMPACT” and “Early Learning Program Guidelines.”

**Objectives:** The Ohio Department of Education’s Office of Early Learning and School Readiness seeks one or more contractors to conduct an in-depth analysis of the internal monitoring reports submitted by preschool programs with ODE funding for preschool special education and Early Childhood Education entitlement (formerly public preschool). The internal monitoring process for state funded preschool programs includes submission of quantitative and qualitative information on the ODE Integrated Monitoring Process and Continuous Improvement Tool (IMPACT). The analysis of this information would help ODE determine programs’ compliance with Ohio’s Early Learning Program Guidelines, statewide and regional patterns of strength, and areas for improvement to inform technical assistance or professional development needs.

**Overview of the Scope of Work:**

1. Create report and an electronic searchable database of school districts by State Support Team by region (there are 16 State Support Team regions); the database will utilize agency licensed desktop software and will be used by a limited number of Department employees:
  - a. Identify districts that did and did not submit the IMPACT tool components.
  - b. Identify districts that have complete and incomplete components on the IMPACT tool. Identify any incomplete components.
  - c. Categorize districts by quality of submission using ODE established criteria.
  - d. Disaggregate data by program demographic characteristics such as district typology, poverty, funding types, and other ODE identified characteristics.
2. Create report log of follow up calls and e-mails with school districts to request additional information. Contractor(s) will be asked to contact districts to submit incomplete information, to address indicators that are not in compliance, and to provide corrective action plans.
3. Create and send letters to districts to acknowledge receipt or lack of receipt of IMPACT tool, to identify compliance status with Ohio Early Learning Program Guidelines, and to identify areas for follow-up.
4. Create summary report of recommendations for technical assistance and professional development needs within each State Support Team region and at the state level based on the IMPACT analysis.
5. Communicate results by region to ODE consultant and State Support Team early childhood personnel to discuss recommendations for technical assistance and professional development. Document planned follow-up by ODE consultant and State Support Team early childhood personnel and collect summary of the actual assistance provided by district.
6. Conduct desk audits and write reports for a stratified random sample of preschool programs. ODE will provide desk audit protocol and conduct sample, while contractor will follow protocol to collect information from selected districts via phone calls. Desk audits include request and review of additional information regarding compliance with Ohio’s Early Learning Program Guidelines.
7. Provide weekly status report on analysis and reporting activities.
8. Identify and provide report of resources to support technical assistance in terms of publications, funding, professional development currently available and/or resources to be developed.

**Deliverables**

Deliverables will include project planning documents and a final report. General descriptions and approximate hours are listed below.

<b>Deliverable</b>	<b>Estimated Hours</b>
1. Create report and electronic database of school districts by State Support Team region: <ol style="list-style-type: none"> <li>a. Identify districts that did and did not submit the IMPACT tool components.</li> <li>b. Identify districts that have complete and incomplete components on the IMPACT tool. Identify any incomplete components.</li> <li>c. Categorize districts by quality of submission using ODE established criteria.</li> <li>d. Disaggregate data by program demographic characteristics such as district typology, poverty, funding types, and other ODE identified characteristics.</li> </ol>	512 (40%)
2. Create report log of follow up calls and e-mails with school districts to request additional information. Contractor(s) will be asked to contact districts to submit incomplete information, to address indicators that are not in compliance, and to	128 (10%)

provide corrective action plans.	
3. Create and send letters to districts to acknowledge receipt or lack of receipt of IMPACT tool, to identify compliance status with Ohio Early Learning Program Guidelines, and to identify areas requiring follow-up.	64 (5%)
4. Create summary report of recommendations for technical assistance and professional development needs within each State Support Team region and at the state level based on the IMPACT analysis.	128 (10%)
5. Communicate results by region to ODE consultant and State Support Team early childhood personnel to discuss recommendations for technical assistance and professional development. Document planned follow-up by ODE consultant and State Support Team early childhood personnel and collect summary of the actual assistance provided by district.	128 (10%)
6. Conduct desk audits and write reports for a stratified random sample of preschool programs. ODE will provide desk audit protocol and conduct sample, while contractor will follow protocol to collect information from selected districts. Desk audits include request, collection and review of additional information regarding compliance with Ohio's Early Learning Program Guidelines.	128 (10%)
7. Provide weekly status report on analysis and reporting activities.	64 (5%)
8. Identify and provide report of resources necessary to support technical assistance such as publications, funding, professional development currently available and/or other resources to be developed.	128 (10%)

**Contractor Qualifications:**

- Minimum qualifications: Bachelor's degree in early childhood education, social sciences or related field, plus applied experience in research, evaluation, or qualitative data collection methods.
- Preferred qualifications: Graduate course work or degree in early childhood education, social sciences, research, evaluation, or related fields of study with experience.

**Work Information:**

- Contractor(s) may be need to make periodic trips for consultation and/or status update meetings to the Office of Early Learning & School Readiness, Ohio Department of Education, 25 S. Front Street, Columbus, OH 43215.

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.**

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

**The successful offeror must provide verifiable evidence of current MBE certification by the Equal Opportunity Division (EOD) of the Ohio Department of Administrative Services (DAS) and 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.**

Proposals, referencing the RFP number above, should be submitted by email to:  
Michelle K. Smith  
[michellek.smith@ode.state.oh.us](mailto:michellek.smith@ode.state.oh.us)

copy to: Amadu Sankoh  
[amadu.sankoh@ode.state.oh.us](mailto:amadu.sankoh@ode.state.oh.us)

by mail to: Michelle K. Smith  
Ohio Department of Education  
Office of Early Learning & School Readiness  
25 South Front Street, MS 305  
Columbus, Ohio 43215

Copy to: Amadu Sankoh  
25 South Front Street, Mail Stop G  
Columbus, OH 43215

Expected date of Award: June 11, 2010