

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:	Approaches to Teaching and Professional Learning
PROJECT TITLE:	Literacy Professional Learning Development Support
APPROXIMATE CONTRACT START DATE:	March 24, 2022
CONTRACT END DATE:	June 30, 2024
PROJECT BACKGROUND:	Pandemic conditions have disrupted learning as well as classroom and school activities, but they have also increased educator capabilities and comfort with virtual professional learning. The Office of Approaches to Teaching and Professional Learning's Literacy Team will leverage this new capacity to address learning loss through free, accessible virtual professional learning to support educators in addressing student literacy needs using evidence-based practices.
PROJECT JUSTIFICATION:	Development of virtual professional learning allows the state to use pandemic relief resources to support educators with professional learning and training to address student learning loss and individual learning needs. The production of virtual professional learning ensures sustainability of the investment as learning products will remain available and freely accessible on the department's website on an ongoing basis. The production of on-demand trainings will allow participation by educators and stakeholders who may otherwise be unable to attend based on pandemic conditions or staffing availability.
PROJECT OBJECTIVE:	This project will support the state's literacy team in developing professional learning that includes examples from Ohio classrooms and national experts. The Offeror will coordinate preproduction and perform recording and postproduction of video footage of educators engaging in evidence-based language and literacy practices that accelerate reading achievement. These videos will be used in various Department professional learning venues (Learning Management System, literacy academy on demand, live trainings).
NOTICE OF AWARD SPECIAL CONDITIONS/REQUIREMENTS:	<p>This contract will only be awarded to an Educational Service Center</p> <p>Funding approval will go through the Controlling Board Process. For additional information please visit Click Here.</p>
OFFEROR (company) EXPERIENCE REQUIREMENT:	<p>Experience contracting with a state agency</p> <p>Experience developing high quality professional learning to support literacy education</p>
CANDIDATE (staff) EXPERIENCE REQUIREMENT:	<p>Experience developing professional learning for Ohio educators</p> <p>Experience in pre- and post-production and recording of professional learning materials.</p> <p>Experience collaborating with local and national experts.</p>
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>
Bid Submission	<p><input checked="" type="checkbox"/> ODE Internal Bid: All Submission must be sent to ODE Bidsubmission Bidsubmission@education.ohio.gov</p> <p><input type="checkbox"/> DAS Bid: Submissions must be sent to Procure Ohio/Ohio Buys website</p>

Literacy Professional Learning Development Support

ATTACHMENTS:	What is Literacy Academy? Reaching all Students Through Language and Literacy
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:	82131603-Video production 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 in the Supplier portal prior to execution of awarded contract Click Here to register. Contractor must be registered in Ohio Buys Click Here

SCOPE OF WORK:
<p>The selected offeror shall collaborate with the Department to identify educators engaging in specific practices described in Ohio's Plan to Raise Literacy Achievement and Ohio's Literacy Academy on Demand. The Offeror shall communicate with Department contracted experts to schedule recording, obtain appropriate rights and releases from participants to publicly post recordings, record presentations, interviews, or classroom activities, and edit video footage. This footage will be used by the Department in Literacy Academy on Demand, Reaching All Students Through Literacy, and other coursework.</p> <p>The Offeror shall coordinate with Ohio's Literacy Team to identify professional learning needs and plan projects. The offeror shall work with recording participants, including Department contracted local and national experts to coordinate preproduction aspects of recording, including clear communication of project goals and expectations, requirements for quality filming, and securing any necessary releases and permission.</p> <p>The offeror shall provide adequate staff and technical capacity to record (remote and onsite) educators engaging in evidence-based language and literacy practices and professional learning presentations, including providing guidance and support for experts during recording to ensure a quality product.</p> <p>The offeror shall provide adequate staff, technical capacity, and rights* to edit, produce and store recording to ensure a quality product. The Department shall maintain ownership of all materials developed as a result of this contract. The Offeror shall work with the Department in obtaining necessary rights and permissions to any music, imagery, or student participation that may be included in developed materials. *Rights should include music, images, or other components the offeror deems necessary for a quality product.</p> <p>Professional learning shall include recording of presentations by experts, classroom activities, and interviews with education professionals. 5–10-minute segments for the Learning Management System or Literacy Academy On-Demand, hour long segments for the Literacy Academy Live, or half or full day live professional learning support as needed by the department. It is estimated that about 60-70 short segments, 16 hour long segments and six day long sessions will require production needs over the contract period. Recording and production needs for the 2022-23 school year will be determined by October 2022 and by October 2023 for the 2023-2024 school year. The Department requests the Offeror have adequate capacity to support up to 80 hours per month of recording production.</p>

DELIVERABLES	DUE DATES
Pre-Production Coordination with participants in professional learning recording, including local and national experts. Provide an hourly cost including associated costs for necessary technology and administration.	Estimated 25 hours monthly
Recording of professional learning, including remote and in-person recording. Provide an hourly cost including associated costs for necessary technology, administration and an estimated 400 miles of monthly travel.	Estimated 25 hours monthly
Editing, post-production and storage of professional learning recording. Provide an hourly cost including associated costs for necessary technology and administration.	Estimated 30 hours monthly
Coordinating with Ohio Department of Education Staff to plan production needs. Provide an hourly cost including associated costs for necessary technology and administration.	Estimated 10 hours monthly

Literacy Professional Learning Development Support
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.	5
STAFFING PLAN (PERSONNEL PROFILE) If only one person is completing all work Offeror shall explicitly state this within their proposal and only Offeror profile criteria will be reviewed and scored.	WEIGHT
2. Offeror shall provide a staffing plan, including organization chart of responsible personnel, this shall also include a contingency staffing plan should personnel be unavailable for any reason during the contract duration. This shall also include a notification to ODE staff.	5
3. The Offeror must submit personnel profiles which include any relevant experience, training, and qualifications.	5
WORK PLAN	WEIGHT
4. Offeror has provided a plan to coordinate with Ohio's Literacy Team to identify professional learning needs and plan projects.	10
5. The Offeror has identified adequate staff and technical capacity to support participants (Department contracted local and national experts) in the preproduction activities of professional learning recording.	10
6. The offeror has identified adequate staff and technical capacity to support filming of professional learning recording.	10
7. The offeror has identified adequate staff and technical capacity to support editing and storage of professional learning recording.	10
8. Offeror shall create consent forms for any participants included in videos and provide those to the Department upon request.	5
9. The Offeror has provided a plan to work with the Department to obtain necessary rights or permissions for music and/or imagery included in developed materials.	10
10. Cost	5

COMPENSATION (Payment Structure)	QUANTITY/ UNIT OF MEASURE	UNIT COST	COST EXTENTION
Pre-Production Recording	25 Hours/month		
Recording	25 Hours/month		
Editing	30 Hours/month		
Coordination	10 Hours/month		

