



Office of
Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP905514
INDEX NUMBER: EDU041
UNSPSC CATEGORY: 60100000, 86000000, 93100000

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:

Dyslexia Pilot Project Evaluation:

OBJECTIVE: House Bill 96 signed by Governor Kasich in December 2012 requires the Superintendent of Public Instruction to establish a pilot project involving school districts to provide early screening and intervention services for children with risk factors for dyslexia.

RFP ISSUED: August 26, 2013
INQUIRY PERIOD BEGINS: August 26, 2013
INQUIRY PERIOD ENDS: September 16, 2013 at 8:00 AM
PROPOSAL DUE DATE: September 23, 2013 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

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

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 Dyslexia Pilot Project 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 also gives the estimated dates on page one, 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 October 31, 2015. 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 one (1) year 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

House Bill 96 signed by Governor Kasich in December 2012 requires the Superintendent of Public Instruction to establish a pilot project involving school districts to provide early screening and intervention services for children with risk factors for dyslexia. The pilot project must operate for three full school years, beginning with the 2012-2013 school year. The specified goal of the pilot project is to evaluate the effectiveness of early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs.

The State Superintendent selected eight school districts to participate in the pilot project for 2012-13 on a voluntary basis. For the 2013-14 school year there will be five school districts participating. At least one of the districts is located in an urban setting, one in a suburban setting, and one in a rural setting. To be considered for the pilot project, school district's proposal met the following:

- (1) Identify a method of screening children for low phonemic awareness and other risk factors for dyslexia,
- (2) Provide for the enrollment of children identified as having risk factors in a reading program staffed by teachers trained in evidence-based reading instruction and multisensory structured language instruction, and
- (3) Include a methodology for evaluating the reading program's effects on the children's identified risk factors.

The selected school districts may establish a partnership with a regional library or library system for purposes of the pilot project.

Each school district participating in the pilot project must screen children who are six years old or younger to identify children at risk for reading failure, including those students exhibiting risk factors associated with dyslexia, and provide those students with reading intervention services. After providing the early intervention services, the district must administer assessments, approved by the State Superintendent, to determine whether the intervention services have improved students' reading skills.

When the district identifies a child as being at risk for reading failure, including a child exhibiting risk factors associated with dyslexia, the school district must notify the child's parent(s) of that fact and that the child is eligible for reading intervention services through the pilot project. The district must require the parent(s) to indicate in writing that the parent(s) voluntarily and knowingly consent to the child's participation in the pilot project. Moreover, the district must provide the parent(s) information about dyslexia. Finally, each participating district is required to report annually to the State Superintendent about the operation and results of the pilot project to facilitate the Superintendent's evaluation of it.

The bill requires the State Superintendent to evaluate the pilot project and report its results to the General Assembly by December 31, 2014. The report also must contain legislative recommendations whether to continue, expand, or make changes to the pilot project.

For purposes of the H.B. 96 Dyslexia Pilot Project, dyslexia is defined as "a specific learning disorder that is neurological in origin and that is characterized by unexpected difficulties with accurate or fluent word recognition and by poor spelling and decoding abilities not consistent with the person's intelligence, motivation, and sensory capabilities, which difficulties typically result from a deficit in the phonological component of language."

The Ohio Department of Education (ODE) recognizes the importance of early intervention and early identification and the need for districts to have a strategic plan in place. The project period is for three years, and pilot funds are to be

used to train staff, integrate evidence-based practices, purchase instructional materials, and implement an effective plan for evaluating the progress made by the participants.

Pilot Project Requirements Background:

1. Districts will administer the pilot project in participating buildings beginning July 1, 2012 through June 30, 2015.
2. Districts will design and implement a multi-layered or tiered model of reading instructional support that utilizes a multi-sensory structured language (MSSL) approach to instruction.
3. Districts will choose and implement technically adequate assessments for the purposes of:
 - a. Screening—administered to all students several times per year with the express purpose of identifying (as early as possible) students who are not making expected progress and to guide differentiated small group instruction.
 - b. Diagnostic —used for intervention planning and to identify a child’s skills, strengths and needs.
 - c. Progress Monitoring—used for evaluating an individual child’s response to reading intervention and targeted supports.
4. Districts will identify a standardized curriculum-based measurement (CBM) assessment tool and screen all kindergarten students in participating buildings in the fall of kindergarten. Screening instruments shall reliably measure phonological processing and rapid naming skills in Kindergarten children and should include:
 - a. phoneme blending, deletion, substitution, and segmentation
 - b. fluency measures of letter and/or color naming
5. Districts will screen, benchmark and evaluate students using the identified standardized CBM as follows:
 - a. 2012 – 2013 kindergarteners
 - b. 2013 – 2014 kindergarteners, 1st graders
 - c. 2014 – 2015 kindergarteners, 1st graders & 2nd graders
6. Districts will provide training to teachers (general education and intervention specialists) in Kindergarten through 2nd grade classrooms who are participating in evidence based reading instruction and multi-sensory structured language instruction.
7. When a child is suspected of having dyslexia, districts will notify the child’s parent(s) of the fact that the child is eligible for reading intervention services through the pilot project. Describe the district’s process to obtain informed parent consent for participation in the pilot project. Provide parent information about dyslexia, recommended multisensory structured language supports and possible services under state and federal law.

