



¹ Amendments may change the Bid Response Due Date (read “Amendments” in these Bidder Instructions)
12/10/2022

Oklahoma State Department of Education Bidder Instructions for an RFI

Information related to the Bid submission process is contained in these Bidder Instructions. **Prospective Bidders are urged to read the documents provided by the State and these Bidder Instructions carefully. Failure to do so shall be at the Bidder's risk.**

1 Definitions

The following terms, when used in this Solicitation, shall have the following meaning:

- 1.1 **Agency** means Oklahoma State Department of Education.
- 1.2 **Alternate Bid** means a Bid which contains an intentional substantive variation to a basic provision, specification, term or condition.
- 1.3 **Amendment** means a written change, addition, correction or revision to terms, conditions or requirements by the State agency issuing the Solicitation.
- 1.4 **Bid** means an offer a Bidder submits in response to the Solicitation.
- 1.5 **Bidder** means an individual or business entity that submits a Bid in response.
- 1.6 **Bid Packet** means the order described in these Bidder Instructions in which all Bidders shall insert the relevant sections of a Bid and which shall be the format for all submitted Bids.
- 1.7 **Business Entity** means any individual, business, partnership, joint venture, corporation, S-corporation, limited liability corporation, limited liability partnership, limited liability limited partnership, sole proprietorship, joint stock company, consortium, or other legal entity recognized by statute.
- 1.8 **EL Students** means student who are English Learners.
- 1.9 **LEA** means Local Education Agency or local school district.
- 1.10 **OAC** means the Oklahoma Administrative Code.
- 1.11 **OAS** means Oklahoma Academic Standards and serves as expectations for what students should know and be able to do in a given subject area by the end of the school year.
- 1.12 **OSDE** means Oklahoma State Department of Education.
- 1.13 **RFI or Request For Information** means a non-binding procurement practice used to obtain information, comments, and feedback from interested parties or potential suppliers.
- 1.14 **SBE** means Oklahoma State Board of Education.
- 1.15 **Solicitation** means this Request for Information document inviting Suppliers to provide information regarding Proposals or Responses for the Acquisition referenced herein.
- 1.16 **Supplier or Vendor** means an individual or business entity that submits a bid in response to this RFI.
- 1.17 **SWD** means Student with Disabilities.

2 Instructions Compliance

These Bidder Instructions are not part of a Contract; however, compliance with these Instructions is material to the determination of whether a Bid is responsive. Terms, requirements and specifications may be stated or phrased differently than in a previous solicitation irrespective of past interpretations, practices or customs. Bid requirements are altered only by written Amendment and verbal communications from any

source whatsoever are of no effect. In no event shall the Bidder's failure to read and understand a term, condition or requirement in any of the documents provided by the State constitute grounds for a claim.

3 Communications and Questions

The Contracting Officer listed on the Bidder Instructions Cover Page is the only individual the Bidder should contact, or communicate with, regarding any questions or issues with the Solicitation. Failure to comply with this requirement may result in the Bid being considered non-responsive or not considered for further evaluation.

3.1 General Questions

- A. Questions should be concise, identify the relevant document, include specific section references and avoid use of tables or special formatting (use simple lists).
- B. Bidder should submit general questions concerning Bid specifications or requirements to the Contracting Officer's email address shown on the Bidder Instructions Cover Page. Questions received via any other means will not be addressed.

3.2 Clarification Questions

The State reserves the right, at its sole discretion, to request clarifications of Bid information or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussion shall be to ensure full understanding of the Bid. If clarifications are made because of such discussion, the Bidder(s) shall submit such clarifications in writing to the Contracting Officer. Bidder answers that are outside scope of the clarification questions shall be disregarded. Oral explanations or instructions provided to a potential Bidder are not binding.

4 Amendments

- 4.1 Any Amendment shall be set forth at the same online link as the Solicitation.
- 4.2 It is the Bidder's responsibility to check the OSDE's website frequently for any possible Amendments that may be issued. The Agency is not responsible for the Bidder's failure to download any amendment documents required to complete a Bid.

