

REQUEST FOR PROPOSAL

RFP NUMBER: CSP902017
INDEX NUMBER: EDU038
UNSPSC CATEGORY: 80100000

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education, is requesting Proposals for:

Ohio's Early Literacy State Systemic Improvement Plan Evaluation

OBJECTIVE: The Ohio Department of Education is seeking a Contractor to conduct further study and evaluation of Ohio's Early Literacy Plan.

RFP ISSUED: June 15, 2016
INQUIRY PERIOD BEGINS: June 15, 2016
INQUIRY PERIOD ENDS: July 6, 2016 at 8:00 AM
PROPOSAL DUE DATE: July 13, 2016 by 1:00 PM

Proposals received after the due date and time will not be evaluated.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____ Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code
ODE:	The Ohio Department of Education

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Education (the Agency), is soliciting competitive sealed proposals (Proposals) for Ohio's Early Literacy State Systemic Improvement Plan Evaluation. If a suitable offer is made in response to this RFP, the State of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- 1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2021. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed three (3) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

- 1.3 BACKGROUND Ohio's State Systemic Improvement Plan (SSIP) prioritizes early literacy as the foundation for all educational content areas and a predictor of future academic success and college and career readiness. During SSIP Phase I, the SSIP Core Team of the Ohio Department of Education, Office for Exceptional Children led a rigorous and thorough stakeholder-driven, data-based planning process culminating in the completion of the SSIP Phase I Report in April, 2015. The goal emerging from SSIP Phase I is to improve early literacy outcomes in districts selected for strategic assistance, as operationalized by Ohio's state-identified measurable results, which reflect the integration of an agency-wide focus on early literacy: 1) The percentage of students with disabilities scoring proficient or above on Ohio's Third Grade English Language Arts Achievement Test; and 2) The percentage of all kindergarten through third grade students who are on track for literacy, as measured by state-approved reading assessments.
- During SSIP Phase II, the SSIP Core Team submitted a plan for the comprehensive evaluation of Ohio's SSIP, known as Ohio's Early Literacy Plan (see attached). ODE submitted Ohio's SSIP Phase II Report in April, 2016. This plan is a systemic effort to build adult competency and capacity, strengthen organizational supports, and align leadership practices to meet the early literacy needs of all students in the partnering schools. Participating districts have been selected to represent geographical regions of the state. The number of districts participating will increase over time: ODE anticipates that in the 2016-17 school year, nine districts will implement the plan activities, and approximately eight districts will be added each year thereafter.

- 1.4 ODE is seeking a Contractor to conduct further study and evaluation of Ohio's Early Literacy Plan. Specifically, the Contractor will evaluate the degree to which the state achieved its six implementation objectives and three student impact objectives.

In summary, the Contractor shall address how they will accomplish the following objectives in their Proposals:

- A. Appoint a Project Lead Evaluator.
- B. Establish an Evaluation Team as described below.
- C. Consult with the ODE Project Representative OR ODE designated contact.
- D. Furnish support staff.
- E. Evaluate the degree to which partnering districts achieved the six implementation objectives and three student impact objectives.
- F. Provide guidance and recommendations to ODE regarding effectiveness of Ohio's Early Literacy Plan as a system of support to improve early literacy outcomes for districts selected for strategic assistance.
- G. Ensure compliance with state and federal policies regarding data collection and data reporting.
- H. Prepare, submit, and present periodic project reports.
- I. Ensure a timely Work Plan is in place and successfully executed.
- J. Prepare and present monthly status reports including recommendations to continue, expand or make changes to the plan to the SSIP Core Team.
- K. Ensure a final evaluation report for project years 2016-17 (Year 1), 2017-18 (Year 2), 2018-19 (Year 3), 2019-20 (Year 4) and 2020-21 (Year 5) is submitted to the SSIP Core Team by July 15 of each year.