RESOURCES

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

The ODE Web page regarding the Dyslexia Pilot Project:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=967&ContentID=125094&Content=127180>

OBJECTIVES

DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor’s obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

ODE is seeking a Contractor to conduct further study and evaluation regarding dyslexia pilot projects. Specifically, the Contractor will evaluate the effectiveness of early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs as currently described in House Bill 96.

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

1. Appoint a Project Evaluator.
2. Appoint a Project Coordinator.
3. Consult with the ODE Project Representative OR ODE designated contact
4. Furnish support staff.
5. Address effectiveness of screening data.
6. Evaluate progress monitoring data and the effectiveness of the reading intervention program(s).
7. Provide guidance and recommendations to ODE regarding effectiveness of early screening and reading intervention programs.
8. Ensure compliance with state and federal policies regarding data collection and data reporting.
9. Prepare, submit, and present periodic Project reports.
10. Ensure a timely Implementation Plan is in place and successfully executed.
11. Prepare and present status report including recommendations to continue, expand or make changes to the pilot project to the State Superintendent that evaluates the pilot project by November 1, 2014.

12. Ensure a final evaluation report on project years 2012-13, 2013-14 and 2014-15 is submitted to the State Superintendent by July 15, 2015.

1.4 SCOPE OF WORK

A. DEFINITIONS.

1. Agency. The Ohio Department of Education (ODE).
2. Calendar Year. January 1 through December 31 of the respective year.
3. Contract Administrator. The state representative responsible for contract administration.
4. Contractor. A successful Offeror who shall perform the duties specified in the Contract.
5. DAS. The Department of Administrative Services.
6. Dyslexia. For purposes of the H.B. 96 Dyslexia Pilot Project, dyslexia is defined as "a specific learning disorder that is neurological in origin and that is characterized by unexpected difficulties with accurate or fluent word recognition and by poor spelling and decoding abilities not consistent with the person's intelligence, motivation, and sensory capabilities, which difficulties typically result from a deficit in the phonological component of language."
7. Electronic commerce technologies. Electronic Data Interchange, Web Invoicing, and Payment cards.
8. ODE. The Ohio Department of Education.
9. Offeror. A company or individual submitting a Proposal in response to this RFP.
8. Project Coordinator: Liaison between Project Evaluator and awarded pilot projects.
9. Project Evaluator: Manager of this evaluation contract.
10. RFP. That certain Request for Proposal for the ODE, issued by the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, including any addenda, which by its terms is an integral part of this Contract.
11. State. Refers to the state of Ohio, through any of its departments, agencies, or representatives.
12. State of Ohio fiscal year. The period from July 1 of one (1) calendar year through June 30 of the following calendar year.
13. Subcontractor. Any service provider hired under contract with the Contractor to meet the requirements of this agreement.

B. 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 State encourages responses that demonstrate a thorough understanding of the nature of the research in the field of special education analyzing the effectiveness of early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs. Proposals prepared in response to this RFP must employ a sound design with the aim of producing recommendations that facilitate policy-level decision-making and offer practical action steps for recommended changes to state of Ohio rules and regulations.

DAS is seeking a Contractor to conduct further study and evaluation regarding the effectiveness of early screening and reading assistance programs for students at risk for reading failure including those students exhibiting risk factors associated with dyslexia. The State has identified the following objectives for this Project:

1. The Contractor shall appoint a specific individual to be the Project Evaluator and serve as the primary liaison with the ODE designated contact. This person shall be identified by the Contractor to coordinate the study and meet at least monthly to review progress, expenditures and deliverables with the identified project contact from ODE.

