

## REQUEST FOR PROPOSALS

**RFP NUMBER:** CSP902012  
**INDEX NUMBER:** EDU092  
**UNSPSC CATEGORY:** 80000000 (Mgmt. & Bus. Prof. & Admin. Svcs.)  
80100000 (Mgmt. Advisory Svcs.)  
86000000 (Ed. & Training Svcs.)

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Education (ODE), is requesting proposals for the:

### **FORMATIVE ASSESSMENT IN MIDDLE SCHOOL (FAMS) PILOT RACE TO THE TOP - (RttT)**

**RFP ISSUED:** June 20, 2011  
**INQUIRY PERIOD BEGINS:** June 20, 2011  
**INQUIRY PERIOD ENDS:** July 6, 2011 at 8:00 a.m.  
**PROPOSAL DUE DATE:** July 22, 2011 by 1:00 p.m.

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

**OPENING LOCATION:** Department of Administrative Services  
Office of Procurement Services  
ATTN: Bid Desk  
4200 Surface Rd.  
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

CONTRACT TERMS AND CONDITIONS. The [RFP Terms and Conditions](#) are a part of the Request for Proposals. Please ensure you download a complete copy and agree to comply with the terms as written.

**This RFP consists of five (5) parts, ten (10) attachments, and one (1) supplement, totaling 50 consecutively numbered pages. Please verify that you have a complete copy.**

## PART ONE: EXECUTIVE SUMMARY

**PURPOSE.** 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 (ODE) (the Agency), is soliciting competitive sealed proposals (Proposals) for the Formative Assessment in Middle School (FAMS) Pilot – Race to the Top (RttT), and this RFP is the result of that request. 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 for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through August 31, 2014. The State may solely renew this Contract at the discretion of DAS for a period of one (1) month. Any further 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. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

**BACKGROUND.** Formative assessment is a continuous instructional process used by teachers and students to obtain evidence of student understanding. This evidence provides feedback to the teacher and the student for the purposes of making informed adjustment to instruction, and the student taking ownership of his/her learning.

As part of a balanced assessment system, formative assessment is the component which benefits teachers during instruction, and students during learning. Constructive changes to instruction and learning in the classroom are essential to deepening students' knowledge and skills in their core content areas.

Funded by Race to the Top, Ohio's Formative Assessment in Middle School (FAMS) pilot (the Pilot) shall provide teachers with a deep understanding of how to effectively use and develop strong formative assessment strategies aligned to the newly adopted Common Core State Standards (CCSS) in English language arts (ELA) and mathematics. The State feels it is imperative to use this opportunity to ensure participants begin to understand the critical linkages between formative assessment strategies and the implementation of the CCSS.

Recognizing that students in the middle school begin to falter in learning, as evidenced in the Trends in International Mathematics and Science Study (TIMSS) report and the National Assessment in Education Progress (NAEP), Ohio anticipates that the use of formative assessment can favorably impact this current downward trend. Therefore, the formative assessment pilot will focus on the middle school grades (grades 5 through 8), as defined by the Ohio Middle School licensure standards. The Contractor shall collaborate with ODE to work with each of the three (3) selected Cohorts, to develop a portfolio of formative assessment practices that once reviewed and tested, will be made available statewide on ODE's Web site. Through the FAMS pilot, a process for developing formative assessment strategies shall be developed that can be replicated in districts across the State.

Ohio is a participating state in the two (2) national assessment consortia (SBAC and PARCC), both of which are working to develop the next generation of assessments. Ohio's expectation is that this formative assessment work shall be informed by the national consortia work.

**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.

The objective of Ohio's FAMS pilot is that teachers will learn how to use and develop strong formative assessment strategies aligned to the Common Core State Standards in English language arts and mathematics that make student thinking visible to the teacher and student and provide actionable information such as high-level questioning and writing. The portfolio of formative assessment strategies and the process used to develop them shall be available statewide through the Instructional Improvement System (IIS). This Pilot has two (2) primary purposes:

1. To change teacher practice to think and act more formatively, which will allow them to become more effective in their classroom instruction.

2. To change student practice to become active participants in their own learning. By deepening their knowledge and developing their skills, students will be able to apply the skills effectively to academia and everyday life.

Communities of practice (COP) will be established within the pilot sites to support the teachers and provide the networking mechanism which will aid in the sustainability of effective formative assessment practice. Teachers in each Cohort are expected to deepen their knowledge in formative assessment practices to effect the sustainability of effective formative assessment practice.

In summary, the Contractor shall:

1. Develop and provide professional development to participants in using formative assessment methods to gather evidence of student knowledge.
2. Develop and provide professional development to participants in using formative assessment processes and strategies (e.g., identify a student misconception and provide ways for the student to correct this misconception).
3. Develop a plan with ODE and schedule formative assessment activities for the participants in each phase of each Cohort.
4. Develop and provide professional development for teachers on how to create their own formative assessment methods and strategies.
5. Develop and provide professional development for teachers on the design implementation of action research related to formative assessment strategies and processes.
6. Demonstrate capability to populate the Instructional Improvement System (IIS) with formative assessment strategies.
7. Provide professional development on creating and maintaining communities of practice (COP).
8. Develop and provide materials for formative assessment strategy development and all professional development.
9. Be equipped and prepared to adjust accordingly as cohorts 2 and 3 are selected.
10. Meet and communicate with ODE identified leadership for approval on every aspect of the development and implementation of this pilot project.
11. Submit reports twice per year on progress.
12. Participate in and meet timeline for all established deliverables.
13. Provide technical assistance to ODE and pilot sites as necessary.
14. Prepare, provide, present and/or submit annual USDOE, ODE, and DAS project reporting requirements.
15. Ensure the Pilot is implemented, executed, and transitioned successfully.
16. Prepare and submit periodic reports.

RESOURCES. Informational resources are available to prospective Offerors at the following link(s) and URL addresses:

1. [RFP Terms and Conditions.](#)
2. The ODE's home page:  
<http://www.ode.state.oh.us>
3. The ODE's Race to the Top page:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=694>

4. The ODE FAMS page:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=102072&Content=106231>

5. Ohio State Board adopted standards:

- a. English Language Arts Common Core State Standards:

<http://www.corestandards.org/the-standards/english-language-arts-standards>

- b. Mathematics Common Core State Standards:

<http://www.corestandards.org/the-standards/mathematics>

6. Middle School licensure:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1253&ContentID=15511&Content=103805>

7. National Assessment in Education Progress (NAEP):

<http://nces.ed.gov/nationsreportcard/>

8. Trends in International Mathematics and Science Study (TIMSS):

<http://nces.ed.gov/timss/>

**BUDGET.** The State estimates a budget for this Project of approximately \$1,000,000. Proposals priced at more than \$1,000,000 for the NOT-TO-EXCEED TOTAL PROJECT COST (See Attachment Ten) for the initial term of the Contract term may be considered non-responsive due to excessive cost, and eliminated from the evaluation process.

The contents of this Request for Proposal were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.

**QUALIFIED APPLICANTS.** Qualified Offerors must meet the Mandatory Requirements in Table 1, documenting their commitment to meet the Mandatory Requirements in the Cover Letter portion of the Proposal as well as more in depth documentation of qualifications in the Offeror Profile tab of the Proposal (see Attachment 4) to document qualifications. The form must be filled out completely, in typed form. The form may be recreated electronically, but all fields and formats must be retained. Failure to recreate the form accurately may lead to the rejection of the Offeror's Proposal. Also, failure to respond all information requested on the form may lead to the rejection of the Offeror's Proposal.

Specifically, Offerors must present data that demonstrates the following:

1. Extensive experience in and knowledge of formative assessment and formative instructional practices as part of the proposal submission process.
2. Knowledge of content and pedagogy in English language arts and mathematics at middle school level as defined by CCSS/Ohio's Middle School Licensure standards.
3. Experience in developing and delivering products and materials to support the professional development of participants in this Project, and provides a sample of its proposed strategies and materials, as part of their Proposal.
4. Evidence of the development and sustainability of Communities of Practice.
5. Evidence and experience working on state level projects and instructional coaches.

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the [general terms and conditions](#) of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	June 20, 2011
Inquiry Period Begins:	June 20, 2011
Inquiry Period Ends:	July 6, 2011, at 8:00 a.m.
Proposal Due Date:	July 22, 2011, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	TBD
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NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

PART TWO: STRUCTURE OF THIS RFP

ORGANIZATION. This RFP is organized into five (5) parts, ten (10) attachments, and one (1) supplement. The parts and attachments are listed below.

PARTS:

Part One	Executive Summary
Part Two	Structure of this RFP
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Award of the Contract

ATTACHMENTS.

Attachment One	Work Requirements and Special Provisions
Part One	Work Requirements
Part Two	Special Provisions
Attachment Two	Requirements for Proposals
Attachment Three	Contract
Attachment Four	Offeror Profile Form
Attachment Five	Offeror Reference Form
Attachment Six	Offeror's Candidate Form
Attachment Seven	Offeror Performance Form
Attachment Eight	Standard Affirmation and Disclosure Form
Attachment Nine	Shipping Labels
Attachment Ten	Cost Summary Form

SUPPLEMENTS.

Supplement One	Supplemental Terms and Conditions for Projects Funded in Whole or in Part with Moneys from the American Recovery and Reinvestment Act of 2009 (ARRA)
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### PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

CONTACTS. The following person will represent DAS:

Dana L. King, CPPB  
Ohio Department of Administrative Services  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395

During the performance of the Work, a State representative (the "Agency Project Representative") will represent the Agency and be the primary contact for matters relating to the Work. The Agency Project Representative will be designated in writing after the Contract award.

INQUIRIES. Offerors may make inquiries regarding this RFP any time during the inquiry period listed in the Calendar of Events. To make an inquiry, Offerors must use the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFP Number found on Page 1 of the document. (RFP numbers begin with the letters "CSP")
5. Click "Find It Fast" button.
6. On the document information page, click "Submit Inquiry".
7. On the document inquiry page, complete the required "Personal Information" section by providing:
  - a. First and last name of the prospective Offeror's representative who is responsible for the inquiry.
  - b. Name of the prospective Offeror.
  - c. Representative's business phone number.
  - d. Representative's e-mail address.
8. Type the inquiry in the space provided including:
  - a. A reference to the relevant part of this RFP.
  - b. The heading for the provision under question.
  - c. The page number of the RFP where the provision can be found.
9. Click the "Submit" button.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt of the inquiry. Offerors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.

Offerors may view inquiries and responses using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFP Number found on Page 1 of the document. (RFP numbers begin with the letters "CSP")
5. Click "Find It Fast" button.
6. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

DAS will try to respond to all inquiries within 48 hours of receipt, excluding weekends and State holidays. DAS will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Offerors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, not on details of any other potentially related contract or project. If Offerors ask questions about existing or past contracts using the Internet Q&A process, DAS will use its discretion in deciding whether to provide answers as part of this RFP process.

DAS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions or deadlines.

