

**Request for Proposals:
Ohio Materials Matter Initiative: Sustainability Plans for Educational Service Centers**

<p>APPROXIMATE CONTRACT START DATE</p>	<p>April 1, 2024</p>
<p>CONTRACT END DATE</p>	<p>September 30, 2024</p>
<p>PROJECT BACKGROUND AND JUSTIFICATION</p>	<p>The Ohio Educational Service Center Association (OESCA) is the statewide trade association representing the statewide network of 51 Educational Service Centers (ESCs). OESCA has engaged in a collaborative co-design process with the Ohio Department of Education and Workforce to implement statewide initiatives leveraging the regional educational service system. Implementation of this work is coordinated through a statewide advisory group known as the ESC Network Program Cabinet. The Ohio Materials Matter Initiative is a key focus area for Ohio’s ESCs. The ESC of Central Ohio (ESCCO) is the fiscal agent for that initiative.</p> <p>Future Forward Ohio encompasses the state’s strategic priorities for using federal funds to help students recover from the impact of the COVID-19 pandemic, with a focus on students who experienced the greatest disruptions to learning.</p> <p>Future Forward Ohio has three coordinating strategies to facilitate student success:</p> <ol style="list-style-type: none"> 1. Overcoming Obstacles to Learning - Addressing barriers that prevent students from engaging in learning, such as attendance, health, mental health and high-speed internet access. 2. Accelerating Learning - Providing more, and more effective, opportunities to learn through programs like afterschool and summer programming, tutoring and supporting districts in using high-quality instructional materials. 3. Preparing Students for Future Success - Helping students rediscover their “why” for learning and more smoothly transition to their next stages through career and college connections. <p>Ohio is committed to providing ongoing support in providing high-quality instructional materials to students to help meet the Future Forward Ohio objectives. As part of the HQIM initiative, 68 HQIM Specialists have been trained across the state to assist districts with building awareness and the adoption and implementation of HQIM.</p>

<p>PROJECT BACKGROUND AND JUSTIFICATION (cont'd)</p>	<p>In anticipation of the grant funds expiring in September 2024, the ESCCO seeks an offeror to provide each ESC with a self-assessment and personalized plan for sustainability of their current HQIM and related Math services, including:</p> <ul style="list-style-type: none"> • Helping ESCs identify the specific roles they will play with HQIM selection, adoption, and implementation and HQIM professional learning • Helping ESCs identify strategies for offering support around the math standards and practices • Supporting each ESC in crafting a unique business development plan that includes financial models and marketing strategies specific to their ESC • Creating collaborative ideas for next steps or expansion of services • Assisting ESCs in Integrating HQIM offerings with other existing services and assistance in streamlining offerings for their districts
<p>PROJECT OBJECTIVE</p>	<p>Support Ohio's ESCs to adopt a successful sustainable model and continue to build their knowledge of the support needed to implement high-quality instructional materials (HQIM) to meet the needs of the schools and districts in Ohio.</p>
<p>NOTICE OF AWARD SPECIAL CONDITIONS/REQUIREMENTS</p>	<p>ESSER funding source; funds must be allocated by September 30, 2024.</p>
<p>OFFEROR (COMPANY) EXPERIENCE REQUIREMENT</p>	<p>Documented experience in HQIM-connected professional learning strategy and delivery is required. Please include evidence/artifacts from the project.</p> <p>Specific Requirements:</p> <ul style="list-style-type: none"> • Evidence the organization has helped a current or former client design and execute a process for adopting HQIM that was aligned to their vision for excellent instruction including detail about the learning series and its impact • Must have at least three (3) successful projects of similar size and scope • Must have at least one (1) project involving building statewide capacity and sustainability around helping a state scale statewide implementation of HQIM math materials and evidence-based practices • Must have at least one (1) project involving the development and delivery of high-quality professional learning on mathematics instruction • Must have at least one (1) project working with local, state, or federal agencies • Must have at least one (1) project that demonstrates partnership with Educational Service Centers and school districts around HQIM.

CANDIDATE (STAFF) EXPERIENCE REQUIREMENT	<p>Specific Requirements:</p> <ul style="list-style-type: none"> • Expertise in professional learning design and delivery • Expertise in principles of adult learning, including facilitation • Experience with job-embedded or curriculum-based professional learning • Knowledge of Ohio’s HQIM initiative • Minimum of three (3) years of experience as project manager or lead on projects of similar size and scope • Minimum of three (3) years of experience as project manager or lead on projects involving stakeholder engagement
BID SUBMISSION	<p>Please submit completed bid documents by 4:00PM EST on March 15, 2024 to rob.engel@escoco.org</p>
ATTACHMENTS	<ul style="list-style-type: none"> • Ohio Standards for Professional Development • Ohio Materials Matter
SELECTION PROCESS	<p>The ESCCO will collaborate with the OESCA Program Cabinet to select the vendor.</p>

