

ATTACHMENT A

SOLICITATION NO. [2650000378]

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Oklahoma State Department of Education. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

The intent of this Request for Proposal (RFP) is to select a qualified supplier who can facilitate in-person workshops for teachers serving in the role of mentors of first-year teachers who are employed in Oklahoma public school districts. Supplier will engage teachers in understanding teacher induction practices and responsibilities of mentor as they support first-year teachers in the practice of effective classroom management and instructional practice in Pre-K – 12th grade classrooms.

1. Contract Term and Renewal Options

The initial Contract term begins on **July 1, 2020 and is in effect through June 30, 2021**, and there are **five (5)** one-year options to renew the Contract.

2. Definitions

- A.** OSDE – Oklahoma State Department of Education
- B.** Research-based - published resources on topics that are derived from or informed by objective evidence.
- C.** Principles of adult learning – employing best practices of how adults learn, including but not limited to, the need for collaboration, engagement and reflection.

A. SOLICITATION SPECIFICATIONS

A.1. Statement of Purpose

The intent of this Request for Proposal (RFP) is to select a qualified supplier who can facilitate in-person workshops for teachers serving in the role of mentors of first-year teachers who are employed in Oklahoma public school districts. Supplier will engage teachers in understanding teacher induction practices and responsibilities of mentor as they support first-year teachers in the practice of effective classroom management and instructional practice in Pre-K – 12th grade classrooms: The workshop will include the following:

- A.1.1. In-person mentor cohorts:** Facilitation of two (2) in-person workshops for up to sixty (60) teachers who work as mentors for first-year teachers. The in-person workshops will be held in Stillwater, OK, or other location within a two-hour drive from the Oklahoma City airport. The OSDE shall be responsible for securing the site. The meeting will occur on two consecutive days in September of each year.

A.2. Mandatory Requirements

The supplier shall comply with all requirements in this section and provide proper documentation in its response to each Mandatory Qualification. The supplier's compliance with the requirements in this section shall be determined according to the sole unrestricted discretion of OSDE. Proposals failing to meet Mandatory Qualifications shall not be considered.

A.2.1. Supplier must have at least five (5) years of experience in providing professional development sessions for elementary and secondary teachers as evidenced by examples of work or presentations included with or on supplier's resume.

A.2.2. Facilitator for sessions must have at least a Master's Degree or higher.

A.3. Scope of Service

The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

A.3.1. The supplier will facilitate two (2) in-person workshops of 5–6 hours each for up to sixty (60) teachers who work as mentors for first-year teachers. The in-person workshops will be held in Stillwater, OK, or other location within a two-hour drive from the Oklahoma City airport. The OSDE shall be responsible for securing the site. The meetings will occur on two consecutive days in September of each year. Dates to be determine.

A.3.2. The supplier will establish engaging, collaborative learning environments during the in-person sessions that are founded on principles of adult learning.

A.3.3. The supplier will include current, research-based information and strategies focused on effective classroom management, student engagement, teacher induction and/or the development of effectiveness in first-year teachers.

A.4. Performance Activities

The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

A.4.1. The supplier will engage in pre-session planning and post-session reflection with OSDE program lead(s).

A.4.2. The supplier will provide the OSDE program lead(s) with agendas and content for all sessions prior to workshops.

A.4.3. The supplier will engage in written and verbal communication with OSDE program lead(s) and with mentor teachers during the planning and implementation of the workshops to support the program's effectiveness and the teachers' understanding.