

REQUEST FOR PROPOSALS

RFP NUMBER: EDUD2011012

DATE ISSUED: 10-21-2010

ELIGIBILITY: Open to All Providers

The State of Ohio Department of Education is requesting Proposals for:

TITLE: Data Collection Physical Education Evidence Based Curriculum

INQUIRY PERIOD BEGINS: 10/22/2010

INQUIRY PERIOD ENDS: 10/29/2010

PROPOSAL DUE DATE: 11/15/2010 By 5:00 PM Eastern

PROPOSAL OPENING DATE: 11/18/2010

ESTIMATED AWARD DATE: 12/15/2010

Background:

The purpose of this project is for ODE to help school districts and schools implement an evidence-based physical education curriculum and to collect data that will reflect any changes that occur in the students levels of physical fitness, attendance, behavior and academic performance.

Section 1: Objectives: Summary of Expected Outcomes or Deliverables

This project has 2 major objectives:

- 1.The collection of outcome data to illustrate the positive impact of a structured, high quality physical education curriculum on student fitness and academic performance.
- 2.To build the capacity of physical education teachers to implement programs that align with the Ohio Academic Content Standards for Physical Education.

Upon award, the term of the contract will begin upon acceptance of the final terms through the end of the Ohio school year in June 2011.

Section 2: Overview of the Scope of Work:

In order to substantiate the effectiveness of the curriculum it is essential to gather baseline information on the children in the program and post data at the conclusion of the program. The data should include Fitnessgram scores and standardized scores on math, reading, attendance and behavioral referrals for the 80 participating teachers across the state and organized so that summary information can be used to develop a data base.

The selected vendor will be expected to:

- a. Enter and organize all Fitnessgram Physical Fitness Test Data
- b. Enter and organize all Academic/Attendance/Behavioral data
- c. Develop and send (electronically) Fitnessgram parent letters to teachers for each child tested.
- d. Generate Data Reports (by school and grade) and send to teachers
- e. Generate Data Reports for the Ohio Department of Education Project Director

Contractor Qualifications:

The data and reports produced through this project will provide guidance to local education agencies on the value of evidence-based physical education programs in schools. The recommendations must be age appropriate, science-based and medically accurate.

•Project team must have the ability to compile data submitted with accuracy and in a timely manner.

•Project team must be able to use the data and correlate any impact on non-academic barriers to school success.

•Project team must have research expertise in data collection and interpretation.

•At least five years experience as consultant in the area of physical education or related field.

•Sufficient knowledge of the topic to understand the issues

The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate (based on project oversight) to perform their assigned tasks. The vendor must obtain equally qualified replacement personnel for any personnel who become unavailable during the course of the project.

Special Work Information:

Technical artifacts will be signed off by staff assigned in the Deliverable Section. All signed-off deliverables require a hand-written signature or documented email approval of appropriate staff member. A bi-monthly status report will be submitted to the ODE Project.

During the course of the contract the vendor will be in regular communication with ODE's Office of Health and Wellness by email or telephone.

Section 3: Proposal Format

Signed Cover Letter: (Required – as acceptance of all the terms of this RFP/RFQ)

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to the Department of Education, Office of Health, and Wellness in terms of cost, functionality, and other factors as specified elsewhere in this RFP. The proposal submission criteria serve to demonstrate the qualifications, competence and capacity of the individual(s), organization or team to provide professional services to the OHW as set forth in this RFP.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between the Department of Education and the selected Vendor(s). Proposals should be prepared following the guidelines below, which outlines the standard criteria to be used to evaluate all bids. The bid receiving the highest overall score will be selected to fulfill contract work. To be considered for evaluation, your proposal must satisfy all criteria for eligibility and should include the following:

1. Cover Page
2. Executive Summary
3. Workplan
4. Experience
5. Itemized Cost of Deliverables, based on deliverables in the Proposal Workplan
6. Appendix: References, if any
7. Appendix: Project Team Staffing

Section 3(A): Work Plan (Must Reference RFP/RFQ Number)

A detailed budget of the work must be submitted including costs per deliverable. The budget must be based on 80 physical education teachers who teach 4 to 5 classes per day with 25 to 35 students per class.

Classes meet for 18 weeks in duration. Data collection will occur at the beginning of each school grading period and at the end of each grading period.

Summary reports should be submitted at the end of each semester (18 weeks) and a final report submitted 6 weeks after the end of the Ohio school year in 2011.

Create project workplan and timeline

Develop a procedure and data collection form for use by pilot project physical education teachers.

Provide updated information to participating teachers (collection procedures, reports, etc)

Submit preliminary reports summaries within 4 weeks of end of grading period

Submit a final report no later than 6 weeks after the end of the school year, including a summary and conclusions.

Section 3(B): Cost Summary (Required)

This project is classified as a fixed bid project and will require payment based on completion of deliverables as agreed upon in the winning proposal. Total cost of the contract will not exceed \$20,000.

Section 3(C): Standard Affirmation and Disclosure Form (Required)

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of **Executive Order 2010-09S** issued by Ohio Governor Ted Strickland. If awarded a contract, the Bidder/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 attached and is available at the following website:

(<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Bidder/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 Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/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 Sub-contractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(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)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

Inquiry:

All questions regarding this RFP/RFQ should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information.

Submission Information: (Required)

Proposals must reference the RFP/RFQ number above and should be submitted:

Either by email to:

Name: **Sandy Hood**

Email Address: **sandy.hood@ode.state.oh.us**

Please also email a copy to:

Name: **Amadu Sankoh, Agency Procurement Officer**

Email Address: Amadu.sankoh@ode.state.oh.us

OR by Regular mail to:

Name: **Sandy Hood**

Address: **Ohio Department of Education
Office of Health & Wellness
25 South Front Street, Mail Stop 201
Columbus, Ohio 43215**

Please also mail a copy to:

Amadu Sankoh, Agency Procurement Officer
25 South Front Street, Mail Stop G
Columbus, OH 43215

OTHER IMPORTANT INFORMATION FOR VENDORS:

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP/RFQ, fails to comply with the procedure for participating in the RFP/RFQ process, or the offeror's Proposal fails to meet any requirement of this RFP/RFQ. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP/RFQ.

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

The State will not be liable for any costs incurred by any offeror in responding to this RFP/RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract for the work. The State may also cancel this RFP/RFQ and contract for the work through some other process or by issuing another RFP/RFQ.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State of Ohio 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 ORC 9.24, prior to the award of any contract arising out of this RFP/RFQ, without notifying the Agency of such finding.

The successful offeror(s) will be required to enter into a contract with the Ohio Department of Education upon reaching agreement on terms and conditions for such contract prior to providing any services to the Department. The provisions of such contract are not valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126.07 and 131.33 of the Ohio Revised Code. The Department is not obligated to pay for services performed prior to such OBM certification.

All proposals and other materials submitted will become the property of the State and may be returned only at the option of the State. 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 a contract has been awarded. The State will retain all proposals, or copies of the proposals, as part of the contract file for at least three years. After the retention period, the State may return, destroy, or otherwise dispose of the proposals or copies of the same.