SCOPE OF WORK
<ul style="list-style-type: none"> • Support ESCs in understanding the role of ESCs in curriculum implementation and service delivery (and what the role looks like based on region, size, etc.) • Plan for sustainability and expertise needed • Provide additional training to build expertise (system design, leadership support, implementation, etc.) • Provide marketing services and messaging to districts and schools for these services. <p>The following information should be stated clearly in the proposal:</p> <ul style="list-style-type: none"> • An understanding of the nature of the project and how the proposal will best meet the needs of the ESC and the districts it serves; • The proposer’s functional approach that meets the requirements and timeline in providing the services and products in the RFP; • The proposer’s approach to project management, quality assurance, and editorial quality; • A proposed project work plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing. The timetable should show completion dates that reflect the proposer’s ability to meet critical deadlines. • A proposed approach that reflects the most cost-effective and efficient means of accomplishing the services and tasks in the RFP <p style="text-align: center;"><i>All rights to materials developed within this scope shall be owned by the Ohio Department of Education and Workforce and shall be placed in the public domain for use by Ohio’s ESCs, school districts, implementation partners and regional providers.</i></p>

DELIVERABLES	DUE DATES
Project Management	Ongoing
Kickoff Meeting	Following contract award
Customizable presentations and supporting resources	Following contract award
Facilitation plan for sustainability meetings	Within 30 days of kickoff meeting
Completion of sustainability meetings with each of the 51 ESCs that are interested	By July 31, 2024
Creation of individual sustainability plans	By August 30, 2024
Completion of sustainability meeting with the Department, OESCA, and ESCCO	By July 31, 2024
Creation of statewide sustainability plan	By August 30, 2024
Virtual Status Meetings	Monthly
Mid-Project Status Report	By June 30, 2024
Allocate up to 200 hours for support and coaching to implement plans	As needed
Comply with any federal reporting requirements known and unknown at this time, including ESSER	TBD

COMPENSATION	QUANTITY/UNIT OF MEASURE	UNIT COST	COST EXTENSION
Kickoff Meeting	1		
Customizable resources for HQIM sustainability	TBD		
Develop and facilitate individual meetings with each interested ESC on HQIM sustainability	Up to 51		
Create individual sustainability plans and resources for each interested ESC	Up to 51		
Create statewide sustainability plan and resources	1		
Virtual Status Meetings	5		
Mid-Project Status Report	1		
District/ESC/Department support and coaching; other mutually agreed upon priorities	Up to 200 hours		

EVALUATION CRITERIA	
VENDOR PROFILE	WEIGHT
Include a resume of all personnel performing work, demonstrating an ability to meet, or exceed, all educational and professional requirements.	5
Include a profile of the Offeror's history, capability, and relevant experience working on projects similar to this work (include references).	5
Provide a description of your organization's vision, mission, and belief related to mathematics instruction. Include a description of how you build coherence and support structures around the implementation of standards.	5
STAFFING PLAN (PERSONNEL PROFILE)	WEIGHT
Demonstrate an understanding of the proposal and requirements of the contractor to complete all work as outlined above.	5
Demonstrate a commitment to the importance of HQIM and its impact on students and educators.	5
Provide a staffing plan clearly outlining staff roles and duties, including subcontractors if applicable. This plan should also include personnel's experience completing similar projects and the role they were assigned.	5

WORK PLAN	WEIGHT
Demonstrate an understanding of the proposal and requirements of contractor to complete all work.	5
Include a comprehensive communication and monitoring plan which includes kickoff and monthly meetings with the Department, OESCA, and ESCCO. Also include the composition of quarterly reports which shall be delivered and shared with the Department, OESCA, and ESCCO during the corresponding monthly meetings.	5
Provide a timeline of all deliverables including trainings, reports, and meetings with the Department. The timeline should be clear and align with the communication plan.	5
Discuss any anticipated difficulties and proposed solutions for those difficulties.	5
Include a plan to create customizable presentations and resource materials specific to Ohio and content. This plan should also mention the Department will maintain ownership of all materials developed as a result of this contract.	5
Include a plan to comply with any federal reporting requirements, known or unknown at this time, including ESSER.	5
Cost	10
DEVELOPMENT	WEIGHT
Include a plan to develop and facilitate collaborative sustainability sessions with ESCs and the statewide team.	10
Include a plan to develop and facilitate webinar trainings and resources intended for educators on sustainability efforts with HQIM.	10
Include a plan to develop and facilitate a process in which ESC's and the Department may request technical assistance/support and coaching.	10
TOTAL	100

PLEASE NOTE:

- Any proprietary material submitted with the proposal that is considered confidential by the bidder must specifically be so identified, and the basis for such confidentiality must be specifically set forth in the proposal.
- Submission of quote does not constitute any type of binding Agreement or Contract between ESCCO and respondent.
- ESCCO assumes no responsibility for any cost incurred in developing a response to this RFP.
- ESCCO reserves the right to accept or reject responses to this RFP at its sole discretion.
- Contractor must provide a W-9 with a valid EIN or be registered with the Ohio Secretary of State.
- Contractor must complete the Standard Affirmation & Disclosure Form to abide with Executive Order 2011-12K affirming no services of the contractor or its subcontractors under this Contract will be performed outside the United States.
- Contractor represents that it is not subject to any unresolved findings for recovery resulting from an audit conducted by the Auditor of State between January 1, 2001 and the present time. Contractor further represents that neither the Contractor nor any of its principal officers are listed in the Auditor of State's database of persons subject to such findings.
- At its discretion, the ESCCO is not required to select the Contractor that submits the lowest cost proposal for providing the services. Instead, the ESCCO intends to select the Contractor submitting the proposal deemed by the ESCCO to be in the ESCCO's best interest. In making its selection, the ESCCO may consider any other information, including information not requested in this RFP or not included in the proposals received.

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