

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: October 5, 2011

RFP NUMBER: CSP904812
INDEX NUMBER: EDU045

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

Ohio Resident Educator Summative Assessment

Attached are page(s) 2, 14 and 18 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to remove all references to teacher impact on student learning and achievement

PROPOSAL DUE DATE: October 19, 2011

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 the Ohio Resident Educator Summative Assessment, 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 June 30, 2015. 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 two (2) 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. Ohio has a long history of supporting induction for new teachers. The Ohio Entry Year Teacher Program began state-wide in 2002. In 2009, the Ohio Department of Education (ODE) was mandated through legislation to create a four-year Ohio Resident Educator (RE) Program, scheduled to begin in the fall of 2011. The purpose of the program is to provide Ohio educators new to the teaching profession the high quality mentoring and support essential for a long and flourishing career. Resident Educators' successful completion of the program will be required for REs to qualify for a five-year professional educator license.

In addition, Ohio Administrative Code requires the resident educator to successfully complete a performance-based assessment. Resident educators may begin to take the performance-based assessment in their third year of the RE Program to allow them more than one opportunity to take and pass the assessment.

The Center for the Teaching Profession began working with educators from around Ohio in 2009 to develop the components of the RE Program, which also aligns with Assurance Area D of the federal Race to the Top grant (See Attachment Eleven, Suggested Resources). ODE now seeks to partner with a Contractor with the knowledge, skills, training, research-based expertise, and proven success strategies to design, develop, field test and support implementation of the summative, performance-based teacher assessment.

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 Resident Educator Program summative assessment components will:

1. Ensure teachers have demonstrated competence in identified proficient indicators of the Ohio Continuum of Teacher Development;
2. Assess teacher performance for the purpose of qualifying to obtain the 5-year professional license;
3. Capture data from existing state-designed formative assessment tools, e.g. instructional planning, class profile, grouping students, to inform the summative decision for licensure, and

In summary, the Contractor shall:

1. Provide standards-based prototype assessments to ODE for input and review that include at least the following components:
 - a. Demonstrated teacher competence in identified proficient indicators of the Ohio Continuum of Teacher Development;

*Indicates change 10/5/11.

Staffing Plan			
1. The Offeror provides a detailed staffing plan which demonstrates the Offeror's ability to provide adequate staff with necessary skills to complete the Work Plan within the Project timeline. The plan must include Personnel Profiles for each key member of the work team as well as candidates' education, training, qualifications, and proposed work assignments (Attachments Seven A, B, and C.)	5		
2. Offeror details proposed role definition of key personnel and the percentage of the time dedicated to the Work for respective role(s) and individuals. Offeror indicates the number of FTE's assigned to the Project, and assures the State that assigned staff will be well versed in Project operations and contract administration issues.	4		
3. 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.	3		
Offeror References			
The Offeror provides, at a minimum, three (3) previous references for jobs similar to this Project within the last five (5) years and provides details of similarities. All references provided must be willing to be contacted and to answer questions and provide details of the projects performed by the Offeror. (Complete all areas of Attachment Six).	5		
Work Plan			
1. Proposed plan for needs assessment	5		
2. Proposed methodology for the design of the assessment tool.	5		
3. Plan to ensure teachers have demonstrated competence in identified proficient indicators of the Ohio Continuum of Teacher Development.	5		
4. Plan to assess teacher performance for the purpose of qualifying to obtain the 5-year professional license.	5		
5. Plan to capture data from existing state-designed formative assessment tools to align with and inform the summative decision for licensure	5		
*6. Plan to determine processes and protocols.	5		
6. Outline for proposed written materials	4		
7. Plan for field testing.	4		
8. Plan to identify criteria for scorers and assessors, provide scoring and assessment training, as well as calibration and recalibration of trainers	5		

*Indicates change 10/5/11.

- a. DAS. The Department of Administrative Services.
- b. Electronic commerce technologies. Electronic Data Interchange, Web Invoicing, and Payment cards.
- c. ODE. The Ohio Department of Education.
- d. Offeror. A company or individual submitting a Proposal in response to this RFP.
- e. RE. Resident Educator.
- f. 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.
- g. RttT. Race to the Top.
- h. State. Refers to the state of Ohio, through any of its departments, agencies, or representatives.
- i. State of Ohio fiscal year. The period from July 1 of one (1) calendar year through June 30 of the following calendar year.
- j. Subcontractor. Any service provider hired under contract with the Contractor to meet the requirements of this agreement.

2. Objectives

Contractor will gather and vet requirements with stakeholders (including ODE staff and representatives from the following groups: teachers, principals, superintendents, teacher and administrator professional associations, and higher education institutions) prior to developing/proposing prototype(s) of the assessment tool. This needs assessment shall include an analysis of current programs and use of technology. In addition, the Contractor shall develop written materials to assist resident educators, mentors and district staff in understanding the assessment components prior to actual implementation and will ensure that the assessment system has its own technology platform (i.e., data warehouse) for managing data collection, e.g. artifacts and evidence of each of the stages of the teaching and learning cycle.

Prototype(s) must include scoring rubrics or tools to be used by Ohio scorers/assessors as well as scorer/assessor training protocols and calibration and recalibration to ensure inter-rater reliability.

*The Contractor will also provide support for implementation of the assessment in years 1 and 2, e.g. trouble-shooting, technical assistance and necessary modifications to materials, processes and procedures. The Resident Educator Program summative assessment components will:

1. Ensure teachers have demonstrated competence in identified proficient indicators of the Ohio Continuum of Teacher Development (see Attachment Eleven, Suggested Resources);
2. Assess teacher performance for the purpose of qualifying to obtain the 5-year professional license;
3. Capture data from existing state-designed formative assessment tools, e.g. instructional planning, class profile, grouping students, to inform the summative decision for licensure: and,

3. Outcomes-Based Measurement Plan

The Contractor shall collect and provide data for an evaluation to assess the degree to which the Contractor met the project deliverables and timelines which includes at least the following:

1. Development of statewide teacher assessment system, including processes, protocols, and tools that will be used in the assessment prototype(s).
2. Timeline for field testing the statewide teacher assessment system, including identifying the numbers of participants (representative of a variety of grades and subjects as well as the typology and geography of districts within the state); implementation of the field test; and a plan for collecting and analyzing field test data.