



Date of Issuance: 4/20/2020

Solicitation No. 2650000378

Requisition No. 2650008614

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: 5/08/2020 3:00 PM CST

Hour and date specified for questions is changed: Yes. 4/29/2020 3:00PM

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery or
Personal or Common Carrier Delivery:
State Department of Education
2500 N Lincoln Blvd.
Suite 429
Oklahoma City, OK 73105 -

Yannet Cusic
Contracting Officer
405-522-5301
Phone Number
Yannet.Cusic@sde.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

Due to new COVID-19 restrictions, the following changes have been made - new language added.

A.1.1. In-person cohorts will be implemented "if" schools are providing in-building delivery of education services during the academic year.

A.1.2. Virtual mentor cohorts: Facilitation of two (2) virtual workshops for up to sixty (60) teachers who work as mentors for first-year teachers. The virtual workshop will occur within a web-based meeting platform and the OSDE's learning management system (LMS). An OSDE program lead will work with supplier for all technology set-up and support. Virtual cohorts will be implemented if schools are providing distance learning delivery of education services during the academic year.

A.3.1. In-person cohorts will be implemented "if" school are providing in-building delivery of education services during the academic year.

The supplier will facilitate two (2) virtual workshops for up to sixty (60) teachers who work as mentors for first-year teachers. The virtual workshops will occur within a web-based meeting platform and the OSDE's learning management system (LMS). An OSDE program lead will work with supplier for all technology set-up and support. Virtual cohorts will be implemented if schools are providing distance learning delivery of education services during the academic year.

A.3.2. Either workshop format, but not both, described in A.3.1. and A.3.2. will be implemented depending on the structure of education services delivered during the academic year (in-building or distance learning).

SEE ATTACHMENT.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature

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.
- D. LMS – Learning management system.

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 or online 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 workshops 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. In-person cohorts will be implemented “if” schools are providing in-building delivery of education services during the academic year.
- A.1.2. Virtual mentor cohorts:** Facilitation of two (2) virtual workshops for up to sixty (60) teachers who work as mentors for first-year teachers. The virtual workshop will occur within a web-based meeting platform and the OSDE’s learning management system (LMS). An OSDE program lead will work with supplier for all technology set-up and support. Virtual cohorts will be implemented if schools are providing distance learning delivery of education services during the academic 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 determined. In-person cohorts will be implemented “if” school are providing in-building delivery of education services during the academic year.

A.3.2. The supplier will facilitate two (2) virtual workshops for up to sixty (60) teachers who work as mentors for first-year teachers. The virtual workshops will occur within a web-based meeting platform and the OSDE's learning management system (LMS). An OSDE program lead will work with supplier for all technology set-up and support. Virtual cohorts will be implemented if schools are providing distance learning delivery of education services during the academic year.

Either workshop format, but not both, described in A.3.1. and A.3.2. will be implemented depending on the structure of education services delivered during the academic year (in-building or distance learning).

A.3.3. The supplier will establish engaging, collaborative learning environments during the sessions that are founded on principles of adult learning.

A.3.4. 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.