5 Confidentiality Request

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a Bidder submits as part of or in connection with a Bid are public records and subject to disclosure pursuant to OAC 260:115-3-9². All material submitted by a Bidder becomes the property of the State. No portion of a Bid shall be considered confidential except, pursuant to 74 O.S. §85.10, information in the Bid determined to be confidential by the State Purchasing Director or delegate. Typically, a properly submitted confidentiality claim is reviewed and determined prior to award; a properly submitted confidentiality claim of a **non-awarded Bidder** is reviewed and determined only when responding to an open records request concerning the Bid. Additional information regarding information considered confidential by a Bidder is provided in Section 8.2.C below.

² OAC 260:115-3-9 is located at http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00

6 Acceptance of Content

All Bids shall be firm representations that the responding Bidder has carefully investigated and will comply with all State terms, conditions, and provisions relating to the Solicitation.

7 Required Bid Structure

7.1 Preparation of Bid

- A.** The Bid is required to be structured into separate, labeled and easily identifiable sections using the Bid Packet format provided below. A Bid submitted using any other format may not be accepted. Except for items listed in Section Three of the Bid Packet (information requested to be held confidential), the Bid should not contain duplicative content.
- B.** The Bid will be evaluated based on the following (refer to Appendix A):
 - i.** Content Focus: Civil Rights Movement from 1954-1968 focusing on non-violent resistance tactics and strategies of Dr. Martin Luther King, Jr. Acts of discriminatory injustice such as genocide committed elsewhere around the globe in any time period. Appropriate grade level or subject.
 - ii.** Needs of All Learners: Teacher's resource guide or teacher edition. Suggestions for student accommodations and English Learners.
 - iii.** Professional Development: Options provided for teachers in the use of instructional resources.
- C.** The Bid shall show the ability of the Bidder to meet or exceed the solicitation specifications found in Attachment A and Appendix A.
- D.** The following additional company information is required to be included in the Bid:
 - i** Length of time the Bidder has been in business;
 - ii** A brief description of the company;
 - iii** Company size and organization;
 - iv** The number of years the Bidder has been providing products and/or services of the type requested; and
 - v** The core competency of the company
- E.** No third-party vendors or subcontractors shall be included as part of a submitted Bid to the RFI nor any subsequent contract with an LEA

7.2 Bid Packet Format

A. Section One: Cover Page

Provide a dated cover page or transmittal letter that identifies the Solicitation and the Bidder and provides Bidder contact information.

B. Section Two: Required Forms, Certifications and Disclosures

- i** Completed “Responding Bidder Information” form set forth and accompanying required documentation.
- ii** Bidder shall additionally provide in this section of its Bid, disclosure of (1) any public contract terminated by a governmental entity or suits or claims against the Bidder for failure to perform in connection with a public contract (including any company which a Bidder has merged with or acquired that will be performing services or providing products); (2) any contractual relationship or any other relevant contact with any State personnel or another Bidder or Supplier involved in the development of a Bidder’s response to the Solicitation; (3) the name of any officer, director or agent of the Bidder who is also an employee of the State or any of its agencies; (4) the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder firm or any of its branches and (5) any activity or interest that conflicts or may conflict with the best interest of the State, including but not limited to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State. Any conflict of interest shall, in the sole discretion of the State, be grounds for rejection of the Bid or partial or whole termination of the Contract.
- iii** Signed Amendment(s), if any, located at the same online link as the Solicitation. The Bidder shall acknowledge agreement with each Amendment, if any, by inserting the Amendment in this section, signed by or on behalf of the Bidder.

C. Section Three: Bid Portions Requested to be Held Confidential

- i** Any portion of the Bid that the Bidder requests be held confidential shall be listed in this section for independent review regarding confidentiality. For example: “the portion of Section 8 titled Member Satisfaction Survey”. However, the Bid should not be broken apart such that the information requested to be held confidential is only found in this section; rather, such content should be included in the Bid in applicable sections, for efficient evaluation.
- ii** For each portion of the Bid listed as considered confidential, the Bidder must identify the specific information considered confidential and fully comply with **OAC 260:115-3-9³ which additionally requires a Bidder to enumerate the specific grounds, based on applicable laws which support treatment of the information as exempt from disclosure and explain why disclosure is not in the best interest of the public.** Additional information regarding information considered confidential by a Bidder is provided in Section 6 above.