**PROTESTS.** Any Offeror that objects to the award of a Contract resulting from the issuance of this RFP may file a protest of the award of the Contract, or any other matter relating to the process of soliciting the Proposals. Such protest must comply with the following information:

1. The protest must be filed by a prospective or actual bidder objecting to the award of a Contract resulting from the RFP. The protest must be in writing and contain the following information:
  - a. The name, address, and telephone number of the protester;
  - b. The name and number of the RFP being protested;
  - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  - d. A request for a ruling by DAS;
  - e. A statement as to the form of relief requested from DAS; and
  - f. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.
2. A timely protest will be considered by DAS, on behalf of the agency, if it is received by the DAS Office of Procurement Services (OPS) within the following periods:
  - a. A protest based on alleged improprieties in the issuance of the RFP, or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals, must be filed no later than five (5) business days prior to the proposal due date.
  - b. If the protest relates to the recommendation of the evaluation committee for an award of the Contract, the protest must be filed as soon as practicable after the Offeror is notified of the decision by DAS regarding the Offeror's proposal.
3. An untimely protest may be considered by DAS at the discretion of DAS. An untimely protest is one received by the DAS OPS after the time periods set in paragraph 2 above. In addition to the information listed in paragraph 1, untimely protests must include an explanation of why the protest was not made within the required time frame.
4. All protests must be filed at the following location:

Department of Administrative Services  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395

SUBJECT: (Insert RFP Number and Index Number)

This protest language only pertains to this RFP offering.

**ADDENDA TO THE RFP.** If DAS decides to revise this RFP before the Proposal due date, an addendum will be announced on the State Procurement Web site.

Offerors may view addenda using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>;
2. From the Navigation Bar on the left, select "Find It Fast";
3. Select "Doc/Bid/Schedule #" as the Type;
4. Enter the RFP Number found on Page 1 of the document (RFP numbers begin with the letters "CSP");
5. Click "Find It Fast" button;
6. On the document information page, click on the addendum number to display the addendum.

When an addendum to this RFP is necessary, DAS may extend the Proposal due date through an announcement on State Procurement Web site. Addenda announcements may be provided any time before 5:00 p.m. on the day before the Proposal is due. It is the responsibility of each prospective Offeror to check for announcements and other current information regarding this RFP.

After the submission of Proposals, addenda will be distributed only to those Offerors whose submissions are under active consideration. When DAS issues an addendum to the RFP after Proposals have been submitted, DAS will permit Offerors to withdraw their Proposals.

This withdrawal option will allow any Offeror to remove its Proposal from active consideration should the Offeror feel that the addendum changes the nature of the transaction to the extent that the Offeror's Proposal is no longer in its interests. Alternatively, DAS may allow Offerors that have Proposals under active consideration to modify their Proposals in response to the addendum, as described below.

Whenever DAS issues an addendum after the Proposal due date, DAS will tell all Offerors whose Proposals are under active consideration whether they have the option to modify their Proposals in response to the addendum. Any time DAS amends the RFP after the Proposal due date, an Offeror will have the option to withdraw its Proposal even if DAS permits modifications to the Proposals. If the Offerors are allowed to modify their Proposals, DAS may limit the nature and scope of the modifications. Unless otherwise stated in the notice by DAS, modifications and withdrawals must be made in writing and must be submitted within ten (10) business days after the addendum is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to DAS at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than DAS has authorized may be rejected and treated as a withdrawal of the Offeror's Proposal.

**PROPOSAL SUBMITTAL.** Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Cost Proposal and Technical Proposal) in separate sealed envelopes/packages. Each Technical Proposal package must be clearly marked "CSP902012 – Formative Assessment In Middle School Pilot (FAMS) (RttT) RFP – Technical Proposal" on the outside of each Technical Proposal package's envelope. Each Cost Proposal package must be clearly marked "CSP902012 – Formative Assessment In Middle School (FAMS) Pilot (RttT) RFP – Cost Proposal" on the outside of each Cost Proposal package's envelope. Each Offeror must submit one (1) original, completed and signed in blue ink, and seven (7) copies for a total of eight (8) Proposal packages. Shipping labels, with the preferred labeling, are provided as Attachment Nine of this RFP.

The Offeror must also submit, in the sealed package, a complete copy of the Proposals on CD-ROM in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal. Proposals are due no later than the proposal due date, at 1:00 p.m. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

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

DAS will reject any Proposals or unsolicited Proposal addenda that are received after the deadline. An Offeror that mails its Proposal must allow adequate mailing time to ensure its timely receipt. DAS recommends that Offerors submit proposals as early as possible. Proposals received prior to the deadline are stored, unopened, in a secured area until 1:00 p.m. on the due date. Offerors must also allow for potential delays due to increased security. DAS will reject late proposals regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. DAS is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.

ORC Section 9.24 prohibits DAS from awarding a Contract to any Offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a Proposal, the Offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding. ORC Section 9.231 applies to this contract.

DAS may reject any Proposal if the Offeror takes exception to the [general terms and conditions](#), fails to comply with the procedure for participating in the RFP process, or the Offeror's Proposal fails to meet any requirement of this RFP. Any question asked during the inquiry period will not be viewed as an exception to the [RFP Terms and Conditions](#).

**CONFIDENTIAL INFORMATION.** DAS procures goods and services through a Request for Proposal (RFP), in a transparent manner. As such, 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. Further, the DAS will open for public inspection all proposals provided to the DAS in response to this RFP.

Therefore, an Offeror should not provide DAS with any information that the Offeror wishes the DAS not to provide to the public pursuant to a public request for such information. (Note: DAS will attempt to redact ancillary personal information such as social security numbers and Tax Identification Numbers from public inspection). Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

However, if the Offeror chooses to include information it deems proprietary or trade secret information, the Offeror may designate such information as confidential and request that such information not be considered as public records and open for inspection. DAS shall review such requests provided the following:

1. The Offeror provides both an electronic copy and paper (hard) copies of the Proposal;
2. The Offeror clearly designates such information as confidential, proprietary, or trade secret, as appropriate at the time of Proposal submission;
3. The Offeror submits the designated material in a sealed container clearly marked "Confidential" and such material is readily separable from the Proposal; and
4. The Offeror redacts such information from the electronic copy of the Proposal.

DAS will review such information to determine whether the material is of such nature that confidentiality is warranted.

The decision as to whether such confidentiality is appropriate rests solely with DAS. If DAS determines that the information marked as confidential, trade secret, or proprietary, is not ancillary to the Proposal and that DAS needs such information in the evaluation of the proposal or that the information does not meet a statutory exception to disclosure, DAS will make the information available to the public. DAS will inform the Offeror, in writing, of the information DAS does not consider confidential for purposes of public disclosure.

Upon receipt of DAS' determination that all or some portion of the Offeror's designated information is not confidential, the Offeror may exercise the following options:

1. Withdraw the Offeror's entire Proposal;
2. Request that DAS evaluate the Proposal without certain information DAS deemed "public" (DAS will return such information to the Offeror); or
3. Withdraw the designation of confidentiality, trade secret, or proprietary information for such information and request DAS review the Proposal in its entirety.

Finally, if information submitted in the Proposal is not marked as "Confidential", it will be determined that the Offeror waived any right to assert such confidentiality.

DAS will retain all Proposals, or a copy of them, as part of the Contract file for at least ten (10) years. After the retention period, DAS may return, destroy, or otherwise dispose of the Proposals or the copies.

WAIVER OF DEFECTS. DAS may waive any defects in any Proposal or in the submission process followed by an Offeror. DAS will only do so if it believes that it is in the State's interests and will not cause any material unfairness to other Offerors.

MULTIPLE OR ALTERNATE PROPOSALS. DAS accepts multiple Proposals from a single Offeror, but DAS requires each such Proposal be submitted separately from every other Proposal the Offeror makes. Additionally, the Offeror must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation, and other items this RFP requires for a Proposal to be complete and acceptable. No alternate Proposal may incorporate materials by reference from another Proposal made by the Offeror or refer to another Proposal. DAS will judge each alternate Proposal on its own merit.

ADDENDA TO PROPOSALS. Addenda or withdrawals of Proposals will be allowed only if the addendum or withdrawal is received before the Proposal due date. No addenda or withdrawals will be permitted after the due date, except as authorized by this RFP.

PROPOSAL INSTRUCTIONS. Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in Attachment Two of this RFP.

DAS wants clear and concise Proposals. Offerors should, however, take care to completely answer questions and meet the RFP's requirements thoroughly. All Offerors, including current contract holders, if applicable, must provide detailed and complete responses as Proposal evaluations, and subsequent scores, are based solely on the content of the Proposal.

No assumptions will be made or values assigned for the competency of the Offeror whether or not the Offeror is a current or previous contract holder.

The requirements for the Proposal's contents and formatting are contained in an attachment to this RFP.

DAS will not be liable for any costs incurred by an Offeror in responding to this RFP, regardless of whether DAS awards the Contract through this process, decides not to go forward with the Project, cancels this RFP for any reason, or contracts for the Project through some other process or by issuing another RFP.

## PART FOUR: EVALUATION OF PROPOSALS

EVALUATION OF PROPOSALS. The evaluation process consists of, but is not limited to, the following steps:

1. Certification. DAS shall open only those proposals certified as timely by the Auditor of State.
2. Initial Review. DAS will review all certified Proposals for format and completeness. DAS normally rejects any incomplete or incorrectly formatted Proposal, though it may waive any defects or allow an Offeror to submit a correction. If the Offeror meets the formatting and mandatory requirements listed herein, the State will continue to evaluate the proposal.
3. Proposal Evaluation. The procurement representative responsible for this RFP will forward all timely, complete, and properly formatted Proposals to an evaluation committee, which the procurement representative will chair. The evaluation committee will rate the Proposals submitted in response to this RFP based on criteria and weight assigned to each criterion.

The evaluation committee will evaluate and numerically score each Proposal that the procurement representative has determined to be responsive to the requirements of this RFP. The evaluation will be according to the criteria contained in this Part of the RFP. An attachment to this RFP may further refine these criteria, and DAS has a right to break these criteria into components and weight any components of a criterion according to their perceived importance.

The committee may also have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with technical or professional experience that relates to the Work or to a criterion in the evaluation process. The committee may also seek reviews of end users of the Work or the advice or evaluations of various State committees that have subject matter expertise or an interest in the Work. In seeking such reviews, evaluations, and advice, the committee will first decide how to incorporate the results in the scoring of the Proposals. The committee may adopt or reject any recommendations it receives from such reviews and evaluations.

The evaluation will result in a point total being calculated for each Proposal. At the sole discretion of DAS, any Proposal, in which the Offeror received a significant number of zeros for sections in the technical portions of the evaluation, may be rejected.

DAS will document all major decisions in writing and make these a part of the Contract file along with the evaluation results for each Proposal considered.

