



Ted Strickland, Governor  
Deborah S. Delisle, Superintendent of Public Instruction

# **Center for School Improvement Office of Federal Programs**

## **Request for Proposals *Evaluation of Supplemental Educational Services***

**June 24, 2009**

# **I Introduction and Background**

## **A) *Background of Supplemental Educational Services***

### **Supplemental Educational Services**

Under the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized by the *No Child Left Behind* Act (NCLB) of 2001, school districts are required, under some circumstances, to provide parents and their children with the option of using Supplemental Educational Services (SES). This option can be used when a student's school is a Title I-served building that has not demonstrated "adequate yearly progress" (AYP) for three consecutive years. When this occurs, the school is considered to be in School Improvement Year 2 status (SI Year 2). Students eligible for SES are those from low-income families who attend a Title I-served school in School Improvement Year 2 or higher, including corrective action or restructuring. Priority is given to the lowest achieving eligible students.

The Ohio Department of Education (ODE) develops the list of state-approved providers through a public collection of applications and a multi-stage 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.

## **B) *Purpose of Request for Proposal/Project Deliverables***

The Ohio Department of Education is seeking proposals from qualified third-party applicants to:

- Create informative, streamlined trainings targeted to Local Education Agencies (LEAs) and state of Ohio-approved SES providers. The trainings (webcasts) must be focused in the area of SES provider alignment with Ohio's academic content standards in reading/English language arts and mathematics; student progress measurement; and quality of provider services. The trainings will take place in September 2009, November 2009 and January 2010 for fiscal year 2010. Training for fiscal year 2011 will be determined by ODE.
- 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.
- In consultation with ODE, develop a Quality of Service (QoS) tool that will be used to measure state-approved SES providers that serve students through distance tutoring (online). This tool will support the QoS tool ODE has developed

and will pilot during the 2009-2010 school year for selected SES-approved providers who provide tutoring in a one-on-one or small group setting. ODE will provide the contractor with a copy of all supporting documents to assist in the development of the distance tutoring QoS tool.

- Provide a quantitative data analysis with regard to the one-on-one and/or small group instruction QoS pilot project. ODE will submit to contractor a copy of all QoS reports for analysis by May of each school year (2010 and 2011).

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.

The ODE contract administrator must approve all final deliverables.

### ***C) Eligibility***

Public and private organizations, including but not limited to, institutions of higher education, that provide 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 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 are certified and approved by the Office of Budget and Management. The contract will end June 30, 2010, with renewal anticipated for FY11.

All proposals must conform to the specifications listed in the proposal components section of this RFP and must be submitted via electronic mail to [kim.zwayer@ode.state.oh.us](mailto:kim.zwayer@ode.state.oh.us) and received by 5:00 p.m. (EST) July 8, 2009. Subject line must read: RFP for Supplemental Educational Services. ODE will acknowledge receipt of each RFP via electronic mail.

### ***D) Funding***

This RFP solicits proposals to engage in this evaluation work beginning upon approval and completion of a signed contract. Payments are to be made from federal funds.

### ***E) Travel***

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

### **III. Selection Criteria and Contract Compliance**

#### ***A) Selection Criteria***

An expert panel will review all proposals that meet the submission criteria. Applicants may be asked to explain and defend the proposal to the panel either in writing and/or in telephone conference calls. **ODE reserves the right to make all decisions regarding this RFP including, but not limited to, accepting or rejecting, without consideration, proposals that are incomplete.**

The selection criteria to be used to evaluate the responses to the project deliverables shall include, but are not limited to, the following:

1. Applicant experience with projects similar in size and scope;
2. Appropriateness of the methodology and work plan proposed;
3. Sufficiency of resources to meet the project timeline and deliverables;
4. Expertise of staff to develop quality deliverables in the allowable time frame;
5. Quoted price and budget allocations; and
6. Capacity of the applicant to undertake and successfully complete the required tasks for this project.

Ohio Revised Code (ORC) 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 the 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, before the award of any contract arising out of this RFP, without notifying the Agency of such finding.

#### ***B) Proposal Components***

Each proposal must contain the following:

1. Cover letter;
2. Applicant Profile;
3. Methodology/Design/Work Plan;
4. Project Schedule;
5. Budget;

#### **Cover Letter**

The cover letter must be signed by an individual authorized to legally bind the applicant. The letter must include the following:

1. A statement regarding the applicant’s legal structure (e.g., an Ohio corporation), federal tax identification number and principal place of business.
2. A list of the people who prepared the proposal, including their titles.
3. The name, phone numbers, fax number and e-mail address of a contact person authorized to answer questions regarding the proposal.
4. Assurance that the applicant is not subject to an “unresolved” finding for recovery under ORC 9.24.

## **Applicant Profile**

The applicant profile must include the applicant's legal name; address and telephone number; home office location; date established; ownership (e.g., public firm, partnership or subsidiary); and firm leadership (e.g., corporate officers and owners). The profile must provide a brief summary of the applicant's qualifications and describe the applicant's ability to conduct the evaluation including:

1. Capacity to meet the RFP requirements;
2. Sufficiency of office facilities, technology and support mechanisms;
3. Experience with similar projects; and
4. Evaluation/research experience and expertise in relevant areas (e.g., professional development, mixed methods, scientifically-based research.)

The applicant profile also must include contact information (names, titles, phone numbers, e-mail addresses) and permission to contact three references familiar with the applicant's performance in undertaking similar projects.

## **Methodology/Design/Work Plan**

A successful proposal will:

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.

## **Project Schedule**

The applicant shall provide a proposed plan in a format that identifies milestones, timelines, task objectives and deliverables.

## **Budget**

A deliverable-based budget must be included in the proposal.

FY10 contract will be a one-year renewable contract based on satisfactory completion of deliverables and the availability of continued project funding. The budget for FY11 is contingent upon available funding. The Payment will be made upon satisfactory

completion of deliverables and submission of acceptable invoices. The timeline for expected deliverables will be negotiated. The applicant understands and accepts these funding contingencies. A separate budget will be necessary for each fiscal year.

#### **IV. Inquiry Information**

All inquiries must be submitted by e-mail. Inquiries about specific information contained in the RFP must reference the relevant part of the RFP and the appropriate heading. The inquiry must contain the name of the prospective applicant's representative who is responsible for the inquiry, the name of the prospective applicant, and the representative's phone number. E-mail inquiries regarding the RFP may be made any time during the inquiry period 5:00 p.m. (EST) July 8, 2009. Applicants may send an inquiry via e-mail to [kim.zwayer@ode.state.oh.us](mailto:kim.zwayer@ode.state.oh.us) . Responses will be made individually via the same method.