³ OAC 260:115-3-9 is located at <http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=.75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00>

- iii A Bid marked in total, as proprietary and/or confidential shall not be considered confidential. Likewise, unless specifically referenced otherwise, resumes, pricing, marketing materials, business references, Voluntary Product Accessibility Templates, additional terms proposed by a Bidder and subcontractor information are not confidential and are not exempt from disclosure under the Oklahoma Open Records Act. The foregoing list is intended to address information often marked confidential that is not exempt from disclosure and is not an exhaustive list.
- iv **ANY INFORMATION MARKED AS CONFIDENTIAL AND EMBODIED ELSEWHERE IN A BID RATHER THAN LISTED IN THIS SECTION OF THE BID PACKET WILL NOT BE CONSIDERED CONFIDENTIAL AND WILL BE SUBJECT TO DISCLOSURE WITHOUT FURTHER REVIEW. THE STATE HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR A CONFIDENTIALITY CLAIM. LIKEWISE, CONFIDENTIALITY CLAIMS OF A BIDDER WILL NOT BE CONSIDERED IF A BID DOES NOT COMPLY WITH REQUIREMENTS OF OAC 260:115-3-9 AND THE INFORMATION WILL BE SUBJECT TO DISCLOSURE PURSUANT TO STATE LAW.**

D. Section Four: Executive Summary

The Bidder's executive summary shall be inserted in this section. Marketing information, general company information and other similar information should be included in the executive summary. Avoid duplication of such information in other sections of the Bid; it unnecessarily lengthens the Bid and hinders efficient evaluation.

E. Section Five: Additional Company Information

The required additional company information shall be inserted in this section.

F. Section Six: Response to Specifications and Requirements

The portion of the Bid to be inserted in this section shows the ability of the Bidder to meet or exceed any Solicitation specifications and requirements listed on Attachment A

8 Submission of Bid

- 8.1 IT IS THE BIDDER'S SOLE RESPONSIBILITY TO SUBMIT INFORMATION IN THE BID AS REQUESTED AND IN COMPLIANCE WITH THE OKLAHOMA CENTRAL PURCHASING ACT AND ASSOCIATED OAC TITLE 260 RULES⁴ INCLUDING**

⁴ Oklahoma Administrative Code Title 260, Chapter 115 is located at http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00

WITHOUT LIMITATION OAC 260:115-3-7 AND 260:115-3-11⁵. A submitted Bid is rendered as a legal offer and is required to be in strict conformity with these Bidder Instructions.

- 8.2 A Bid shall be submitted solely to the [Supplier Portal](#). Plan accordingly for the entire Bid to be received by the Bid Response Due Date and Time. A Bid emailed directly to or cc'd to the Contracting Officer will not be reviewed by the Contracting Officer. In person, commercial carrier or facsimile submittals shall not be accepted. The State is not responsible for incorrect link information or its inability to access a submitted Bid. Receipt of the Bid by the Agency is the responsibility of the Bidder.**

Reference to literature submitted with a previous Bid shall not satisfy a specification or requirement associated with the present Bid. Any previous solicitation shall not be depended upon, perceived or interpreted to have any relevance to the present Bid.

8.3

All costs incurred by the Bidder for Bid preparation and participation shall be the sole responsibility of the Bidder and the Bidder shall not be reimbursed for any such costs. By submitting a Bid, Bidder agrees not to make any claims for damages or have any rights to damages in connection with the Bid.

8.4

Each Bid is required to include relevant information for a designated contact to receive notice, approvals and requests.

8.5

9 Bid Withdrawal, Bid Change and Alternate Bid

- 9.1** A Bid may not be withdrawn after the Bid Response Due Date and Time. If the Bidder wishes to withdraw a Bid prior to the Bid Response Due Date and Time, the Bidder shall submit a written withdrawal request to the Contracting Officer at the email address listed in Section 9 above.