4. Clarifications & Corrections. During the evaluation process, DAS may request clarifications from any Offeror under active consideration and may give any Offeror the opportunity to correct defects in its Proposal if DAS believes doing so does not result in an unfair advantage for the Offeror and it is in the State's best interests. Any clarification response that is broader in scope than what DAS has requested may result in the Offeror's proposal being disqualified.
5. Interviews, Demonstrations, and Presentations. DAS may require top Offerors to be interviewed. Such presentations, demonstrations, and interviews will provide an Offeror with an opportunity to clarify its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of DAS. DAS may record any presentations, demonstrations, and interviews. No more than the top three (3) Proposals may be requested to present an oral presentation of their proposed Work Plan to the committee.
6. Contract Negotiations. Negotiations will be scheduled at the convenience of DAS. The selected Offeror(s) are expected to negotiate in good faith.
  - a. General. Negotiations may be conducted with any Offeror who submits a competitive Proposal, but DAS may limit discussions to specific aspects of the RFP. Any clarifications, corrections, or negotiated revisions that may occur during the negotiations phase will be reduced to writing and incorporated in the RFP, or the Offeror's Proposal, as appropriate. Negotiated changes that are reduced to writing will become a part of the Contract file open to inspection to the public upon award of the Contract. Any Offeror whose response continues to be competitive will be accorded fair and equal treatment with respect to any clarification, correction, or revision of the RFP and will be given the opportunity to negotiate revisions to its Proposal based on the amended RFP.
  - b. Top-ranked Offeror. Should the evaluation process have resulted in a top-ranked Proposal, DAS may limit negotiations to only that Offeror and not hold negotiations with any lower-ranking Offeror. If negotiations are unsuccessful with the top-ranked Offeror, DAS may then go down the line of remaining Offerors, according to rank, and negotiate with the next highest-ranking Offeror. Lower-ranking Offerors do not have a right to participate in negotiations conducted in such a manner.

- c. Negotiation with Other Offerors. If DAS decides to negotiate with all the remaining Offerors, or decides that negotiations with the top-ranked Offeror are not satisfactory and negotiates with one or more of the lower-ranking Offerors, DAS will then determine if an adjustment in the ranking of the remaining Offerors is appropriate based on the negotiations. The Contract award, if any, will then be based on the final ranking of Offerors, as adjusted.

Negotiation techniques that reveal one Offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the Offeror as described below.

- d. Post Negotiation. Following negotiations, DAS may set a date and time for the submission of best and final Proposals by the remaining Offeror(s) with which DAS conducted negotiations. If negotiations were limited and all changes were reduced to signed writings during negotiations, DAS need not require the submissions of best and final Proposals.

It is entirely within the discretion of DAS whether to permit negotiations. An Offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal. DAS is free to limit negotiations to particular aspects of any Proposal, to limit the Offerors with whom DAS wants to negotiate, and to dispense with negotiations entirely.

DAS generally will not rank negotiations. The negotiations will normally be held to correct deficiencies in the preferred Offeror's Proposal. If negotiations fail with the preferred Offeror, DAS may negotiate with the next Offeror in ranking. Alternatively, DAS may decide that it is in the interests of the State to negotiate with all the remaining Offerors to determine if negotiations lead to an adjustment in the ranking of the remaining Offerors.

From the opening of the Proposals to the award of the Contract, everyone working on behalf of the State to evaluate the Proposals will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. They will also seek to keep this information away from other Offerors, and the evaluation committee will not be allowed to tell one Offeror about the contents of another Offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any Offeror that seeks to gain access to the contents of another Offeror's Proposal may be disqualified from further consideration.

The written changes will be drafted and signed by the Offeror and submitted to DAS within a reasonable period of time. If DAS accepts the change, DAS will give the Offeror written notice of DAS' acceptance. The negotiated changes to the successful offer will become a part of the Contract.

- e. Failure to Negotiate. If an Offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, DAS may terminate negotiations with that Offeror and collect on the Offeror's proposal bond, if a proposal bond was required in order to respond to this RFP.

7. Best and Final Offer. If best and final proposals, or best and final offers (BAFOs), are required, they may be submitted only once; unless DAS makes a determination that it is in the State's interest to conduct additional negotiations. In such cases, DAS may require another submission of best and final proposals. Otherwise, discussion of or changes in the best and final proposals will not be allowed. If an Offeror does not submit a best and final proposal, the Offeror's previous Proposal will be considered the Offeror's best and final proposal.

8. Determination of Responsibility. DAS may review the highest-ranking Offerors or its key team members to ensure that the Offeror is responsible. The Contract may not be awarded to an Offeror that is determined not to be responsible. DAS' determination of an Offeror's responsibility may include the following factors: the experience of the Offeror and its key team members; past conduct and past performance on previous contracts; ability to execute this contract properly; and management skill. DAS will make such determination of responsibility based on the Offeror's Proposal, reference evaluations, and any other information DAS requests or determines to be relevant.

9. Reference Checks. DAS may conduct reference checks to verify and validate the Offeror's or proposed candidate's past performance. Reference checks indicating poor or failed performance by the Offeror or proposed candidate may be cause for rejection of the proposal. In addition, failure to provide requested reference contact information may result in DAS not including the referenced experience in the evaluation process.

The reference evaluation will measure the criteria contained in this part of the RFP as it relates to the Offeror's previous contract performance including, but not limited to, its performance with other local, state, and federal entities. DAS reserves the right to check references other than those provided in the Offeror's Proposal. DAS may obtain information

relevant to criteria in this part of the RFP, which is deemed critical to not only the successful operation and management of the Project, but also the working relationship between the State and the Offeror.

**FINANCIAL ABILITY.** Part of the Proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP may expressly require the submission of financial statements from all Offerors in the Proposal contents attachment. If the Proposal contents attachment does not make this an expressed requirement, DAS may still insist that an Offeror submit audited financial statements for up to the past three (3) years if DAS is concerned that an Offeror may not have the financial ability to carry out the Contract.

In evaluating an Offeror's financial ability, the weight DAS assigns, if any, to that financial ability will depend on whether the Offeror's financial position is adequate or inadequate. That is, if the Offeror's financial ability is adequate, the value assigned to the Offeror's relative financial ability in relation to other Offerors may or may not be significant, depending on the nature of the Work. If DAS believes the Offeror's financial ability is not adequate, DAS may reject the Proposal despite its other merits.

DAS will decide which phases are necessary. DAS has the right to eliminate or add phases at any time in the evaluation process.

To maintain fairness in the evaluation process, all information sought by DAS will be obtained in a manner such that no Offeror is provided an unfair competitive advantage.

**MANDATORY REQUIREMENTS.** The following Table 1 contains items that are considered minimum requirements for this RFP.

Determining the Offeror's ability to meet the minimum requirements is the first step of the DAS evaluation process. The Offeror must demonstrate, to DAS, it meets all minimum requirements listed in the Mandatory Requirements section (Table 1). The Offeror's response to the minimum requirements must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 1 of the Offeror's Proposal in the "Cover Letter and Mandatory Requirements" section. (Refer to Attachment Two of the RFP document for additional instructions.)

DAS will evaluate Tab 1, alone, to determine whether the Proposal meets all Mandatory Requirements. If the information contained in Tab 1 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS and DAS will not evaluate any other portion of the Proposal.

**TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

MANDATORY REQUIREMENTS	ACCEPT	REJECT
The Offeror attests to the fact (per the Cover Letter requirements in Attachment Two of this RFP) that it has presented data which demonstrates it meets the following qualifications:		
1. The Offeror provides evidence of experience in and knowledge of formative assessment and formative instructional practices.		
2. The Offeror provides evidence of its knowledge of content and pedagogy in ELA and mathematics at middle school level as defined by Common Core State Standards/Ohio's Middle School Licensure standards.		
3. The Offeror provides evidence of experience and success in developing and delivering products and materials to support the professional development of participants in this Project.		
4. The Offeror provides evidence of a plan for developing and sustaining Communities of Practice.		
5. The Offeror provides evidence of working with state level projects and instructional coaches.		

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

PROPOSAL EVALUATION CRITERIA. If the Offeror provides sufficient information to DAS, in Tab 1, of its proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next part of the evaluation process which involves the scoring of the Proposal Technical Requirements, followed by the scoring of the Cost Proposals. In the Proposal evaluation phase, DAS rates the Proposals submitted in response to this RFP 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.

TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	1100 Points
Proposal Cost	471 Points
Total	1571 Points

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.

TABLE 3 - TECHNICAL PROPOSAL EVALUATION

CRITERION	WEIGHT	RATING (0=DOES NOT MEET TO 5=STRONG)	EXTENDED SCORE
<b>OFFEROR PROFILE</b>			
The Offeror demonstrates a clear understanding of the Project requirements and proposes strategies which have a record of success in meeting the Project requirements.	20		
The Offeror describes and provides evidence of experience and success with projects similar in size and scope.	10		
The Offeror provides qualifications in content and pedagogy of the key qualified personnel that will be involved in the Work.	15		
The Offeror demonstrates sufficient fiscal and management capacity to undertake all activities required.	10		
The Offeror provides evidence of experience and success (through presentation of data) in delivering professional development.	10		
The Offeror demonstrates evidence of research trends and best practices in the design of formative assessment strategies.	10		
The Offeror demonstrates sufficient fiscal and management capacity to undertake all activities required.	10		
<b>OFFEROR REFERENCES</b>			
The Offeror documents, at a minimum, three (3) previous references for jobs similar, in size, scope, and nature to this Project, and definitively describes details of similarities (Attachment Five).	10		
<b>SCOPE OF WORK</b>			
The Offeror proposes well-defined comprehensive services, strategies, and plans meeting the requirements and expectations set forth in this RFP.	10		
The Offeror demonstrates an understanding of the scope of work that assures the critical linkages are made between formative assesment strategies and the implementaiton of the CCCS.	20		
The Offeror demonstrates that it provides materials and a methodology which don't overlap, reiterate, or contradict other ODE RttT programs.	15		
The Offeror provides an adequate discussion of its ability to meet the programmatic goals set by this RFP.	10		
The Offeror identifies the percentage of time key project personnel will be expected to spend on this Project, indicates the number of FTEs assigned to the Project, and assures the State that assigned staff will be well-versed in project operations and contract administration issues.	10		
The Offeror includes a description of how the coaches will be used in embedded professional development in the schools.	10		
The Offeror includes a description of how to develop and maintain a Community of Practice within a school.	10		
The Offeror includes a proposal for meeting the proposed schedule as illustrated in the tables for PD in Years 1 and 2 of each Cohort.	10		
The Offeror provides evidence of experience in writing formative assessment methods for gathering evidence of student learning.	10		
The Offeror provides a definitive description of a contingency plan for completing the Project, should the key project personnel become unavailable to work on this Project for any reason.	10		

CRITERION	WEIGHT	RATING (0=DOES NOT MEET TO 5=STRONG)	EXTENDED SCORE
The Offeror provides a definitive description of any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.	10		

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 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.

**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 Proposals. 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 price 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: \_\_\_\_\_

**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.

**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 its interests to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Project through a new RFP or by other means.

**DISCLOSURE OF PROPOSAL CONTENTS.** 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. DAS will prepare a registry of Proposals containing the name and address of each Offeror. That registry will be open for public inspection after the Proposals are opened.

PART FIVE: AWARD OF THE CONTRACT

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

The signature page for the Contract is included as Attachment Four of this RFP. In order for an Offeror's Proposal to remain under active consideration, the Offeror must sign, the two (2) copies enclosed, in blue ink and return the signed Contracts to DAS with its response. Submittal of a signed Contract does not imply that an Offeror will be awarded the Contract. In awarding the Contract, DAS will issue an award letter to the selected Contractor. The Contract will not be binding on DAS until the duly authorized representative of DAS signs both copies and returns one (1) to the Contractor, the Agency issues a purchase order, and all other prerequisites identified in the Contract have occurred.