1.5 EVALUATION PLAN

The evaluation plan will be structured to evaluate the plan's six implementation objectives:

- A. Training and Coaching

1. Training and coaching teachers and administrators in evidence-based early literacy and language core instruction, strategic interventions, and intensive, individualized interventions within a proactive, preventive, equitable system of supports that extends outside of the school environment and into the home.
 2. Training language and literacy coaches at the district and regional levels and trainers at the state and regional levels.
- B. Infrastructure and Systems
1. Decision support data systems are in place to inform decisions regarding adult implementation and student outcomes.
 2. Infrastructure at the state, regional and district levels provides a continuum of supports for teaming, planning, scheduling, and access to intervention.
 3. Proactive systems foster external partnerships (e.g., teacher preparation programs, early childhood providers, family and community supports).
- C. Leadership
- Implementation of the Ohio Improvement Process shared leadership structures to promote proactive, equitable practices at every level.

The evaluation plan will also be structured to evaluate the plan's three student impact objectives:

1. To increase the percentage of students with disabilities scoring proficient or above on Ohio's Third Grade English Language Arts Achievement Test.
2. To increase the percentage of all kindergarten through third grade students who are on track for literacy, as measured by state-approved reading assessments.
3. To increase the average rate of improvement for students with disabilities and students at risk for reading failure using evidence-based curriculum-based assessment measures (compared to normative growth rates for typical learners and empirically-derived growth rates for students performing below benchmark).

Table 1: Proposed Evaluation Data Collection Plan

Evaluation Question	Proposed Measure(s)	Collection Timeline
To what extent did the teachers of students in preschool-grade 3 implement early literacy and language core instruction using evidence-based practices with fidelity?	Language Essentials for Teachers of Reading and Spelling (LETRS) post-test, LETRS implementation tool (in development)	Annually in the Spring (due May 30)
To what extent did instructional coaches support teachers in the use of evidence-based early literacy practices?	Coaching fidelity tool (in development)	Annually in the Winter (due March 30)
To what extent did the teachers of students in preschool-grade 3 use data literacy skills to implement screening, progress monitoring, and instructional decision-making with fidelity?	Reading Tiered Fidelity Inventory	Fall of Year 1 for each incoming cohort (Tier 1 section only) and then annually in the Spring
To what extent was the implementation of early literacy and language core instruction and interventions supported by the Ohio Improvement Process shared leadership structures at the district, building, and teacher levels?	Reading Tiered Fidelity Inventory	Fall of Year 1 for each incoming cohort (Tier 1 section only) and then annually in the Spring
To what extent did students in kindergarten-grade 3 demonstrate gains in indicators of basic early literacy skills that met or exceeded national benchmark rates of improvement for students at the greatest risk of reading difficulty?	Early literacy curriculum-based measures (DIBELS Next or AIMSweb) Ohio's Third Grade English Language Arts Achievement Test	Fall, Winter, and Spring CBM benchmark periods Annual Spring administration of Ohio's Third Grade English Language Arts Test
To what extent did implementation of evidence-based early literacy instruction and intervention at the preschool level improve language and literacy skills at kindergarten entry?	Ohio's Kindergarten Readiness Assessment	Annually in the Fall

Evaluation Question	Proposed Measure(s)	Collection Timeline
To what extent did teachers increase family engagement in literacy development (in years 3-5 of the project)?	Levels of Collaboration Survey	Fall survey administration for each incoming cohort beginning in Year 3 and then annually in the Spring
To what extent did District Leadership Team and Building Leadership Team members increase their level of collaboration with external partners to guide the development of and access to community-wide systems of support for literacy (in years 3-5 of the project)?	Levels of Collaboration Survey	Fall survey administration for each incoming cohort beginning in Year 3 and then annually in the Spring

The evaluation plan must be of high quality consistent with the *Program Evaluation Standards* established by the Joint Committee on Standards for Educational Evaluation: Utility, Feasibility, Propriety, Accuracy, and Evaluation Accountability (Yarbrough, Shulha, Hopson, & Caruthers, 2011).

