

The Ohio Department of Education Request for Proposals

EDU INDEX/CONTRACT NUMBER:	TBD – Assigned by DAS
AGENCY NAME:	Ohio Department of Education (ODE)
PROGRAM OFFICE:	Improvement and Innovation
PROJECT TITLE:	Summer Learning and Afterschool Professional Development
APPROXIMATE CONTRACT START DATE:	July 1, 2022
CONTRACT END DATE:	June 30, 2024
PROJECT BACKGROUND:	<p>As part of H.B. No. 169 (E)(F), the Department shall award competitive grants, totaling up to \$89 million of the state's federal relief funds, with half the funds supporting afterschool programming and half the funds supporting summer programming. The grants shall support partnerships between non-profits and schools that seek to provide out-of-school time (OST) services designed to address students' academic, social and emotional needs.</p> <p>These learning opportunities for Ohio's students have the potential to decrease the academic impact of lost instruction time due to the pandemic, increase students' social and emotional strengths, provide a safe and engaging environment for while parents' or guardians work, and provide opportunities for engagement in new learning activities.</p>
PROJECT JUSTIFICATION:	Grant recipients possess varying degrees of knowledge surrounding requirements and expectations in regards to operating and implementing an educational program. In an effort to align these expectations, ODE requires an Offeror to develop a series of trainings, resources, and surveys to administer to both grant recipients.
PROJECT OBJECTIVE:	The main objective is to ensure grant recipients obtain the fundamental knowledge to utilize funds in order to establish and elevate best practices in afterschool and summer learning while ensuring a focus on equity and excellence. At the conclusion of the training series grant recipients shall possess a baseline knowledge of effective program implementation to best meet the needs of the students they serve.
NOTICE OF AWARD SPECIAL CONDITIONS/REQUIREMENTS:	None
OFFEROR (company) EXPERIENCE REQUIREMENT:	3-5 years' Experience working with schools, districts, and community-based organizations on grant management. Experience providing training for summer learning and afterschool programs preferred
CANDIDATE (staff) EXPERIENCE REQUIREMENT:	Master's degree in education and/or social work Preferred experience in working with summer learning and afterschool programs
MANDATORY LICENSES AND/OR CERTIFICATIONS REQUIRED:	<p>N/A</p> <p>Note: Mandatory requirements are considered as pass/fail. Mandatory requirements are subjective, and not considered scorable evaluation criteria.</p>

Summer Learning and Afterschool Professional Development

Bid Submission:	<input checked="" type="checkbox"/> ODE Internal Bid: All Submissions must be sent to ODE Bidsubmission Bidsubmission@education.ohio.gov <input type="checkbox"/> DAS Bid: Submissions must be sent via the Ohio Buys website
ATTACHMENTS:	Summer Learning and Afterschool Opportunities Grant Document
AGENCY BILL TO ADDRESS:	All invoices shall be sent to Fiscal.Management@education.ohio.gov . Bill to Address: Ohio Department of Education - 25 South Front Street, Columbus, OH 43215
UNSPSC CODE:	86132100-Training planning, facilitation, and delivery services
AGENCY SPECIAL CONDITIONS:	The Department reserves the right to add additional terms to the contract after award, if the Department determines doing so is for the purpose of meeting obligations under state or federal law.
Required Registration:	All Offerors must be registered as a Supplier prior to execution of awarded contract Click Here to register. Offeror must be a registered Supplier in Ohio Buys Click Here Suppliers are encouraged to register with the Ohio Secretary of State

Summer Learning and Afterschool Professional Development

SCOPE OF WORK:

The Office of Improvement and Innovation is seeking an experienced Offeror to administer a series of professional development to grant recipients of the Summer Learning and Afterschool Opportunities Grant. Professional development shall be offered to grant recipients during fiscal years 2023 and 2024.

The selected Offeror shall also be tasked with collaborating with the ODE contracted external evaluator for the Summer Learning and Afterschool Opportunities Grant. This collaboration shall ensure training alignment, program improvement, and sustainability.

Prospective Offeror's shall submit a training schedule for both years as part of their proposal for ODE evaluation. Proposed training schedule shall be reviewed in July 2023 and updated as needed based on ODE, external evaluator, and grant recipient feedback.