DAS expects the Contractor to commence 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 Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

CONTRACT. If this RFP results in a Contract award, the Contract will consist of this RFP including all attachments, 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 change orders issued under the Contract. The general terms and conditions for the Contract can be found in the [RFP Terms and Conditions](#) link.

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

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Offeror's proposal, as amended, clarified, and accepted by DAS; and
4. The documents and materials incorporated by reference in the Offeror's Proposal.

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

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

I. SCOPE OF WORK.

A. DEFINITIONS.

1. Agency. The Ohio Department of Education (ODE).
2. ARRA. American Recovery and Reinvestment Act of 2009.
3. Calendar Year. January 1 through December 31 of the respective year.
4. CCSS. Common Core State Standards.
5. Cohort. The group of schools which will participate in the Pilot . There will be six (6) schools in Cohort 1 and five (5) or six (6) are expected in Cohorts 2 and 3 each.
6. Contract Administrator. The State representative responsible for contract administration.
7. Contractor. A successful Offeror who shall perform the duties specified in the Contract.
8. COP. Community of Practice. A group of educators who provide support to each other and act as a network, a professional learning community, within the school building.
9. DAS. The Department of Administrative Services.
10. Electronic commerce technologies. Electronic Data Interchange, Web Invoicing, and Payment cards.
11. ELA. English Language Arts
12. ELL. English Language Learners.
13. ES. Elementary School.
14. FAMS. Formative Assessment In Middle School.
15. FIM. Formative Instruction Modules
16. Formative Assessment. Any assessment tool or process used to alter instruction or re-engage students to increase student understanding.
17. Formative Assessment Method. Ways to gather evidence of student knowledge for a specific learning target.
18. Formative Assessment Process. Process by which to analyze what students know, what misconceptions students have, and what students do not know. The second phase of the process is to provide feedback to students and help students set goals for learning and plan ways to meet those goals.
19. IIS. Instructional Improvement System.
20. LEA. Local Education Agency.
21. MS. Middle School. As defined by Ohio Middle School licensure grades 4-9; as defined by the objectives of FAMS grades 5-8.
22. NAEP. National Assessment in Education Progress
23. ODE. Ohio Department of Education

24. Offeror. A company or individual submitting a Proposal in response to this RFP.
25. PD. Professional Development.
26. 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.
27. Segment. Units of instruction, within a module.
28. State. Refers to the state of Ohio, through any of its departments, agencies, or representatives.
29. State of Ohio fiscal year. The period from July 1 of one (1) calendar year through June 30 of the following calendar year.
30. Subcontractor. Any service provider hired under contract with the Contractor to meet the requirements of this agreement.
31. Summative Assessment. Any assessment product used to measure a student's understanding or knowledge when no further instruction will occur.
32. SY. School Year - A typical school year is August through June.
33. TIMSS. Trends in International Mathematics and Science Study.
34. TPAK. Technological, pedagogical, and content knowledge.

- B. GENERAL REQUIREMENTS. The Contractor agrees to be responsible for the areas of responsibility identified in this RFP. In addition, the Contractor shall 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 performance assessments and related services. 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 the successful implementation of this pilot project, working with the State and the various Cohorts throughout the term of the Contract.

C. PROGRAMMATIC REQUIREMENTS AND ASSUMPTIONS.

1. Coaches (as defined on page 23 of this RFP) will turn in periodic reports to ODE, pilot participants will report to and contact the ODE Assessment Office. The Contractor's interaction will be with the ODE Assessment Office.
2. ODE has a communication plan in place for participants.
3. "Valid" formative assessment specifications are those which have good formative task theory and incorporate operational limitations based on large-scale programs.
4. Professional development has varied so significantly across content areas, ODE is unable to share samples of or identify specifics of the PD received.
5. Materials shall be created by the Contractor and provided to the participants as well as made available to the ODE and program participants through a secure sight.
6. The Contractor is expected to present a well blended program of task development which blends all learning levels, special needs, and ELL populations.

- D. OFFEROR RESPONSIBILITIES. The Offeror shall meet all RFP requirements and perform Work as defined in the Scope of Work. The Offeror shall ensure a definitive description, methodology, and plan of action are provided in response to this RFP. The areas to be addressed include, but may not be limited to the following:

The Formative Assessment in Middle School Pilot spans three (3) years with three (3) Cohorts representing schools that signed on to participate in Race to the Top projects. Each Cohort will be comprised of six (6) schools, which will

focus on either English language arts and/or mathematics. Each pilot site includes the participation of all department members of the content area selected. ODE will select the participating schools for this Pilot.

The time span for each Cohort is two (2) years. The first year shall focus on developing a deep understanding of the formative assessment process and effective implementation of formative assessment strategies. In the second year the Pilot participants will work collaboratively with ODE and the Contractor to develop a portfolio of formative assessment strategies and practices, using action research to field test these strategies and practices, and report their findings. The successful formative assessment strategies and practices will be housed on ODE's Web site once the Instructional Improvement System (IIS) is implemented. Servers to host applications and programs related to FAMS will be the responsibility of the Contractor until the IIS is developed and in place.

The scope of work for each Cohort spans across two (2) years as shown in the following tables.

YEAR 1 (2011 – 2012)

FALL		SPRING	
September:  1. Purpose, Goals, and Expectations of the Pilot 2. Ohio's Formative Assessment Practice 101- whole group 3. Formative Assessment Process- "Vision into Practice"- By content area (Math & ELA) 4. Ways to Implement Formative Assessment Process- By content area (Math & ELA)  <u>Takeaway Task:</u> Participants will experiment with the formative assessment process supported by assigned formative assessment strategies.  <u>Expectations for Next Session:</u> Participants will return and reflect on their experimentation.	November:  1. Formative assessment and strategy PD 2. Formative Assessment Strategies Experimentation 3. Formative Assessment/Formative Strategies Implementation 4. Communities of Practice (COP)  <u>Takeaway Task:</u> Participants will continue to use the formative assessment process and adjust materials to meet specific classroom needs.  <u>Expectations for Next Session:</u> Participants will return and reflect on their experiences.	March:  1. Professional Development and Training on developing formative assessment strategies 2. Continue implementing formative assessment process and strategies 3. Communities of Practice (COP)  <u>Takeaway Task:</u> Participants will experiment developing and implementing their own formative assessment strategies aligned to the learning targets of their students.  <u>Expectations for Next Session:</u> Participants will return and reflect on their experiences.	May:  1. Develop formative assessment strategies 2. Communities of Practice (COP)  <u>Takeaway Task:</u> Participants will develop formative assessment strategies to field test in the fall.  <u>Expectations for Next Session:</u> Participants will return with formative assessment strategies ready to be field tested.

NOTE: Due to the aggressive timeline of this Project's implementation, arrangements have been made to ensure an appropriate meeting site is available for the Fall 2011 (September and November) meetings to take place. ODE has secured an appropriate number of meeting rooms at the Quest Business & Conference Centers in Columbus, OH. Subsequent meeting locations will be acquired as agreed to by ODE and the Contractor.

YEAR 2 (2012 – 2013)

FALL		SPRING	
September:	November:	March:	May:
1. Formative assessment strategies developed by the Pilot 2. Professional development on action research related to formative assessment strategies developed by participants (e.g., strategies, student samples) 3. Professional Development on Implementation of the formative assessment process and pilot developed formative assessment strategies 4. Communities of Practice (COP) and Status Check  <u>Takeaway Task:</u> Participants will use action research to field test the formative assessment strategies they have developed.  <u>Expectations for Next Session:</u> Participants will reflect on their action research and field testing.	1. Continuation of action research, looking at student samples 2. Refining formative assessment strategies as developed by the Pilot 3. Communities of Practice (COP) and Status Check  <u>Takeaway Task:</u> Participants will refine formative assessment strategies and continue their action research and field testing.  <u>Expectations for Next Session:</u> Participants will return with refined formative assessments strategies.	1. Development of Portfolio of formative assessment strategies 2. Sustainable supports 3. Communities of Practice (COP) and Status Check  <u>Takeaway Task:</u> Participants will work collaboratively to develop a portfolio of their successful formative assessment strategies.  <u>Expectations for Next Session:</u> Participants will present their findings from their action research on their formative assessment strategies.	1. Participants present on the action research they conducted 2. Community of Practice (COP) – next steps. 3. Finalizing formative assessment portfolios and materials and in preparation for the IIS. 4. Participants prepare to become a conduit for other teachers in the field 5. Celebration of the work accomplished and planning the next steps for the school

E. WORK PLAN REQUIREMENTS. The Offeror shall ensure a definitive description, methodology, and plan of action are provided in response to this RFP. The areas to be addressed include, but are not limited to, the following:

1. Formative Assessment Process and Strategies: One (1) of the main goals of this Pilot is to develop formative assessment materials aligned to the ELA and mathematics Common Core State Standards. This will allow the participants the opportunity to experiment and improve these materials. Participants will use these materials to gather student evidence and make decisions on how to improve instruction and learning in the classroom. Teachers will examine the evidence gathered to determine where the student is located in the learning progression, and identify student misconceptions and common mistakes. Helping students set goals and determine strategies to reach those goals is another important factor in the formative assessment process. Teachers need guidance in developing skills in this process.

The Offeror shall include, but not necessarily limit its response to, its knowledge and expertise in the formative assessment process and strategies. The Offeror shall demonstrate its knowledge and experience with the common core state standards in ELA and math and its pedagogy experience at the middle school level. The Offeror shall provide a plan for how the pilot sites will use new or adapted formative assessment materials to adhere to the expectations described in the previous paragraph. These materials will be used in the formative assessment process in this Pilot. The Offeror shall describe and provide examples of formative assessment materials they have to contribute to the Pilot work as described above that are aligned to the CCSS, and if not aligned the plan for aligning their existing formative assessment materials to the CCSS.

2. Portfolio of Formative Assessment Strategies and Practices: Participants will develop their own formative assessment materials and then use action research to evaluate the quality and effectiveness of their materials.

Guidance and support for developing and researching these materials is essential for the success of this portion of the Pilot. Participants will need strategies and support for developing and implementing their action plan and for making research-based decisions on their formative assessment materials and processes.

The Contractor shall develop and provide a framework for the portfolio and an infrastructure to support the teachers as they develop formative assessment materials and demonstrate experience and expertise with action research application and working with teachers using action research.

3. Communities of Practice (COP): An important part of changing instruction within the classroom will be the community of practice support system. Each pilot site will establish and maintain a COP to support the participants during this Pilot. The needs of the sites may vary greatly. Some pilot sites may already have the beginnings of a COP and some sites may be new to the concept. The pilot sites are expected to have a solid COP and plans to maintain this COP after the conclusion of FAMS Pilot. The sites will need information about the purpose, development and maintenance of Communities of Practice. On-going support will be needed during this Pilot.

The Offeror shall include, but not necessarily limit their response to, experience and expertise with planning and assisting the pilot sites in developing and maintaining their community of practice.