RESOURCES

Informational resources are available to prospective Offerors at the respective URL address:

Ohio’s Early Literacy SSIP Evaluation Plan (see attached Pg. 16, Ohio’s Part B State Systemic Improvement Plan (SSIP) Phase II Report April 1, 2016)

Ohio’s Phase I SSIP:

<http://education.ohio.gov/getattachment/Topics/Special-Education/Early-Literacy/Ohio-s-State-Systemic-Improvement-Plan-Phase-I-April-1-2015.pdf.aspx>

State Systemic Improvement Plan resources:

<https://osep.grads360.org/#program/ssip>

ODE Special Education Early Literacy webpage:

<http://education.ohio.gov/Topics/Special-Education/Early-Literacy>

1.6 SCOPE OF WORK

A. CONTRACTOR RESPONSIBILITIES.

The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work. The Contractor agrees to be responsible for the areas of responsibility identified in this RFP. In addition, the Contractor agrees to meet or exceed all standards, regulations, laws, and ordinances as adopted by federal, state, and local authorities. These laws and ordinances must include, but not be limited to, any governing body under which the State may operate now or in the future.

The Contractor will be required to attend meetings as established by ODE during the course of this Contract. ODE may require information and/or data be provided at different frequencies of time based on the Work being performed and the schedule of performance.

The State encourages responses that demonstrate a thorough understanding of the nature of the research in the field of special education analyzing the effectiveness of evidence-based instructional supports and interventions to improve early literacy outcomes for students with disabilities as well as students at risk for reading failure. The Contractor will be responsible for the design, development, and execution of a comprehensive program evaluation. The State encourages responses that demonstrate knowledge of program evaluation and the capacity to design and execute a high-quality, comprehensive evaluation that will yield timely and actionable recommendations for the continuous improvement of Ohio’s Early Literacy Plan in participating districts. The Contractor will be expected to refine the evaluation methods throughout the course of the contract, as needed, with the advice and consent of ODE. The Contractor will work collaboratively with Ohio’s SSIP Core Team and external evaluation advisory consultant to execute the evaluation plan and to provide feedback to inform the continuous improvement of the plan as a whole and increase implementation fidelity within the partnering districts.

DAS is seeking a Contractor to conduct further study and evaluation of the effectiveness of Ohio's Early Literacy Plan with regard to the six implementation objectives and three student impact objectives among the participating districts. The State has identified the following objectives for this Project:

The Contractor will ensure compliance with state and federal policies regarding data collection and data reporting throughout the data life cycle from creation and storage through destruction.

The Contractor shall appoint a specific individual to be the Project Lead Evaluator and serve as the primary liaison with the ODE designated contact. This person shall be identified by the Contractor to be responsible for providing overall administrative oversight of the evaluation and supervision of the Evaluation Team and staff. The Project Lead Evaluator will communicate at least monthly to review progress, expenditures and deliverables with the identified project contact from ODE. All data collected and used as part of this project is considered to be owned by the Ohio Department of Education, and thus, the Project Lead Evaluator will abide by state and federal policies and procedures regarding student privacy, data collection, and data reporting. Offerors will identify the Project Lead Evaluator and participate in initial meeting with ODE staff within two weeks of contract award.