- 9.2** Except as requested by the State, a Bid may not be changed after the Bid Response Due Date and Time. If the Bidder needs to change a submitted Bid prior to the Bid Response Due Date and Time, the Bidder shall withdraw the originally submitted Bid and a new Bid shall be submitted to the State by the Bid Response Due Date and Time in accordance with Section 9 and include the following statement on the superseding Bid cover page: **“THIS BID SUPERSEDES THE BID PREVIOUSLY SUBMITTED” AND “SUPERSEDING BID” MUST APPEAR IN THE SUBJECT LINE.**

- 9.3** A Bidder may submit one or more Alternate Bids. Any Alternate Bid submitted shall be a complete Bid and shall be clearly identified as an Alternate Bid. If more than

⁵ OAC 260:115-3-7 and OAC 260:115-3-11 are located at <http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=.75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00>

one Alternate Bid is submitted, the identification in the Bid shall refer to Alternate Bid 1, Alternate Bid 2, etc.

10 Bid Rejection

- 10.1** The Bidder's failure to submit required information may cause its Bid to be rejected. Additionally, a Bid received after the Bid Response Due Date and Time **SHALL BE DEEMED NON-RESPONSIVE AND SHALL NOT BE CONSIDERED unless the Agency has authorized acceptance of Bids due to a significant error or incident that occurred which affected the receipt of a Bid.**⁶ Failure to comply with these Bidder Instructions may result in the Bid being disqualified from evaluation.
- 10.2** A Bid may be rejected when the Bidder imposes terms or conditions that would modify requirements. Other possible reasons for rejection of Bids are listed in OAC 260:115-3-5 and 260:115-7-32(h)⁷.
- 10.3** Attempts to impose unacceptable conditions on the State or impose alternative terms not in the best interest of the State may result in rejection of the Bid even if initially determined to be responsive or the State may cease any negotiations regarding the Bid.
- 10.4** Whenever the terms "shall", "must", "will", or "is required" are used, the specification being referred to is a mandatory specification. Failure to meet any mandatory specification may cause rejection of a Bid.
- 10.5** Whenever the terms "can", "may", or "should" are used, the specification being referred to is a desirable item and failure to provide any item so termed shall not be cause for rejection of a Bid.

11 Bid Public Opening

There will be no physical or public Bid opening for this RFI.

12 Evaluation

- 12.1** A responsive Bid will proceed to the evaluation process.
- 12.2** Pursuant to OAC 260:115-7-32, Bidder past performance as a Supplier may be considered when evaluating a Bid.
- 12.4** The State reserves the right to require demonstrations, clarifications and additional documentation from any or all responding Bidders. Each Bidder should be prepared to participate in oral presentations and demonstrations to define the Bid, to introduce the Bidder's team and to respond to questions regarding the Bid prior to award.

13 Competitive Negotiations of Offers

- 13.1** The State reserves the right to negotiate with none or one or more Bidders responding to the Solicitation and may negotiate any or all content of the Bid. Negotiations may be conducted in

⁶ OAC 260:115-3-11

⁷ OAC 260:115-3-5 and 260:115-7-32 is located at:

<http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=.75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00>

person, in writing or by electronic means and shall only be conducted with potentially acceptable Bids.

- 13.2 Negotiations could entail discussions on products, services, or any other issue material to a decision. The State shall consider all issues arising from the Bid to be negotiable and will not be artificially constrained by Bidder internal corporate policies. Firms that contend a lack of flexibility because of corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered.
- 13.3 Terms, conditions, methodology, or other features of the Bid may be subject to negotiations and subsequent revision. As part of the negotiations, the Bidder may be required to submit supporting financial and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the Bid.

14 Approval of Vendor

- 14.1 Submitted responses to the RFI are not considered a contract between the Supplier and the OSDE, the SBE or any LEA. Responses will only be used to create a preapproved list for LEAs to select a Supplier to provide Civil Rights Movement instructional resources.
- 14.2 LEAs may choose among those Suppliers on the OSDE approved list to contract with to provide Civil Rights Movement instructional resources.
- 14.3 Under this RFI the OSDE bears no liability for the LEA. LEA actions and the privies of contract exist solely between the Supplier and LEA.
- 14.4 There is no guarantee of any minimum or maximum amount of the Supplier's services that may be required under this RFI.
- 14.5 The OSDE reserves the right to add additional vendors to the list of Suppliers as deemed necessary and in the best interest of LEAs without additional solicitations.
- 14.6 The OSDE may remove a Supplier from the list of suppliers when deemed in the best interest of LEAs.
 - A. The OSDE shall provide a 30-day written notification to a supplier notifying them that the OSDE is removing them from the list of Suppliers.
 - B. A Supplier wishing to be removed from the approved list shall provide a 30-day written notification to the OSDE indicating their request to be removed from the list of Suppliers.