4. Coaches: Coaches will be selected by ODE to be placed in content specific roles. One coach will be assigned to each pilot site. Coaches will attend all PD sessions and assist leads as needed. The purpose of the coach in FAMS is to support the teachers as they implement the formative assessment process. Coaches will provide embedded PD by working in the classroom with the teachers during this implementation.

The Offeror shall include, but not necessarily limit their response to, experience training and supporting coaches and building capacity within Ohio for implementing formative assessment.

5. Participants: Through an application process six (6) schools from LEAs will be selected by ODE for each Cohort. RtT schools will be invited to apply for participation in this Pilot program. Any school that is selected must agree that all eligible teachers will participate in the program and will have to commit to providing the time required to participate in the Pilot. The intent of the Pilot is to transform instruction and learning in the classroom.

The Offeror shall include, but not necessarily limit their response to describing their experience and expertise in working with middle school ELA and mathematics classroom teachers to improve and change instruction.

The Offeror shall include, but not necessarily limit their response to, a description of their experience and expertise and provide evidence of effectiveness training and supporting instructional coaches or specialists at the district and/or building level, specifically on formative assessment.

6. Professional Development (PD): A key piece to the success of the Formative Assessment in Middle School (FAMS) project is the content and quality of the professional development. Professional development will provide educators a deep understanding of the formative assessment process and opportunities to experiment, and contribute to the development of formative assessment strategies and practices supported by communities of practice and action research.

Professional development shall occur in two (2) ways:

- a. Eight (8) full days of PD for each Cohort, two (2) full days in the fall and two (2) full days in the spring of each pilot year will be provided in a central location for all pilot participants; and
- b. Pilot sites will receive additional site-based guidance and support by formative instruction coaches.

The professional development shall use the foundations of formative assessment to help the participants build and develop a formative assessment process to use in their pilot site. Participants will use the materials from the Contractor to experiment with the process. Eventually the participants will develop their own materials to be researched. Additionally, on-line modules which are in development (RtT Assurance Area C) will be used as they become available.

The Offeror shall include, but not necessarily limit their response to, a description of their experience and expertise and providing evidence of effectiveness in developing and deploying professional development for district and building and middle school classroom teachers on formative instruction. Description and evidence of professional development shall include providing educators samples of formative assessment strategies and practices already developed and an opportunity to experiment and implement these, as well as develop formative assessment strategies and practices supported by communities of practices and action research.

F. FAMS PROJECTED TIMELINE.

Release of RFP	June 2011
Deadline for submission of proposals	July 22, 2011
Contract Negotiations & Selection	August 1 - 15, 2011
Work to begin	September 1, 2011
Quarterly program/cost report due	December 10, 2011
Quarterly program/cost report due	March 10, 2012
Submission of Evaluation & final cost report for SY 2012	June 30, 2012
Quarterly program/cost report due	September 10, 2012
Quarterly program/cost report due	December 10, 2012
Quarterly program/cost report due	March 10, 2013
Submission of Evaluation & final cost report for SY 2013	June 30, 2013
Quarterly program/cost report due	September 10, 2013
Quarterly program/cost report due	December 10, 2013
Quarterly program/cost report due	March 10, 2014
Submission of Evaluation & final cost report for SY 2014	June 30, 2014

G. COHORT TIMELINE (2011 FALL – 2014 SPRING).

FALL 2011	SPRING 2012	FALL 2012	SPRING 2013	FALL 2013	SPRING 2014
<u>COHORT 1</u> Six (6) Pilot Sites: ELA – Two (2) Math – Two (2) ELA & Math – Two (2)					
		<u>COHORT 2</u> Five (5) or Six (6) Pilot Sites: ELA Math			
		<u>COHORT 3</u> Five (5) or Six (6) Pilot Sites: ELA Math			

Each school includes all members of that department, special education teacher(s), administrator/lead teacher, curriculum leader, and any other support personnel working directly with the teachers in that building. This Pilot includes ODE content coaches that are available to the teachers and LEAs as support.

ODE will select and pay/contract with schools to participate in FAMS, and coaches to support the teachers. Six (6) schools will be chosen from the LEAs, public and charter, which have signed on as part of Ohio's Race to the Top. All teachers of the ELA and/or mathematics department from the selected sites will participate in the Pilot and the communities of practice. It is anticipated that each Cohort will involve approximately 110 faculty members. Currently, there are approximately 12 administrators and 98 teachers in Cohort 1. The 98 current teachers are categorized as follows: 30 ELA; 33 Math; seven (7) Math & ELA; 28 Specialists & Other.

Schools for Cohorts 2 and 3 will be selected in June 2012, which will determine the specific make-up of those Cohorts. ODE anticipates approximately 110 in each of these Cohorts.

H. PROPOSED ACTIVITIES TIMELINE FOR FORMATIVE ASSESSMENT MIDDLE SCHOOL (FAMS) PILOT.

ACADEMIC/ FISCALYEAR	2011 - 12		2012 - 13		2013 - 14	
	FALL 2011	SPRING 2012	FALL 2012	SPRING 2013	FALL 2013	SPRING 2014
COHORT 1	SIX (6) PILOT SITES: ELA - TWO (2); MATH - TWO (2); & ELA & MATH - TWO (2)					
	1. FA/FS PD 2. FA/FS Experimentation 3. FA/FS Implementation 4. COP	1. PD/T Formative Strategy Development 2. FA/FS Implementation 3. FS Development 4. COP	1. PD Action Research 2. FS Field Tests 3. COP follow up	1. PFA Development 2. Pilot Presentations		
COHORT 2	SIX (6) PILOT SITES: ELA - THREE (3) AND MATH - THREE (3)					
			1. FA/FS PD 2. FA/FS Experimentation 3. FA/FS Implementation 4. COP	1. PD/T Formative Strategy Development 2. FA/FS Implementation 3. FS Development 4. COP	1. PD Action Research 2. FS Field Tests 3. COP follow up	1. PFA Development 2. Pilot Presentations
COHORT 3	SIX (6) PILOT SITES: ELA - THREE (3) AND MATH - THREE (3)					
			1. FA/FS PD 2. FA/FS Experimentation 3. FA/FS Implementation 4. COP	1. PD/T Formative Strategy Development 2. FA/FS Implementation 3. FS Development 4. COP	1. PD Action Research 2. FS Field Tests 3. COP follow up	1. PFA Development 2. Pilot Presentations

FA = Formative Assessment Process  
 COP = Communities of Practice

FS = Formative Strategies

PD = Professional Development  
 T = Training

PFA = Portfolio of Formative Assessment Strategies and Practices

The schools for Cohort 1 have been selected. The schools for Cohorts 2 and 3 will be selected in June of 2012, which will determine the specific make-up of those Cohorts.

- I. LEADERSHIP, STAFFING, AND PROFESSIONAL DEVELOPMENT. The Offeror shall describe the qualifications for the leadership team. The Offeror shall include, but not necessarily limit its response to, a narrative addressing each of the following items:
1. Evidence of existing staff capable of implementing the program or a plan for recruiting, hiring and developing staff to accomplish the goals outlined in this RFP.
  2. Evidence of the experience of the Offeror in implementing a program of this scope and scale successfully.
  3. A detailed description of all subcontractors and partnership organizations that the Offeror proposes to use in the implementation of this Pilot and the process used for their selection.
  4. Evidence that the Offeror has vetted the providers and programs carefully, obtained reasonable assurance of their abilities and targeted only program elements that support the goals of this RFP.
  5. Evidence that individuals providing services in schools have successfully completed a criminal background check.
- J. BUILDING CAPACITY FOR SUSTAINED IMPROVEMENT. The Offeror shall describe how it intends to phase out the need for its services so that the development, scoring and use of performance tasks shall continue. The Offeror shall include, but not necessarily limit its response to a narrative addressing each of the following items:
1. Build capacity within the State to sustain the development and deployment of on-line modules through the Instructional Improvement System.
  2. Develop a learning community among teachers to sustain the growth and transformation of classrooms toward formative instruction.
- K. PROGRAMMATIC REQUIREMENTS.
1. The Contractor shall supply uninterrupted high quality services successfully for the term of the Contract with the State.
  2. All instruction and content shall be secular, neutral, and non-ideological.
  3. The Offeror agrees to provide (if requested) additional information and clarification promptly to the State. This information shall become part of the respective agreement(s).
  4. The program/service design submitted is the program to be offered once approved by ODE. If the program is not the same as that approved in the Offeror's Proposal, the State reserves the right to remove the Contractor.
  5. The Contractor shall notify the State immediately if any of the information or assurances contained in the respective Proposal is no longer accurate, true or correct. This requirement shall continue past the award of the Contract.
- L. REPORTING RECORDS AND CONFIDENTIALITY.
1. The Contractor shall respect the confidentiality of student records and share this information only with parents and appropriate school personnel.
  2. All documents contained in or submitted with the Offeror's Proposal shall become the exclusive property of the State and may be distributed in any manner deemed necessary by the Agency.
  3. The Contractor shall provide ODE with quarterly reports which identify the quarter's accomplishments, challenges, and next steps.
  4. The Contractor shall provide ODE with summative annual reports which identify the contract year's accomplishments, challenges, and next steps.
  5. The Contractor shall provide a year-end utilization report to DAS, OPS as indicated in Part Three of this RFP. The report shall summarize highlights of the respective reporting period requirements, for the respective Contract years ending on August 31. The report shall be provided by October 15 of each year.

6. The State's preference is that Offerors submit examples of what they envision the periodic reports sh.

- M. ORGANIZATIONAL, ADMINISTRATIVE, AND LEGAL REQUIREMENTS. The Contractor agrees to comply with all applicable health, safety and civil rights laws and will not discriminate against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, military status, sexual orientation or unfavorable discharge from military service. In providing services to any student with a disability, will provide such services in accordance with the student's individualized education program under Section 614 of the IDEA or the student's individualized services under Section 504.
- N. 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. As such, Offerors shall ensure they address, at a minimum, the following Contractor responsibilities:

1. Staff Availability & Knowledge Transfer. The Contractor 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 Contractor shall be 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 Contractor shall be responsible for maintaining current and accurate data. If required, this data shall be made available to assist in the execution of a transition plan.
- O. 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 the State observes any infraction(s), such shall be documented and conveyed to the Contractor for immediate correction. Continued failures on the Contractor'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 Contractor in order to implement the Program.
  2. Coordinate regular status meetings with the Contractor throughout the Contract administration period.
  3. Reimburse the Contractor for services rendered. Payment of the Contractor's invoices will be authorized by ODE, upon receipt of the biannual progress report describing work completed in conformance with the terms of the Contract.

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART TWO: SPECIAL PROVISIONS

THE OFFEROR'S FEE STRUCTURE. The Contractor will be paid as proposed on the Cost Summary Form after the Agency approves the receipt of product(s) and continued completion of all deliverables.

REIMBURSABLE EXPENSES. None.

BILL TO ADDRESS.

Ohio Department of Education  
Office of Assessment  
25 South Front Street, Mail Stop 507  
Columbus, OH 43215

FUNDING SOURCE.

Name of Grant: Race to the Top

Assurance Area: C3 – Personalize Learning Through Formative Instruction

The contents of this RFP were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and Offerors should not assume endorsement by the Federal Government.

