

**Frequently Asked Questions:**

**1. Will proposals from individual offerors be regarded in the same manner as organizations?**

Both organizations and individuals must meet the same mandatory requirements of demonstrating experience in one or more of the following areas: conducting compliance reviews, implementing educational programs, and/or evaluating educational programs. Greater weight will be given to offerors who demonstrate experience with prior work of similar size and scope.

**2. Are offerors required to bid on both the compliance review and the quality practices review?**

No; one may bid on either or both.

**3. May offerors bid to do the work for just one of the performance years (i.e., 2014-2015 or 2015-2016), instead of both years?**

No. The methods, instruments and documents used to complete each component's evaluation are designed so that reviews for each performance year can be completed concurrently.

**4. If the reviews for both performance years are expected to be completed by September, 2016, why does the contract period extend until October, 2017?**

Each sponsor is evaluated on each component annually. The contract period allows the State to continue a Contract to complete the compliance and/or the quality review for the 2016-2017 performance year, subject to mutual agreement by both parties and availability of funds.

**5. What is the role of ODE staff?**

ODE staff will provide technical assistance to the awarded contractors and assign the ratings for both the compliance and quality practices components, based upon the contractors' completed reviews for the components. More specifically, an assigned ODE staff member will provide assistance; track progress toward the agreed upon timeline for completing the reviews (compliance and/or quality); assess the contractors' compliance findings and/or quality practices findings and assign the ratings, respectively.

For quality practices reviews, an assigned ODE staff member will participate in discussing the final draft summarizing the quality review for each sponsor, prior to determining a rating. When possible, an assigned ODE staff member will also participate in the exit conference call with the sponsor, upon release of the final report.

**6. What is the difference between the 2014-2015 and 2015-2016 Compliance Review? Clarify the difference between the column headings in Figure 1 Compliance Review Process, in item 1.5.1.**

All items falling under the 2014-2015 compliance review are included in the 2015-2016 compliance review, but due to recent legislative changes, more items will be included in the 2015-2016 review. The same review methodology is used for both. The sponsor describes how it complies with the laws and rules subject to review and provides documentation to show it is in compliance. The contractor will review the documentation provided by the sponsor against the sponsor's description to confirm that the sponsor complied with the requirement. A copy of the rule describing the compliance component for 2014-2015 can be found [here](#), and a copy of the proposed rule describing the compliance component for 2015-2016 can be found [here](#).

**7. Even though the expectation is that reviews for both compliance and quality practices will be done concurrently, how will the contractor know if any requirements are different between the two performance years?**

The compliance component does have different requirements for each year, as described above. Those differences will be clearly identified on the review instrument. The quality requirements have not changed. Documentation provided by the sponsor will be identified by the year in which it was in practice. If there are differences in quality practices between years (e.g., no developer application in place during 2014-2015; a new application and review process in place during 2015-2016), those differences will be identified by the sponsor in the documents provided.

**8. What about contractor training, particularly for the quality practices review?**

A description of training for the quality practices review was unintentionally omitted in the Request for Proposals. As described for the compliance component, at least 8 hours of training on the quality practices review will be provided in Columbus. For a contractor who is conducting both quality practices and compliance reviews, every effort will be made to

ensure that the trainings are done sequentially so that only one trip to Columbus is necessary. A number of recorded webinars describing both components in detail will be available electronically for contractors, in advance of the training held in Columbus. Training will also include scoring calibration for each of the review instruments, compliance and quality practice. An assigned ODE staff member will serve as the point of contact for the evaluator and will be available, as needed, throughout the process.

**9. Does every member of the contractor's team have to participate in the Columbus-based training?**

Yes. Members of the contractor's team contributing to the compliance and/or quality practices reviews must participate in the Columbus-based training; a "train the trainer" approach is not permissible. Each component's individual rating comprises one-third of the sponsor's overall evaluation rating. The overall evaluation rating has consequences for the sponsor's future operations (continue sponsoring; be limited in scope; lose authority). As such, the reviews are of a high-stakes nature. To ensure that the reviews are done with integrity and consistency, ODE must make sure that reviewers have a clear understanding of the background, process and ratings and that is best accomplished in person.