Observe and document the pilot project's implementation and the fidelity of early screening and reading assistance programs for children at risk for reading failure, including those students exhibiting risk factors associated with dyslexia. 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 Evaluator will abide by state and federal policies and procedures regarding student privacy, data collection, and data reporting.

- a. Responsibilities of the Project Evaluator during Screening Process:
 - i. Monitor the completion of the screening process three times per school year per designated grade levels at each of the eight selected school districts;
 - ii. Collect documentation of instruments used;
 - iii. Review the screening results and discuss with district personnel decisions made for the selection of students for intervention;
 - iv. Provide a written report summarizing the process for each district; monitor screening results of the mid-year and spring screening for the selection of students for intervention; note how screening data was used to determine students who may need Tier 2 interventions; and how these data were used to determine the student's specific reading deficits in order to match the intervention with the student's specific needs
 - b. Responsibilities of the Project Evaluator during Intervention Process:
 - i. Obtain copies/templates of all notifications sent to parents regarding: 1) District participation in the DPP; 2) Screening results and the selection of their child to participate in the DPP and Tier 2 intervention(s); 3) Progress Monitoring reports, including the frequency; 4) how parent(s) are informed of satisfactory progress and their child's return to Tier 1; or 5) Need for further evaluation or Tier 3 intervention.
 - ii. Obtain documentation and details of teacher training. Interview teachers who have been trained: to implement the core evidence based reading instruction; to implement evidence-based reading instruction, multisensory structured language instruction and training for any specific reading intervention programs being implemented at each Tier; to document evidence of how all staff were informed and trained about the goals and aims of this project; to include the training provided for intervention specialists to implement evidence based reading instruction, including multisensory structured language instruction that addresses the specific needs of students identified with reading disabilities
2. The Contractor shall appoint a specific individual to be the Project Coordinator to serve as the primary liaison coordinating the communication and the reporting of data between the five (5) selected school districts and the Project Evaluator and provide monthly updates related to progress on pilot goals by the school districts and the Project Manager. The Project Coordinator shall 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.
 3. The Contractor shall furnish its own support staff as necessary for the satisfactory performance of the Work described above. 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.
 4. Address and evaluate the effectiveness of early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs providing data to support the findings.
 5. Evaluate the effectiveness of early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs through interaction with volunteer districts.
 6. Provide guidance and recommendations to ODE regarding effectiveness of early screening and reading intervention programs.

C. 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 reporting period.
2. Address progress toward completion of each of the items delineated in the Scope of Work.
3. Be provided in a timely manner, for example, monthly reports shall be provided within 20 calendar days following month's end.
4. Present 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 to address the findings related to the variety of methods utilized in Ohio and in other states of the effectiveness of early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs.
5. Include a recommendation for early screening and reading assistance programs for children at risk for reading failure including those students exhibiting risk factors associated with dyslexia and to evaluate whether those programs can reduce future special education costs for Ohio, considering the practicability of district and state-level data collection needed to so.
6. Ensure a report for project year 1 is submitted to ODE/OEC, in an electronic reproducible format, within 90 days of award of contract. ODE will provide project year 1 data for analysis upon awarding of contract.
7. Ensure a final report is submitted ODE/OEC by July 15th of each year for subsequent Contract years. The final report must be submitted in an electronic reproducible format.
8. 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: Attachment Three: Part Two: Replacement Personnel)

D. 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 Contractor may 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. (NOTE: Offerors are welcomed and encouraged to propose how they will address additional communications and information requests from ODE, as well as meeting frequency, methods etc., to ensure both parties have a clear understanding of contractual expectations and efficient operations.)

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.

E. 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 quarterly 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 INFORMATION

The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

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 open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS

Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 NUMBER OF PROPOSALS TO SUBMIT

Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS

There are no mandatory requirements for CAP905514.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

There are no mandatory requirements for CSP905514.

2.3 PROPOSAL EVALUATION CRITERIA

If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements (if applicable), 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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	550 Points
Proposal Cost	165 Points
Total	715 Points

The following scale (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	MODERATE 2 POINTS	MEETS 3 POINTS	STRONG 4 POINTS	GREATLY EXCEEDS 5 POINTS
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The Evaluation Committee will rank the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together to calculate the Offeror's total technical score.

Does Not Meet (0) – Proposal does not comply substantially with requirements.

Weak (1) – Response was poor related to meeting the objectives.

Moderate (2) - Proposal meets most requirements, and any weaknesses or deviations from requirements are minor, acceptable and may be readily corrected or minimized in terms of material impact.

Meets (3) – Proposal generally meets the objectives (or expectations).

