

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 10/03/2016

RFP NUMBER: CSP903517
INDEX NUMBER: EDU115

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

Parent Mentor Oversight and Professional Development

Attached is page 12 to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to clarify the cost summary and request pricing for three additional items.

PROPOSAL DUE DATE:
OPENING LOCATION:

Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

COST SUMMARY (CONTINUED)

Deliverables	Estimated Usage	Cost	Total
5. Provide at least six preschool/early childhood special education training events per year. Report details about training topics, target audiences, locations, and numbers of participants.	Six Trainings will be used for evaluation only	\$ (Per Training)	\$
6. Develop stakeholder surveys and submit to OEC/OELSR for approval.		\$	\$
6.1 Administer surveys to stakeholder groups.		\$	\$
6.2 Complete summary and analysis of survey data.		\$	\$
7. (Including 7.1-7.7) Approved end of year report delivered no more than 45 days after the completion of a project year including. 7.1 Analysis of common threads across all activities completed during the project year. 7.2 Report of the advancement of the Parent Mentor work with school staff and local agencies/resources such as implementation of Scope of Work and regional plans. 7.3 Summary of questions and concerns expressed by school staff, community and stakeholder groups related to the Parent Mentor services. 7.4 A synopsis of the range of services and the quality of the impact of Parent Mentors in school districts served. 7.5 Details of the extent of the Parent Mentor services provided to families, schools and the community. 7.6 Summary of Parent Mentor receipt of trainings (e.g., attending statewide conference, completing new Parent Mentor orientation). 7.7 Stakeholder survey summary of questions and concerns as well as tabulation and analysis of the data.		\$	\$
8. * Facilitate Parent Mentor attendance and involvement at the annual OEC leadership conference(s) and other statewide events. Provide an all-inclusive cost to facilitate the participation of PM's at the annual conference.	Three Conferences will be used for evaluation only	\$ (Per Conference)	
9. * In conjunction with the Office for Exceptional Children, provide information regarding attendance at the State Special Education Conferences: i. Assist with coordination of registration, lodging and travel; ii. Assist with development of the Parent Mentor session agenda, topics and presentations; Provide an all-inclusive cost to coordinate and develop listed activities for participation of PM's at the conference(s)	Three Conferences will be used for evaluation only	\$ (Per Conference)	
10. * In conjunction with Office for Exceptional Children staff, coordinate a spring conference for Parent Mentors and school district representatives. i. Plan and arrange accommodations, speakers, and the location for the conference; ii. Develop contracts to coordinate payment for all expenses; iii. Manage registrations	Three Conferences will be used for evaluation only	\$ (Per Conference)	
Total Cost			\$

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

*Indicates addition of Cost Summary items for clarification purposes.