Training: The selected Offeror shall develop a training schedule to include four (4) trainings for grant recipients. Resources and surveys shall also be developed to accompany trainings to provide materials for grants recipients for program sustainability and data for ODE to ensure effectiveness. All trainings, resources, and survey content shall be reviewed and approved by ODE prior to implementation. Offeror shall be responsible for monitoring participant attendance and including this data in the annual findings report.

- During each year four (4) virtual training sessions shall be facilitated by the Offeror and be interactive in nature. Trainings shall be developed (or utilize existing) on topics that shall strengthen summer learning and afterschool development for grant recipients. At least one (1) of the trainings each year shall focus on grant management. Topics for trainings may include but are not limited to the following:
 - Ensure baseline knowledge of effective grant management, program implementation, and service delivery
 - Develop sustainable partnerships with schools and districts
 - Establish best practices in student recruitment and program enrollment
 - Student behavior and emotion interpretation
 - Building quality programming to achieve outcomes and meet student needs
- Develop resources to accompany each training specific to the content subject matter. Resources shall be easily accessible (if in a virtual format) and readily available to grant recipients for application purposes. All resource materials shall be visually appealing and similarly formatted.
- Develop surveys to be issued to all participants before and after each training. Surveys shall be specific to each training offered but similarly aligned for data analysis purposes. Surveys shall also allow for participant feedback for both the training content, delivery, and resources.

Communication and Reporting: The selected Offeror shall communicate with ODE personnel on a regular basis throughout the duration of the contract. A report shall also be authored by the Offeror at the conclusion of each fiscal year to show growth and effectiveness.

- The Offeror shall meet with the ODE Summer Learning and Afterschool Opportunities program staff monthly for the duration of the contract. Meetings shall discuss trainings, topics for trainings, survey results and content, timeline with deliverables, etc.
- Attend and participate in annual overview convening with ODE personnel to provide a synopsis of trainings for the upcoming year in addition to the supports provided to grant recipients. Annual convenings shall occur each August in-person.
- Annual Findings Report shall be delivered to ODE at the conclusion of each year and include summaries of each training, survey results, in addition to any other data or feedback collected from grant recipients.

All materials developed as a result of the contract shall remain the property of the Department of Education.

DELIVERABLES:	DUE DATES
Overview Department In-Person Meeting	August 2022 August 2023
Virtual Department Meetings	Monthly
Virtual Trainings	September 2022 October 2022 February 2023 March 2023 September 2023 October 2023 February 2024 March 2024
Findings Report	June 2023 June 2024

EVALUATION CRITERIA:

OFFEROR PROFILE	WEIGHT
1. Each proposal shall include a profile of the Offeror's history, capability, capacity, and relevant experience working on projects similar to this work. (Include references)	10
2. List at least three (3) prior projects similar in nature that may be relevant to the scope in this project.	5
STAFFING PLAN (PERSONNEL PROFILE)	WEIGHT
3. Provide resumes of all key personnel performing work on this project.	5
4. Provide a staffing plan clearly outlining staff roles and duties. This plan shall also include personnel's experience completing similar projects and the role they were assigned. This plan shall also include a contingency staffing plan should any key personnel become unavailable at any time for any reason during the contract period.	10
WORK PLAN	WEIGHT
5. Offeror has included a timeline for all deliverables. This timeline shall also include ODE communications and a review of all materials (trainings, resources, surveys, and reports) by ODE prior to finalization or implementation.	10
6. Offeror has provided as part of their proposal a training schedule for both years. This plan shall include one (1) training each year with a focus on grant management.	30
7. Offeror has included a plan to develop resources to accompany every training session to ensure program sustainability and knowledge retention.	20
8. Offeror has included a plan to develop surveys to administer to all participants before and after each training.	20

9. Offeror includes a plan to author an annual findings summary which shall provide a synopsis of each training session, participant, feedback, and survey results which shall be delivered to ODE at the conclusion of FY23 and FY24.	20
10. Cost	5

FY23 COMPENSATION (Payment Structure)	QUANTITY/ UNIT OF MEASURE	UNIT COST	COST EXTENTION
Overview Meeting	1 EA		
Virtual Department Meetings	12 EA		
Virtual Training	4 EA		
Findings Report	1 EA		

FY24 COMPENSATION (Payment Structure)	QUANTITY/ UNIT OF MEASURE	UNIT COST	COST EXTENTION
Overview Meeting	1 EA		
Virtual Department Meetings	12 EA		
Virtual Training	4 EA		
Findings Report	1 EA		