ODE is seeking a Contractor who is able to appoint a Project Lead Evaluator with the following credentials:

1. Recent demonstrated and sustained success and experience in the development and implementation of customized system-wide evaluation of education programs, at the national, state, or regional level. Projects must have included data collection, analysis, reporting, data displays, and storage systems.
2. The Offeror has demonstrated and sustained success and experience in implementing system-wide evaluations, including the design, development, and execution of a comprehensive program evaluation.
3. The Offeror's experience includes working with and customizing evaluation services to address diverse programmatic and system capacity issues in Ohio or other states.
 - a. Demonstrated successful experience working with state education agencies to evaluate statewide systems of support as a result of the Elementary and Secondary Education Act (ESEA) Flexibility Waiver and/or under the No Child Left Behind Act.
 - b. Demonstrated knowledge of evidence-based early literacy instructional supports and interventions and knowledge of research-validated early literacy assessments to measure student growth over time.
 - c. Demonstrated knowledge in both quantitative and qualitative research methodologies as reflected in multi-method, multi-informant approaches to program evaluation.
4. The Offeror is able to demonstrate its capacity to self-monitor and self-assess its efforts, inputs and outcomes and adjust as necessary.
5. The Offeror is able to conduct analyses of student outcome data in relation to adult implementation data and design data displays to communicate the findings effectively.
6. The Offeror demonstrates the organizational and fiscal capacity to implement the project, including a description of:
 - a. its current organization budget
 - b. current contracts and grant awards
 - c. other sources of revenue
 - d. specific federal grants managed

The Contractor shall establish an Evaluation Team that ensures the capacity of the Contractor to fulfill the requirements of this multi-year, multi-site comprehensive evaluation of Ohio's Early Literacy Plan. Lead by the Project Lead Evaluator, the Evaluation Team will assess each partnering district's on-going implementation of the Ohio's Early Literacy Plan using a multi-method, multi-informant approach and evaluate student impact outcomes for students in preschool through grade three. Evaluation Team members' responsibilities might include developing electronic data collection tools, managing databases and project software, assisting with the maintenance of on-line data collection applications, managing the day-to-day implementation of the approved Work Plan, maintaining contact with district staff for the collection of project data, developing monthly updates and contributing to the annual evaluation report.

Deliverable: The contractor will send a list of names, roles, contact information and duties for the Evaluation Team within two weeks of contract award.

The Project Lead Evaluator will consult with the ODE designated contact to review progress as necessary and to assure mutual understanding of the Work to be performed and the satisfactory completion thereof.

Deliverable: The Project Lead Evaluator will attend ODE's monthly core team meeting and stakeholder meetings (as scheduled). Additionally there will be a minimum of two points of contact per month between the Project Lead Evaluator and the ODE designated contact.

The Contractor shall furnish its own support staff as necessary for the satisfactory performance of the Work described above. Support staff responsibility might include communications with districts regarding data submission, data entry, and providing clerical support. Unless otherwise specified in the contract, ODE will not provide any staff, services, or material to the Contractor for the purpose of assisting the Contractor in the performance of the Contract.

The Contractor will be responsible for the comprehensive evaluation of Ohio's Early Literacy Plan in partnering districts with regard to the six implementation objectives using a multi-method, multi-informant approach. The Contractor will use the process (implementation) evaluation findings to inform the analysis of student outcomes specified by the three student impact objectives. Student outcomes will be measured using research-validated early literacy assessments designed for monitoring student growth over time.

The Contractor will utilize a web-based dashboard developed by ODE to access and display evaluation data across districts. Potential data collected for the evaluation are listed in Table 1, above.

Deliverable: The contractor will implement the ODE-designated web-based dashboard.

The Contractor will provide guidance and recommendations to ODE regarding effectiveness of Ohio's Early Literacy Plan as a statewide system of support to improve early literacy outcomes for districts selected for strategic assistance. Formative guidance and recommendations should be included in monthly status reports, with summative recommendations provided in annual final evaluation reports.

The Contractor will ensure a timely Work Plan is in place and successfully executed.

The Contractor will prepare, submit, and present monthly project updates.

The Contractor will prepare and present monthly status reports including recommendations to continue, expand or make changes to Ohio's Early Literacy Plan to the SSIP Core Team.

The Contractor will ensure a final evaluation report for 2016-17 (Year 1), 2017-18 (Year 2), 2018-19 (Year 3), 2019-20 (Year 4) and 2020-21 (Year 5) is submitted to the SSIP Core Team by July 15 of each year.