REQUIRED SUPPLEMENTAL TERMS FOR ARRA CONTRACTS

DAS TERM CONTRACTS. In the event a state of Ohio agency obligates funds under the Recovery Act on an existing DAS contract, it must report the purchase as a "Recovery" action per FAR Section 4.625(c) and Subpart 5.7.

TIMELY AND ACCURATE REPORTING. The Act requires periodic reporting on projects using ARRA funds to ensure accountability and transparency on all activities associated with the purchase. The Office of Budget and Management has and continues to issue guidance memos to assist state agencies when using ARRA funds. These memos are posted on the OBM Web site at: <http://obm.ohio.gov/>. The following guidance memos are relevant to reporting requirements:

1. Guidance Memo #3 – Preliminary Reporting Guidance
2. Guidance Memo #5 – Risk Management
3. Guidance Memo #6 – Award Notices and Cash Receipts
4. Guidance Memo #7 – Ohio ARRA Hub & Reporting Requirements

Furthermore, Supplement Three at the end of this guidance is a template form for subcontractors and subgrantees using ARRA funds.

JOB POSTING. All jobs created with ARRA funds are required to be posted on [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) and at the closest ODJFS One-Stop location (stops: <http://jfs.ohio.gov/owd/wia/wiamap.stm>).

The Act requires reporting of all jobs created and retained with ARRA funds. The federal Office of Management and Budget defines jobs created as "those positions created and filled, or previously existing unfilled positions that are retained as a result of Recovery Act funding." Positions retained are "those previously existing filled positions that are retained as a result of Recovery Act funding." A job cannot be reported as both created and retained. It is not necessary to post an unfilled position if a laid-off worker is being recalled to re-fill that position, but the position, when filled, must still be reported as a position created.

When an employer posts a job on OhioMeansJobs, the posting has a job post number. All grantees, contractors, and subcontractors will use this number to meet certain reporting requirements of the previous section.

ACCESSIBILITY TO RECORDS AND PROJECT SITES. The Act requires that each contract and grant awarded using ARRA funds must include a provision to allow certain access to information by the U.S. Comptroller General and the Inspector General. This access includes the examination of records of contractors and subcontractors, and ability to interview any employees or officers associated with the contracts.

EQUAL OPPORTUNITY LAWS AND PRINCIPLES. The Act requires all contractors and subcontractors and subgrantees to comply with federal and state laws pertaining to civil rights and discrimination. Among the applicable federal laws are:

1. Title VI & Title VII of Civil Rights Act of 1964
2. Equal Pay Act of 1962
3. Age Discrimination in Employment Act of 1967
4. Title IX of Educational Amendments of 1972
5. Section 504 of the Rehabilitation Act of 1973
6. Age Discrimination Act of 1975
7. Title I & Title V of Americans with Disabilities Act of 1990
8. Fair Housing Act
9. Fair Credit Reporting Act
10. Equal Educational Opportunities Act
11. Uniform Relocation Act

Among the applicable Ohio laws and provisions are:

1. Ohio revised code 122.71, 125.111, 153.59, 4112.01, 4112.02
2. Governor's Executive Order 2007-10S

PREVAILING WAGE. The Act requires that all contractors and subcontractors pay not less than the prevailing wage under the Davis-Bacon Act to all laborers and mechanics on projects funded directly by or assisted in whole or in part by ARRA funds. The agency must communicate this requirement to contractors and subcontractors and issue the appropriate federal wage rates to them. Once this is completed, Ohio's prevailing wage rates do not apply and the agency is exempt pursuant to ORC 4115.04(B)(1). The project then becomes a federal project administered by a state agency.

In the event that the Contract work does not lie within the purview of the Davis-Bacon Act, then the agency must apply Ohio prevailing wage law, in accordance with ORC sections 4115.03 to 4115.06.

WHISTLEBLOWER PROTECTIONS. The Act contains new language regarding whistleblower protections that prohibit non-federal employers from discharging, demoting, or discriminating against an employee as a reprisal for disclosing information. Contracts and grant agreements using ARRA funds must include reference to these revised provisions, which are contained in ARRA section 1553, FAR case 2009-012.

## ATTACHMENT TWO: REQUIREMENTS FOR PROPOSALS

**PROPOSAL FORMAT.** Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the Offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The Offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following information, chronologically in order, with tabbed sections as listed below:

1. Cover Letter and Mandatory Requirements
2. Certification
3. Signed Contracts
4. Offeror Profile and Prior Projects
5. Offeror References
6. Staffing Plan
7. Work Plan
8. Support Requirements
9. Conflict of Interest Statement
10. Assumptions
11. Proof of Insurance
12. Payment Address
13. Contract Performance
14. W-9 Form and Additional Vendor Information Form
15. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA)
16. Affirmative Action Plan
17. Standard Affirmation and Disclosure Form - Executive Order 2010-09S Requirements
18. Cost Summary Form

### REQUIREMENTS:

1. **Cover Letter and Mandatory Requirements.** The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the Offeror. The cover letter will provide an executive summary of the solution the Offeror plans to provide. The letter must also have the following:
  - a. A statement regarding the Offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business.
  - b. A list of the people who prepared the Proposal, including their titles.
  - c. The name, phone number, fax number, e-mail address, and mailing address of a contact person who has authority to answer questions regarding the Proposal.
  - d. A list of all subcontractors, if any, that the Offeror will use on the Project if the Offeror is selected to do the Work.
  - e. For each proposed subcontractor, the Offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
    - 1) The subcontractor's legal status, tax identification number, and principal place of business address.
    - 2) The name, phone number, fax number, e-mail address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations.
    - 3) A description of the work the subcontractor will do.
    - 4) A commitment to do the work if the Offeror is selected.
    - 5) A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.
    - 6) A statement that the Subcontractor will maintain any permits, licenses, and certifications required to perform work.

- f. A statement that the Offeror's proposed solution for the Project meets all the requirements of this RFP.
- g. A statement that the Offeror has not taken any exception to the Terms and Conditions, which can be found at the following link:

[RFP Terms and Conditions](#)

- h. A statement that the Offeror does not assume there will be an opportunity to negotiate any aspect of the proposal.
- i. A statement indicating the Offeror will comply with all Federal and Ohio (Ohio Revised Code) Laws and Rules of the Ohio Administrative Code as those law and rules are currently enacted and promulgated, and as they may subsequently be amended and adopted.
- j. A statement that the Contractor shall not substitute, at Project start-up, different personnel from those evaluated by the State except when a candidate's unavailability is no fault of the Contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.).
- k. A statement that the Offeror is not now, and will not become subject to an "unresolved" finding for recovery under Revised Code Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding.
- l. A statement that all the Offerors personal and business associates are in compliance with Chapter 3517 of the Revised Code regarding limitations on political contributions and will remain in compliance for the duration of the Contract and with all applicable provisions that extend beyond the expiration of the Contract. Refer to the Political Contributions paragraph in the [RFP Terms and Conditions](#).
- m. All contractors from whom the State or any of its political subdivisions make purchases in excess of \$2500.00 shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as referred to in division (E)(1) of section 122.71 of the Revised Code. Annually, each such contractor shall file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity office of the Department of Administrative Services. Provide a statement that the Offeror has been approved through this affirmative action program. Refer to the Affirmative Action paragraph in Attachment Two and to the Equal Employment Opportunity paragraph in the [RFP Terms and Conditions](#).
- n. Registration with the Secretary of State. By the signature affixed to this Offer, the Offeror attests that the Offeror is:
  - 1) An Ohio corporation that is properly registered with the Ohio Secretary of State; or
  - 2) A foreign corporation, not incorporated under the laws of the state of Ohio, but is registered with the Ohio Secretary of State pursuant to Ohio Revised Code Sections 1703.01 to 1703.31, as applicable.

Any foreign corporation required to be licensed under Sections 1703.01 to 1703.31 of the Ohio Revised Code, which transacts business in the state of Ohio, without being so licensed, or when its license has expired or been canceled, shall forfeit not less than \$250 nor more than ten thousand dollars. No officer of a foreign corporation shall transact business in the state of Ohio, if such corporation is required by Section 1703.01 to 1703.31 of the Revised Code to procure and maintain a license, but has not done so. Whoever violates this is guilty of a misdemeanor of the fourth degree.

Offeror attests that it is registered with the Ohio Secretary of State.

The Offeror's Charter Number is: \_\_\_\_\_.

Questions regarding registration should be directed to (614) 466-3910 or visit the Web site at:  
<http://www.sos.state.oh.us>

All Offerors who seek to be considered for a contract award must submit a response that contains an affirmative statement using the language in paragraph(s) a. through n. above.

Responses to all Mandatory Requirements from Table 1 must be included in this section (Tab 1).

- 2. **CERTIFICATION.** Each Proposal must include the following certification signed by the individual Offeror.

*(Insert Company name)* affirms they are the prime Offeror.

*(Insert Company name)* affirms it shall not and shall not allow others to perform work or take data outside the United States without express written authorization from the Agency Project Representative.

*(Insert Company name)* affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents.

*(Insert Company name)* affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

*(Insert Company name)* agrees that it is a separate and independent enterprise from the state of Ohio, the Agency, and the Department of Administrative Services. *(Insert Company name)* has a full opportunity to find other business and has made an investment in its business. Moreover *(Insert Company name)* will retain sole and absolute discretion in the judgment of the manner and means of carrying out its obligations and activities under the Contract. This Contract is not to be construed as creating any joint employment relationship between *(Insert Company name)* or any of the personnel provided by *(Insert Company name)*, the Agency, or the Department of Administrative Services.

*(Insert Company name)* affirms that the individuals supplied under the Contract are either: (1) employees of *(Insert Company name)* with *(Insert Company name)* withholding all appropriate taxes, deductions, or contributions required under law; or (2) independent contractors to *(Insert Company name)*.

*If the Offeror's personnel are independent Contractors to the Offeror, the certification must also contain the following sentence:*

*(Insert Company name)* affirms that it has obtained a written acknowledgement from its independent Contractors that they are separate and independent enterprises from the state of Ohio and the Department of Administrative Services and the Agency for all purposes including the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contributions Act, the provisions of the Internal Revenue Code, Ohio tax law, worker's compensation law and unemployment insurance law.

3. Signed Contracts. The Offeror must provide two (2) originally signed, blue ink copies of the included Contract, Attachment Three. Offeror must complete, sign and date both copies of the Contract and include it with their Proposal. (Attachment Three).
4. Offeror Profile. Each Proposal must include a profile of the Offeror's capability, capacity, and relevant experience working on projects similar to this Work. The profile must also include the Offeror's legal name; address; telephone number; fax number; e-mail address; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks directly related to the Work; and any other background information that will help the State gauge the ability of the Offeror to fulfill the obligations of the Contract. The financial stability of the company should also be described and is considered a necessary component of this portion of the Proposal's response. This RFP includes Offeror Profile Form as Attachment Four which must be completed for the Offeror. The Offeror must use this form and fill it out completely to provide the Offeror requirement information.