Strong (4) – Proposal exceeds objectives (or expectations) in ways that are beneficial to the State and meets objectives (or expectations) and contains at least one enhancing feature that provides some benefit to the State. Weaknesses are minor and are more than offset by the enhancing feature.

Greatly Exceeds (5) – Proposal 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			
1. Company history, years of relevant experience with projects similar in size and scope. Complete for 5.2.3	15		
2. Demonstrated sufficiency of resources to meet the Project timeline and deliverables. Complete form 5.2.3	10		
3. Capacity and financial capability of the applicant to quickly undertake and successfully complete the required tasks for this Project. Complete form 5.2.3	5		
Offeror Prior Projects			
The Offeror must document at least one similar project completed within the past five (5) years demonstrating experience in the development of educational programming. Complete form 5.2.4	10		
Offeror References			
The Offeror provides, for evaluation, three (3) references where similar consulting work may be reviewed and confirmed, with projects of similar size and scope. Complete form 5.2.5	10		
Staffing Plan			
1. Qualifications of the key qualified personnel that will be involved in the Work. Complete form 5.2.6	10		
2. Proposed role definition of key personnel 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.	10		
Scope of Work			
1. The Offeror clearly explains how it will accomplish this Project (Work Plan) by providing a description of how all of the requirements specific to this Project will be implemented as required by the Scope of Work.	15		
2. The Offeror describes any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties	5		
3. Appropriateness and quality of the methodology and Work Plan proposed.	5		
4. The Offeror describes how they will address the identification of students through screening measures and the effects of the reading intervention on student progress.	5		
5. The Offeror describes how they will provide guidance to ODE about the effects of early identification and early intervention for students at risk of reading difficulties and its effect on special education referrals.	5		

Total Technical Score: _____

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.

2.6 COST PROPOSAL POINTS

DAS will use the information Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost 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: _____

2.7 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.

2.8 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.



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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, for a not-to-exceed total. 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
25 S. Front Street Mail Stop 202
Columbus, Ohio 43015

3.5 FUNDING SOURCE

THIRD-PARTY FUNDING. Funded with Discretionary IDEA funds from the Ohio Department of Education

Dyslexia Pilot Project Evaluation
CSP905514
UNSPSC CATEGORY CODE: 60100000, 86000000, 93100000
BUDGET: A budget not established for this project.

OFFEROR: _____

Description	Cost
<p>Address how early screening can impact the identification of children at risk for reading failure including those students exhibiting risk factors associated with dyslexia.</p> <ol style="list-style-type: none"> 1. Monitor the completion of the screening process three times per school year per designated grade levels at each of the five selected school districts and 2. Collect documentation of instruments used. 	\$
<p>Address the effects early intervention and the progress made by students identified through screening.</p> <ol style="list-style-type: none"> 1. Review screening results of the mid-year and spring screening for the selection of students for intervention; note how screening data was used to determine students who may need Tier 2 interventions; and how these data were used to determine the student's specific reading deficits in order to match the intervention with the student's specific needs. 2. Complete and submit a written report for years 2 & 3 that summarizes the screening and intervention process for each pilot district; 	\$
<p>Evaluate the effectiveness of screening tools and interventions selected by the school district. Provide data for screening and early intervention results and recommendations for the most reliable instrument(s).</p> <ol style="list-style-type: none"> 1. Obtain copies/templates of all notifications sent to parents regarding: 1) District participation in the DPP; 2) Screening results and the selection of their child to participate in the DPP and Tier 2 intervention(s); 3) Progress Monitoring reports, including the frequency; 4) how parent(s) are informed of satisfactory progress and their child's return to Tier 1; or 5) Need for further evaluation or Tier 3 intervention. 2. Review the screening results and discuss with district personnel decisions made for the selection of students for intervention. 	\$
<p>Preparation and presentation of a formal face-to-face written final report in electronic and reproducible format. (Provided by July 1, 2014 for the second year and July 1, 2015 for the third year of the contract.</p> <ol style="list-style-type: none"> 1. Provide data to demonstrate which cohort(s) made significant gains in student progress for identified students over three years. 2. Provide guidance to ODE about how early identification of students at risk for reading failure including those students exhibiting risk factors associated with dyslexia can be incorporated into a three tier instructional model. 	\$
<p>Total fixed cost</p>	\$

All costs must be in U.S. Dollars.

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 amended, 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.

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 Evaluation of Proposals
- 5.1.3 Proposal Format & 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://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
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 5.1.3, 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: Secretary of State Certification, Affirmative Action, 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.