B. MANAGEMENT REPORTING AND OUTCOMES.

The Contractor shall provide monthly progress reports that address progress toward completion of each of the items delineated in the Scope of Work. These reports shall:

1. Summarize highlights of the monthly reporting period.
2. Address progress toward completion of each of the items delineated in the Scope of Work.
3. Be provided within 20 calendar days following month's end.

The contractor will submit a final report to ODE/OEC by July 15 of each project year. The final report must be submitted in an electronic reproducible format. These reports shall:

4. Include a formal face-to-face report detailing the components of the final, comprehensive report to be delivered to Ohio Department of Education personnel and/or any other stakeholders identified by ODE. The final report shall encompass recommendations from the analysis of process (implementation) and impact evaluation of Ohio's Early Literacy Plan among the partnering districts.

5. Include a recommendation for increasing the fidelity of implementation and effectiveness of systems of support for early literacy to increase positive outcomes for students and decrease the achievement gap between typical readers and students with disabilities and students at risk for reading failure.

Immediate Reporting – The Project Evaluator or his or her designee must immediately report any certified Project Team staffing changes to the ODE Project Representative (See: See Terms and Conditions Page 5, Replacement Personnel)

- C. PROJECT IMPLEMENTATION AND TRANSITION. The Project Implementation Plan shall include a description of how the requirements of the Project will be implemented. Offerors must indicate a commitment to assume responsibilities and execute Program requirements within five (5) business days after the Offeror is notified of selection. Failure of the selected Offeror to execute program implementation within this time-frame shall be grounds for the State to cancel the award of the Contract to the selected Offeror, select another Offeror, and/or re-open the negotiation process.

The Offeror shall address the proposed transition process for ease of implementation of subsequent contractors should the need arise at the end of the Contract term.

1. Staff Availability & Knowledge Transfer. The Offeror shall play an integral role in providing knowledgeable human resources during a transitional period to ensure uninterrupted operations and availability of the Information System. Consultations and expertise are required in addition to supplied documentation. Experts are required in the facilities, technical, conceptual and functional facets of the Information System.
2. Documentation. Documentation shall be made available to assist in the execution of a transition plan. The Offeror is responsible for developing and maintaining documentation at all times during the Contract period. All documentation shall be made available to the State upon the State's request. The documentation shall include, but not be limited to: user guides, program and system narratives, system flows and processing schedules, technical architecture & hardware specifications and the Disaster Recovery Plan.
3. Application Data. The Offeror is responsible for maintaining current and accurate data. If required, this data shall be made available to assist in the execution of a transition plan.

- D. ODE RESPONSIBILITIES. The Ohio Department of Education shall be responsible for monitoring the Contractor's performance and compliance with the terms and conditions of the Contract during the time the contract is in effect. The Contractor shall submit monthly status reports and meet as necessary with the Department. If ODE observes any infraction(s), such shall be documented and conveyed to the applicant for immediate correction. Continued failures on the applicant's part to comply with the terms and conditions of the Contract may result in the immediate removal of the Contractor from the contract by the State. ODE shall:

1. Coordinate and communicate with the successful Offeror in order to implement the Program.
2. Coordinate regular status meetings with the selected Contractor throughout the Contract Administration period.
3. Reimburse the Contractor for services rendered. Payment of the Contractor's invoices will be authorized by the ODE, upon receipt of the monthly progress report describing work completed in conformance with the terms of the Contract.

1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the State of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.

1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and available for public inspection after the Proposals are received.

1.7 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with CSP902017 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror

shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.5 in the Instructions for further detail.

- 1.8 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) Proposal packages.