The Offeror shall also provide information on the firm's background as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the Contract to ensure successful performance and contract compliance. Offerors must describe current operational capacity of the organization and the Offeror's ability to absorb the additional workload resulting from this Project. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

5. Offeror References. The Offeror must include a minimum of three (3) references for organizations and/or clients for whom the Offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work. Details of the similarities must be included. These references must relate to work that was completed within the past five (5) years. This RFP includes an Offeror Reference Form as Attachment Five. This form must be filled out completely for each of the three (3) references for the projects provided. Failure to recreate the form accurately may lead to the rejection of the Offeror's Proposal. When contacted, each reference must be willing to discuss the Offeror's previous performance on projects that were similar in their nature, size, and scope to the Work.

The State does not assume that since the experience requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Offerors must reiterate the experience being described, including the capacity in which the experience was performed and the role of the Offeror on the Project. It is the Offeror's responsibility to customize the description to clearly substantiate the qualification. Previous experience must include the conduct, management, and coordination of projects. Incumbents must ensure specifics are addressed. Evaluations will not be based on intrinsic knowledge of evaluation committee members.

The description of the related service shows the Offeror's experience, capability, and capacity to develop this Project's deliverables and/or to achieve this Project's milestones. Details such as the size of the contracting organizations, duration of involvement, level of responsibility, significant accomplishments, as well as a thorough description of the nature of the experience will be required for appropriate evaluation by the committee.

Offerors must provide, as part of the Technical Proposal for this RFP, an example of their proposed strategies and materials for this Project, or from a previous successful project of similar size and scope. The example must demonstrate the Offeror's experience in developing products and materials to support the participants in this Project, and provides a sample of their proposed strategies and materials, as part of their Proposal.

6. Staffing Plan. The Offeror must provide a staffing plan that identifies all key personnel required to do the Project and their responsibilities on the Project. The State is seeking a staffing plan that matches the proposed Project personnel and qualifications to the activities and tasks that will be completed on the Project, and assures the State that assigned staff will be well versed in Project operations and contract administration issues.

This RFP includes an Offeror's Candidate Form as Attachment Six. The Offeror must use this form and fill it out completely for each key candidate/staff member referenced. The forms must be completed using typewritten or electronic means. The forms may be recreated electronically, but all fields and formats must be retained. Failure to recreate the forms accurately may lead to the rejection of the Offeror's Proposal.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form. In the event key staff are not yet in place, the State's expectation is for Offerors to provide minimum qualification requirements and position descriptions for the proposed positions.

In addition, the plan must have the following information:

- a. A matrix matching each key team member to the staffing requirements in this RFP.
- b. A contingency plan that shows the ability to add more staff if needed to ensure meeting the Project's due date(s).
- c. A discussion of the Offeror's ability to provide qualified replacement personnel.
- d. The Offeror must submit a statement and chart that clearly indicate the time commitment of the proposed work team, including the Project Manager, to the Project and any other, non-related work during the term of the Contract. The Offeror must also include a statement indicating to what extent, if any, the Project Manager may be used on other projects during the term of the Contract. The Evaluation Committee may reject any Proposal that commits the proposed Project Manager to other work during the term of the Contract if the committee believes that doing so will be detrimental to the Offeror's performance.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

One of the criteria on which the State may base the award of the Contract is the quality of the Offeror's Work Team. Switching personnel after the award will not be accepted without due consideration. The Offeror must propose a Work Team that collectively meets all the requirements in this RFP. Additionally, each team member may have mandatory requirements listed in this RFP that the team member must individually meet. All candidates proposed must meet the technical experience for the candidate's position and be named.

7. Work Plan. Offeror must fully describe its current capacity, approach, methods, and specific work steps for doing the Work on this Project. The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to complete the Project satisfactorily. To this end, the Offeror must submit for this section of the Proposal the Project plan that will be used to create a consistent, coherent management plan of action that will be used to guide the Project. The Project plan should include detail sufficient to give the State an understanding of the Offeror's knowledge and approach, including Gantt charts documenting the successful completion of all of the deliverables to complete the Project.

The Work Plan must demonstrate an understanding of the requirements of the project as described in Attachment One Part One Work Requirements. Describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work. Provide a comprehensive Work Plan that gives ample description and detail as to how it proposes to accomplish this project and what resources are necessary to meet the deliverables.

The State seeks insightful responses that describe proven state-of-the-art methods. Recommended solutions should demonstrate that the Offeror would be prepared to immediately undertake and successfully complete the required tasks. The Offeror's Work Plan should clearly and specifically identify key personnel assignments. (NOTE: The staffing plan should be consistent with the Work Plan).

Additionally, the Offeror should address potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.

8. Support Requirements. The Offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the Offeror should address the following:
  - a. Nature and extent of State support required in terms of staff roles, percentage of time available, etc.;

- b. Assistance from State staff and the experience/qualification level required; and
- c. Other support requirements.

The State may not be able or willing to provide the additional support the Offeror lists in this part of its Proposal. The Offeror must therefore indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the Offeror's Proposal if the State is unwilling or unable to meet the requirements.

- 9. Conflict of Interest Statement. Each Proposal must include a statement indicating whether the Offeror or any people that may work on the Project through the Offeror have a possible conflict of interest (e.g., employed by the state of Ohio, etc.) and, if so, the nature of that conflict. The State has the right to reject a Proposal in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.
  - 10. Assumptions. The Offeror must provide a comprehensive listing of any and all of the assumptions that were made in preparing the proposal. If any assumption is unacceptable to the State, it may be cause for rejection of the Proposal. No assumptions shall be included regarding negotiation, [RFP Terms and Conditions](#), and requirements.
  - 11. Proof of Insurance. In this section, the Offeror must provide the certificate of insurance required by the Part Two of the [RFP General Terms & Conditions](#). The policy may be written on an occurrence or claims made basis.
  - 12. Payment Address. The Offeror must provide the address to which payments to the Offeror will be sent.
  - 13. Contract Performance. The Offeror must complete Attachment Seven, Offeror Performance Form.
  - 14. W-9 Form and Vendor Information Form. The Offeror must complete Federal Form W-9, Request for Taxpayer Identification Number and Certification form and the Vendor Information Form (OBM-5657) in their entirety. At least one (1) original of each form (signed in blue ink) must be submitted in the "original" copy of the Proposal. All other copies of the Proposal may contain duplicates of these completed forms. If a subsidiary company is involved, Offerors must have an original W-9 and OBM-5657 for both the parent and subsidiary companies. These documents and directions can be found on the OBM Web site under the heading "Vendor Forms" at <http://www.ohiosharedservices.ohio.gov/Vendors.aspx>
  - 15. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA). The Offeror being awarded this Contract must be registered with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov> to file for DMA pre-certification; if you are not already registered you must:
    - a. Register with the Ohio Business Gateway (OBG) at:  
<http://obg.ohio.gov>
    - b. Review the Terrorist Exclusion List at:  
[http://www.publicsafety.ohio.gov/links/terrorist\\_exclusion\\_list.pdf](http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf)
    - c. Complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form at:  
<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>
- Submit a hardcopy of this completed form with your RFP response. You must then return to the OBG and complete the form for on-line submission under "Electronic Filing." It is important that you submit the DMA form on-line at OBG and in hardcopy with the Proposal.
- Failure to complete the certification may result in the Offeror being deemed not responsive and/or may invalidate any Contract award. If not submitted with the proposal response, the Offeror will have seven (7) calendar days, after notification, to submit the form.
- 16. Affirmative Action. Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

Copies of approved Affirmative Action plans shall be supplied by the Offeror as part of its Proposal or inclusion of an attestation to the fact that the Offeror has completed the process and is pending approval by the EOD office.

17. Banning the Expenditure of Public Funds on Offshore Services. The Offeror must complete the Contractor/Subcontractor Affirmation and Disclosure form (Attachment Eight) to abide with Executive Order 2010-09S issued by the Governor or Ohio, affirming no services of the Contractor or its subcontractors under this Contract will be performed outside the United States.

During the performance of this Contract, the Offeror must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available without express written authorization of the Department of Administrative Services.

18. Cost Summary Form. The Cost Summary Form (Attachment Ten) must be submitted with the Offeror's Proposal. The Offeror's total cost for the entire Project must be represented as the firm fixed price, for a not-to-exceed fiscal year cost. Offerors shall provide a comprehensive cost analysis; this cost must include all ancillary costs. All costs for furnishing the services must be included in the Cost Proposals as requested. No mention of or reference to, the Cost Proposals may be made in responses to the general, technical, performance, or support requirements of this RFP.

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. The awarded contractor must hold the accepted prices and/or costs for the entire contract period. No price change shall be effective without prior written consent from DAS, OPS.

NOTE: Offeror's should ensure Cost Proposals are submitted separately from the Technical Proposals, as indicated the Proposal Submittal paragraph of this RFP (see Part Three). This information should not be included in the Technical Proposal.

The State shall not be liable for any costs the Offeror does not identify in its Proposal.

ATTACHMENT THREE  
CONTRACT

This Contract, which results from RFP CSP902012, entitled Formative Assessment in Middle School (FAMS) Pilot – Race to the Top (RttT), is between the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Education (ODE) (the "State") and

\_\_\_\_\_  
(the "Contractor").

If this RFP results in a contract award, the Contract will consist of this RFP including all attachments, written addenda to this RFP, the Contractor's 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 change orders issued under the Contract. The form of the Contract is this one (1) page attachment to the RFP, which incorporates by reference all the documents identified above. The general terms and conditions for the Contract are contained in the following link: [RFP Terms and Conditions](#). If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
4. The documents and materials incorporated by reference in the Contractor's Proposal.

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

This Contract has an effective date of the later of August 1, 2011 or the occurrence of all conditions precedent specified in the [General Terms and Conditions](#).

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the dates below.

_____ (Contractor)	<u>Department of Administrative Services</u> (State of Ohio Agency)
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	<u>Robert Blair</u> (Printed Name)
_____ (Title)	<u>Director, Department of Administrative Services</u> (Title)
_____ (Date)	_____ (Date)

ATTACHMENT FOUR  
OFFEROR PROFILE FORM

Offeror's Legal Name:	Address:	
Phone Number:	Fax Number:	E-mail Address:
Home Office Location:	Date Established:	Ownership:
Firm Leadership:	Number of Employees:	Number of Employees Directly involved in Tasks Directly Related to the Work:
Additional Background Information:		

ATTACHMENT FIVE  
OFFEROR REFERENCES

Three (3) professional references who have received services from the Offeror in the past five (5) years

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

ATTACHMENT SIX  
OFFEROR'S CANDIDATE FORM

Candidate's Name: \_\_\_\_\_

Candidate's Proposed Position: \_\_\_\_\_

Three (3) professional references who have received services from the candidate in the past five (5) years

Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		
Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		
Company Name:	Contact Name:	
Address:	Phone Number: E-mail:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.		

ATTACHMENT SEVEN  
OFFEROR PERFORMANCE FORM

The Offeror must provide the following information for this section for the past seven (7) years. Please indicate yes or no in each column.

Yes/No	Description
	The Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number.
	The Offeror has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity.
	Has trading in the stock of the company ever been suspended? If so provide the date(s) and explanation(s).
	The Offeror, any officer of the Offeror, or any owner of a twenty percent (20%) interest or greater in the Offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Offeror, any officer of the Offeror, or any owner with a twenty percent (20%) interest or greater in the Offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is affirmative, the Offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an Offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Offeror's proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Offeror's performance on the project, and the best interests of the State.

