

**ATTACHMENT A**  
**SOLICITATION NO. EV00000464**

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 (OSDE) 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 by the Oklahoma State Department of Education (OSDE). The intent of this Request for Proposal (RFP) is to select a qualified supplier to provide information, training and services to Early Career School Psychologists and School Psychometrists in Oklahoma Public Schools in accordance with the Individuals with Disabilities Act (IDEA). The supplier will provide mentorship and training to early career school psychologists and school psychometrists in Oklahoma, per the federal regulations under the IDEA to ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately trained (34 CFR 300.207), allowable under 34 CFR 300.704. The budget shall not exceed a threshold beyond \$50,000.00 on a yearly basis.

**1. Contract Term and Renewal Options**

The initial Contract term begins on the effective date of July 1, 2024, to June 30, 2025. There is [1] one-year options to renew the Contract.

**2. Mandatory Qualifications**

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

**2.1.** The supplier must have at least 5 years of experience providing professional development to school psychologists and school psychometrists.

**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 the requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

**3.1.** The successful supplier will provide training related to IDEA and Oklahoma statutes, policies, and procedures to early career school psychologists

and school psychometrists working in Oklahoma Public Schools. Training will provide an emphasis on compliance and improved student outcomes.

**3.2.** The successful supplier will provide a one-time stipend for veteran School Psychologists working in Oklahoma Public Schools who agree to serve as a mentor to an early career school psychologist/school psychometrist assigned by the successful supplier.

**3.3.** The successful supplier will provide training and mentorship, for participating early career school psychologists and school psychometrists working in Oklahoma Public Schools. The successful supplier will also provide a one-time stipend for participation in the program and travel reimbursement for in-person sessions attended.

**3.4.** The successful supplier shall not include salaries and benefits as part of the scope of services but shall identify training costs to be inclusive of labor, materials, equipment, training venues, and supervision to accomplish the scope of service.

**3.5.** The successful supplier will allow a second year of participation in the training without the benefit of a stipend or assigned mentor but with reimbursement of travel expenses, if any.

#### **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.

**4.1.** The successful supplier will collaborate with the OSDE-Special Education Services (SES) to develop criteria for participation as a mentee/participant.

**4.2.** The successful supplier will collaborate with the OSDE-SES before providing information to early career school psychologists and school psychometrists and will obtain approval from the OSDE for all training and informational materials before making them available to the participants.

**4.3.** The successful supplier will collaborate with the OSDE-SES to develop criteria for participation as a mentor, with an emphasis on professionals who have served in an Oklahoma school district as a school psychologist for a minimum of three years.

**4.4.** The successful supplier will collaborate with the OSDE-SES before providing training to mentor school psychologist or school psychometrists and will obtain approval from the OSDE for all training and informational materials before making them available to the mentors.

**4.5.** The successful supplier will maintain documentation of agendas, scheduling, attendance, and mentor logs including each contact and topics discussed.

**4.6.** Training should be offered throughout the year and a proposed calendar of training with a minimum of 6 trainings. The majority of these trainings must be in-person; however, the supplier will provide virtual participation opportunities for mentors/mentees from remote areas of the state. The successful supplier will provide sample products (sample presentation, and agenda for 1 meeting) to the OSDE-SES that demonstrates superior quality performance.

**4.7.** The successful supplier will provide contact information for the participant and mentor pairings upon the request of the OSDE-SES. Contact information should include name, email address, phone number, position, title, and local education agency.

**4.8.** The successful supplier will invite and plan for an OSDE-SES representative to attend each training session.

## **5. Additional Requirements**

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 under this section, providing detailed information and stating affirmatively its understanding of the requirements.

**5.1.** The successful supplier will grant rights for all training and informational materials to the OSDE-SES and provide the OSDE-SES with electronic copies of these materials.

**5.2.** The successful supplier will provide OSDE-SES a final itemized accounting of all expenditures made pursuant to this contract within thirty days following the end of the contractual period.

**5.3.** The successful supplier will provide the OSDE-SES with an inventory list of items purchased with IDEA funds through this award within thirty days following the end of the contractual period. All items purchased and materials developed within the scope of this RFP will be considered property of the OSDE.