2.0 **EVALUATION OF PROPOSALS**

- 2.1 **MANDATORY REQUIREMENTS** There are no mandatory requirements for CSP902017.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements
There are no mandatory requirements for CSP902017

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

- 2.2 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

2.3 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	675 Points
Proposal Cost	100 Points
Total	775 Points

- 2.4 **SCORE RATINGS** The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile (Complete form 5.2.3)			
1. Company history, years of relevant experience with projects similar in size and scope.	15		
2. Demonstrated sufficiency of resources to meet the Project timeline and deliverables.	10		
3. Capacity and financial capability of the applicant to quickly undertake and successfully complete the required tasks for this Project.	5		
Offeror Prior Projects			
The Offeror must document at least one similar project completed within the past five (5) years demonstrating experience in the evaluation of education programs. Complete form 5.2.4	10		
Offeror References (Complete form 5.2.5)			
The Offeror provides, for evaluation, three (3) references where similar consulting work may be reviewed and confirmed, with projects of similar size and scope.	10		
Staffing Plan (Complete form 5.2.6)			
1. Qualifications of the Project Lead Evaluator demonstrate sufficient experience in the development and implementation of a customized, system-wide education evaluation.	15		
2. Proposed role definition of key personnel that make up the Evaluation Team and the percentage of the time dedicated to the work for respective role(s) and individuals.	5		
3. Expertise and previous experience of staff to develop quality deliverables in the allowable time frame.	5		
4. Expertise of staff in the facilities, technical, conceptual and functional facets of the Information System, to support a transition process at the end of the Contract term (as applicable).	5		
Scope of Work			
1. The Contractor presents a detailed Work Plan reflecting comprehensive evaluation of Ohio's Early Literacy Plan in partnering districts with regard to the six implementation objectives and three student impact objectives using a multi-method, multi-informant approach.	20		
2. The Contractor details commitment to attending ODE's monthly core team meeting, stakeholder meetings (as scheduled), and in addition, maintaining a minimum of two points of contact per month with the ODE designated contact.	5		
3. The Contractor describes a clear plan for implementing an ODE-designated web-based data dashboard.	15		
4. The Work Plan details the content and delivery of monthly status reports, final annual reports, and ongoing guidance and recommendations for making mid-course corrections.	10		
5. The Work Plan describes how the Contractor will ensure compliance with state and federal policies regarding data collection and data reporting throughout the data life cycle from creation and storage through destruction.	5		

Total Technical Score: _____

- 2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and

work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.7 COST PROPOSAL POINTS DAS will use the information the Offeror submits on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = the firm, fixed price identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

- 2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal.

3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS
Ohio Department of Education, Office for Exceptional Children
ATTN: Kalinda Watson
25 S. Front Street, 4th Floor
Columbus, OH 43215
Kalinda.Watson@education.ohio.gov

Ohio's Early Literacy State Systemic Improvement Plan Evaluation
CSP902017
UNSPSC CATEGORY CODE: 80100000
BUDGET: A budget for CSP902017 is not available.

OFFEROR: _____

Description	Cost
Implement ODE Dashboard, including all data analysis and displays. Upon completion and approval from ODE.	\$
Monthly project reports Cost per report.	\$
Cost for each individual Final Evaluation Report. Cost per Report.	\$
Presentation of evaluation results for various stakeholder groups. Cost per presentation, up to ten presentations annually.	\$

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as addended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

- 4.3 ECONOMIC PRICE ADJUSTMENT The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. 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 adjustment, 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 adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

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. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

5.0 LINKS To be applicable to all Proposals and subsequent award(s), including sections named below.

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://www.obm.ohio.gov/
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx

All links are subject to change in accordance with State of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the State of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

- 6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.
- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.12, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the State of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.

7.0 Supplements

Ohio's Part B State Systemic Improvement Plan (SSIP)
Phase II Report
April 1, 2016

Link: [Ohio's Part B SSIP](#)

Ohio Department of Education's Data Sharing MOU

Link: [Ohio Department of Education's Data Sharing MOU](#)