**ATTACHMENT A**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is awarded on behalf of the Oklahoma State Department of Education (OSDE) to establish a partnership with a parent training and information center (PTI) to provide support to districts on engaging families in MTSS and special education processes. The PTI will work collaboratively with the Oklahoma State Personnel Development Grant (OK SPDG) to provide technical assistance and professional development resources on family engagement, partnering with families, and family rights in special education.

**1.** **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, extends through September 30, 2023, and there are four (4) one-year options to renew the Contract.

**2.** **Mandatory Requirements**

2.1 Supplier must be a parent training and information center, or community parent resource center funded under sections 671 and 672 of IDEA, respectively.

2.2 Supplier must be located within the state of Oklahoma.

2.3 Supplier must have at least three (3) years of experience working with a State Personnel Development Grant (SPDG).

**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.

3.1 Collaborate with SPDG personnel to organize existing professional development and develop new resources within a comprehensive sequence of professional development for the implementation of MTSS, particularly as it applies to family engagement, partnering with families, and parent rights in special education.

3.2 Serve as a partner on SPDG Advisory Group providing feedback and review on project materials, professional development, and activities.

3.3 All resources and materials developed or purchased under this contract are the property of the OSDE and will remain available for use following conclusion of the contract.

**4**. **Performance Activities**

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

4.1 Attend and participate in regularly scheduled meetings with Oklahoma State Department of Education (OSDE) State Personnel Development Grant (SPDG) staff and consultants, including grant advisory group meetings.

4.2 Develop professional development offerings for family involvement in individualized education programs (IEPs) development, family rights in special education, and partnering with families. Specific professional development topics will be identified collaboratively with SPDG staff using available state data and following completion of activities within 3.1.

4.3 Deliver professional development on topics within your Scope of Work and expertise, as identified in 4.2. Professional development will be provided in face-to-face, synchronous virtual, and asynchronous delivery formats.

4.4 Develop permanent product resources and materials for technical assistance in MTSS, including a resource library for additional/supplemental professional development and instructional/intervention protocols for early career special education teachers.