

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 10/15/2020

**RFP NUMBER: CSP903421
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 2 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 add a link for the Parent Mentor Guidelines. Additionally, this addendum is issued to correct the Inquiry Period closing date listed on the Office of Procurement website. The correct closing date for the inquiry period is October 16, 2020 at 8:00 a.m.

PROPOSAL DUE DATE: 10/23/2020

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

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 (the Agency), is soliciting competitive sealed proposals (Proposals) for Parent Mentor Oversight and Professional Development 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 October 31, 2022. The State may solely renew this Contract at the discretion of DAS for a period of one 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 four (4) years 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.

The Office for Exceptional Children (OEC) and the Office of Early Learning and School Readiness (OELSR) support family engagement and parent partnerships. The award and administration of Parent Mentor Projects to districts for employment of Parent Mentors in their regions and local districts is one such investment. Parent Mentors are parents of children with disabilities who work within schools and communities to provide support and guidance to families of children with disabilities to enable them to gain an understanding of the special education process within a school district. They also provide school personnel with information, resources and support to build a collaborative partnership between families and schools. Parent Mentors and their district or Educational Service Center representative work to identify areas of need and the points at which a Parent Mentor can most effectively address the unique needs of communities and schools.

Currently there are seventy-seven (77) Parent Mentor Projects funded through seventy-five (75) grants awarded by the Office for Exceptional Children. At this time, there are also six (6) school-district based, self-funded Parent Mentor Projects with seven (7) Parent Mentors. Self-funded Parent Mentors must be included in all Parent Mentor communications and invited to the same events as Parent Mentors from grant-funded projects.

- * Within the seventy-seven (77) funded projects, Parent Mentors provide services to families in school districts and other educational settings across the state. The [Parent Mentor Guidelines](#) details the work requirements that school districts, Educational Service Centers, other educational settings, and Parent Mentors follow as part of the project implementation. The Parent Mentor Guidelines were last revised in May 2019 and will be revised again in five (5) years during the 2023-2024 school year. The Parent Mentor Guidelines are intended to assist Parent Mentors in providing consistent service across Ohio. The Guidelines were a joint effort of Parent Mentor Council, the Office for Exceptional Children and the Ohio Coalition for the Education of Children with Disabilities by way of a Council subcommittee and are reviewed and revised per the guidelines.

Most recent project oversight and support has been provided by the Ohio Coalition for the Education of Students with Disabilities (OCECD). The Ohio Coalition for the Education of Children with Disabilities developed a repository of resources and guidance for Parent Mentors, parents and school staff to support the Parent Mentor Project in its services to parents and districts. Ohio Coalition for the Education of Children with Disabilities also developed and provided avenues for professional development and Parent Mentor training, thereby establishing consistency within the state's Parent Mentor Projects. The Ohio Coalition for the Education of Children with Disabilities has also assisted Parent Mentors in establishing their own website (www.ohioparentmentor.com) which has a public side for families and private password-protected side to house information for Parent Mentors.

This Request For Proposal is designed to outline the regional coordination of services and resources to: support the knowledge base of Parent Mentors; aid in implementation of family-inclusive policies and systems at district level; facilitate open and effective communications between families and educators for improved outcomes for students with disabilities; and provide professional development for Parent Mentors to keep them current on policies and best practices for students with disabilities and their families.

*Indicates addition of Parent Mentor Guidelines.