ATTACHMENT EIGHT  
CONTRACTOR / SUBCONTRACTOR AFFIRMATION AND DISCLOSURE

By the signature affixed to this response, the Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by the Governor of Ohio. If awarded a contract, the Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is available at the following Web site:  
(<http://procure.ohio.gov/pdf/EO2010-09S.pdf>).

The Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Offeror not responsive and no further consideration will be given to the response. The Offeror's Proposal will not be considered. If the Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

ATTACHMENT NINE  
SHIPPING LABELS

**ORIGINAL – Technical Proposal**

**CSP902012 – FORMATIVE ASSESSMENT IN MIDDLE SCHOOL PILOT (RttT)**  
**Department of Administrative Services**  
**Office of State Procurement - Bid Desk**  
**4200 Surface Road**  
**Columbus, OH 43228-1395**

**ORIGINAL – Cost Proposal**

**CSP902012 – FORMATIVE ASSESSMENT IN MIDDLE SCHOOL PILOT (RttT)**

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

**COPY \_\_\_ of \_\_\_ – Technical Proposal**

**CSP902012 – FORMATIVE ASSESSMENT IN MIDDLE SCHOOL PILOT (RttT)**  
**Department of Administrative Services**  
**Office of State Procurement - Bid Desk**  
**4200 Surface Road**  
**Columbus, OH 43228-1395**

**COPY \_\_\_ of \_\_\_ – Cost Proposal**

**CSP902012 – FORMATIVE ASSESSMENT IN MIDDLE SCHOOL PILOT (RttT)**  
**Department of Administrative Services**  
**Office of State Procurement - Bid Desk**  
**4200 Surface Road**  
**Columbus, OH 43228-1395**

ATTACHMENT TEN  
COST SUMMARY FORM

CSP902012 - FORMATIVE ASSESSMENT IN MIDDLE SCHOOL

DESCRIPTION	COST
<u>FALL 2011</u> (anticipated completion 12/31/2011)	
<u>COHORT 1</u>	
Work with ODE leadership to implement Pilot:	\$
1. Develop entire schedule for Cohort 1 with ODE 2. Work with ODE to prepare professional development for Cohort 1 for Fall 2011	
Communicate with pilot participants:	\$
1. Communicate schedules with all participants of Cohort 1	
Development:	\$
1. Develop and provide formative assessment process models for middle school subjects (ELA and math) which are aligned to the Common Core State Standards 2. Develop and provide materials and PD on formative assessment as a practice for improving instruction and learning tailored for middle school students 3. Provide background and strategies for developing a Community of Practice 4. Develop formative assessment takeaway tasks/methods for participants' homework	
Professional Development:	\$
1. Secure locations for professional development sessions 2. Provide supplies and materials (including flip cameras for classroom documentation) 3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)	
SEMI-ANNUAL SCHOOL YEAR SUBTOTAL	\$

<u>SPRING 2012</u> (anticipated completion 6/30/2012)	
<u>COHORT 1</u>	
Work with ODE leadership to implement Pilot:	\$
1. Work with ODE to prepare professional development for Cohort 1 for Spring 2012	
Communicate with pilot participants:	\$
1. Communicate reminders of scheduled PD with all participants of Cohort 1	
Development:	\$
1. Develop and provide formative assessment process models for middle school subjects (ELA and math) which are aligned to the Common Core State Standards	
2. Develop and provide materials on the implementation of formative assessment as a practice for improving instruction and learning tailored for middle school students	
3. Develop and provide strategies and methods for participants on how to develop their own formative assessment methods for gathering evidence of student knowledge	
4. Provide background and strategies for maintaining a Community of Practice	
Professional Development:	\$
1. Secure locations for professional development sessions	
2. Provide supplies and materials	
3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)	
<b>SEMI-ANNUAL SCHOOL YEAR SUBTOTAL</b>	<b>\$</b>

<u>FALL 2012</u> (anticipated completion 12/31/2012)	
<u>COHORT 1</u>	
Work with ODE leadership to implement Pilot:	\$
1. Work with ODE to prepare professional development for Cohort 1 for Fall 2012	
Communicate with pilot participants:	\$
1. Communicate reminders of scheduled PD with all participants of Cohort 1	
Development:	\$
1. Develop and provide background for using action research in the classroom	
2. Develop and provide methods for teachers to implement their own action research plan in order to field test the formative assessment methods the teachers have developed to gather evidence of student knowledge	
3. Continue providing strategies for maintaining a Community of Practice	
Professional Development:	\$
1. Secure locations for professional development sessions	
2. Provide supplies and materials	
3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)	
<u>COHORTS 2 &amp; 3</u>	
Work with ODE leadership to implement Pilot:	\$
1. Develop entire schedule for Cohorts 2 & 3 with ODE	
2. Work with ODE to prepare professional development for Cohorts 2 & 3 for Fall 2012. Refine existing materials and PD based on feedback and experiences from Cohort 1, year 1 NOTE: Cohorts 2 & 3 will have PD on separate days	
Communicate with pilot participants:	
1. Communicate schedules with all participants of Cohorts 2 & 3	\$
Development	
1. Develop and provide formative assessment process models for middle school subjects which are aligned to the Common Core State Standards	\$
2. Develop and provide materials and PD on formative assessment as a practice for improving instruction and learning tailored for middle school students	
3. Provide background and strategies for developing a Community of Practice	
4. Develop formative assessment takeaway tasks/methods for participants' homework	
Professional Development:	
1. Secure locations for professional development sessions	
2. Provide supplies and materials (including flip cameras for classroom documentation)	\$
3. Deliver professional development for Cohorts 2 & 3 (2 days each) to all participants (teachers, administrators, coaches and content experts)	
NOTE: Cohorts 2 & 3 shall have PD on separate days	
<b>SEMI-ANNUAL SCHOOL YEAR SUBTOTAL</b>	<b>\$</b>

<u>SPRING 2013</u> (anticipated completion 6/30/2013)	
<u>COHORT 1</u>	
Work with ODE leadership to implement Pilot:	\$
1. Work with ODE to prepare professional development for Cohort 1 for Spring 2013	
Communicate with pilot participants:	\$
1. Communicate reminders of scheduled PD with all participants of Cohort 1	
Development:	\$
1. Provide strategies on next steps for the Community of Practice	
Professional Development:	\$
1. Secure locations for professional development sessions	
2. Provide supplies and materials	
3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)	\$
4. Facilitate presentations by participants	
5. Facilitate discussions on findings from the action research	
6. Co-facilitate with ODE the debriefing session about the successes and adjustments needed for the Pilot based on the experience of the participants.	
<u>COHORTS 2 &amp; 3</u>	
Work with ODE leadership to implement Pilot:	\$
1. Work with ODE to prepare professional development for Cohorts 2 & 3 for Spring 2013. Refine existing materials and PD based on feedback and experiences from Cohort 1, year 1	
Communicate with pilot participants:	\$
1. Communicate reminders of scheduled PD with all participants of Cohorts 2 & 3	
Development	\$
1. Develop and provide formative assessment process models for middle school subjects which are aligned to the Common Core State	
2. Develop and provide materials and PD on formative assessment as a practice for improving instruction and learning tailored for middle school students	
3. Provide background and strategies for developing a Community of Practice	
4. Develop formative assessment takeaway tasks/methods for participants' homework	
Professional Development:	\$
1. Secure locations for professional development sessions	
2. Provide supplies and materials (including flip cameras for classroom documentation)	
3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)	
NOTE: Cohorts 2 & 3 will have PD on separate days	
SEMI-ANNUAL SCHOOL YEAR SUBTOTAL	\$

<p><u>FALL 2013</u>          (anticipated completion 12/31/2013)</p> <p><u>COHORTS 2 &amp; 3</u></p> <p>Work with ODE leadership to implement Pilot:</p> <ol style="list-style-type: none"> <li>1. Work with ODE to prepare professional development for Cohorts 2 &amp; 3 for Fall 2013. Refine existing materials and PD based on feedback and experiences from Cohort 1, year 2</li> </ol> <p>Communicate with pilot participants:</p> <ol style="list-style-type: none"> <li>1. Communicate reminders of scheduled PD with all participants of Cohorts 2 &amp; 3</li> </ol> <p>Development:</p> <ol style="list-style-type: none"> <li>1. Develop and provide background for using action research in the classroom</li> <li>2. Develop and provide methods for teachers to implement their own action research plan in order to field test the formative assessment methods the teachers have developed to gather evidence of student knowledge</li> <li>3. Continue providing strategies for maintaining a Community of Practice</li> </ol> <p>Professional Development:</p> <ol style="list-style-type: none"> <li>1. Secure locations for professional development sessions</li> <li>2. Provide supplies and materials</li> <li>3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)</li> </ol>	<p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>
<p>SEMI-ANNUAL SCHOOL YEAR SUBTOTAL</p>	<p>\$</p>

<p><u>SPRING 2014</u>          (anticipated completion 6/30/2014)</p> <p><u>COHORTS 2 &amp; 3</u></p> <p>Work with ODE leadership to implement Pilot:</p> <p>1. Work with ODE to prepare professional development for Cohort 1 for Spring 2014</p> <p>Communicate with pilot participants:</p> <p>1. Communicate reminders of scheduled PD with all participants of Cohort 2 &amp; 3</p> <p>Development:</p> <p>2. Provide strategies on next steps for the Community of Practice</p> <p>Professional Development:</p> <p>1. Secure locations for professional development sessions</p> <p>2. Provide supplies and materials</p> <p>3. Deliver professional development for Cohort 1 (2 days) to all participants (teachers, administrators, coaches and content experts)</p> <p>4. Facilitate presentations by participants</p> <p>5. Facilitate discussions on findings from the action research</p> <p>6. Co-facilitate with ODE the debriefing session about the successes and adjustments needed for the Pilot based on the experience of the participants.</p>	<p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>
<p>SEMI-ANNUAL SCHOOL YEAR SUBTOTAL</p>	<p>\$</p>

<p>* NOT-TO-EXCEED TOTAL PROJECT COST</p>	<p>\$</p>
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\* NOT-TO-EXCEED TOTAL PROJECT COST = THE SUM OF SEMI-ANNUAL SCHOOL YEAR SUBTOTALS

BUDGET. The State estimates a budget for this Project of approximately \$1,000,000. Proposals priced at more than \$1,000,000 for the NOT-TO-EXCEED TOTAL PROJECT COST for the initial term of the Contract term may be considered non-responsive due to excessive cost, and eliminated from the evaluation process.

All costs must be in U.S. Dollars.  
 The State will not be responsible for any costs not identified.  
 There will be no additional reimbursement for travel or other related expenses.

SUPPLEMENT ONE  
SUPPLEMENTAL TERMS AND CONDITIONS FOR PROJECTS FUNDED IN WHOLE OR IN PART WITH MONEYS FROM  
THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

The guidance template for subcontractors and subgrantees can be found at the following URL address:

[http://procure.ohio.gov/pdf/ARRA\\_SUPPLEMENTAL%20TERM%20DOC.pdf](http://procure.ohio.gov/pdf/ARRA_SUPPLEMENTAL%20TERM%20DOC.pdf)