ATTACHMENT A
SOLICITATION NO. EV00000359

This is a Request for Information (RFI) Only. This is not an invitation to Bid or a Request for Proposal. This RFI is to gather information only. No contract award will be made by the Oklahoma State Department of Education (OSDE) based on the results of this process.

PURPOSE

The purpose of this RFI is for the Oklahoma State Department of Education (OSDE) to gather information from suppliers regarding their ability to provide instructional resources that include events of the Civil Rights Movement from 1954-1968, including the tactics and strategies of nonviolent resistance championed by Dr. Martin Luther King, Jr. to create a list of approved, qualified suppliers that School Districts may negotiate contracts with. This RFI creates no contractual relationship between the State Board, OSDE or suppliers.

SOLICITATION SPECIFICATIONS

1. General Purpose

- 1.1. The intent of this RFI is to gather information from suppliers regarding their ability to provide instructional resources that include events of the Civil Rights Movement from 1954-1968, the natural law and natural rights principles that Dr. Martin Luther King, Jr. drew from that informed his leadership of the Civil Rights Movement, and the tactics and strategies of nonviolent resistance that he championed in response to the Jim Crow laws of that era. Resources should also include other acts of discriminatory injustice such as genocide committed elsewhere around the globe at any time.
- 1.2. Outside evaluators will conduct a review of the information submitted from suppliers for the instructional resources addressing the Civil Rights Movement, nonviolent resistance strategies of Dr. King, and genocide around the globe. Once the review has been conducted and a list created, it will be presented to the Oklahoma State Board of Education to approve a list of approved suppliers for districts/schools to select from.
- 1.3. It is the responsibility of the supplier to be cognizant of all Oklahoma State Board of Education rules and state statutes and regulations.
- 1.4. Suppliers should submit programs for consideration using the template located in Appendix A.
- 1.5. Vendors should submit their proposals in 50 pages or less. Outside links or additional information will not be considered by the review team.

2. Civil Rights Movement Resources Requirements

All submissions must meet the following minimum requirements.

- 2.1. Primary focus of the instructional resources, including information about the aspects of the Civil Rights Movement the instructional resources address.
- 2.2. The instructional resources would contain units of study and lesson plans which include everything, including primary sources, needed to provide instruction for students in person or online.
- 2.3. Must be aligned with the Oklahoma Academic Standards for Social Studies.
- 2.4. The recommended audience of the instructional resources, including information about specific grade levels for which the instructional resources would be appropriate. Must be appropriate for elementary and secondary.
- 2.5. Instructional resources may be taught as a stand-alone unit of instruction or may be integrated into one or more existing courses of study.

3. Non-Evaluated Information to be Provided

All submissions must provide the following information in the submission. The information will not be used to evaluate the course. If the course is approved, the following information will be made public on the OSDE website for district reference.

- 3.1 Name, email, and phone number of primary contact for districts interested in the instructional resources.
- 3.2 Cost of the instructional resources for the district.

Attachment C

Agency Provisions

Solicitation No. EV00000359

1. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this RFI the Supplier and any subcontractor(s) certifies to the best of their knowledge and belief, that they and their principals, and any subcontractors:

1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;

1.2. Have not within the three-year period preceding the submittal of this response been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) Agreement; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses aforementioned in this section; and

1.4. Have not within the three-year period preceding the submittal of this response had one or more public (Federal, State or local) Agreements terminated for cause or default.

If the Vendor is unable to certify to any of the statements in this certification, the Supplier must include an explanation of such circumstances in Section Two of the response.

2. Student Data

By submitting a response to this RFI the Supplier and any subcontractor(s) certifies that they and their principals, and any subcontractors will comply with the Student Data and Privacy Requirements and Statements in this section.

2.1. The supplier's ability to provide services if they are chosen to contract with an LEA would require an LEA to share student data containing confidential personally identifiable information ("PII") from education records maintained by the LEAs with the supplier. The supplier agrees to comply with all state and federal laws relating to student data and privacy, including the Family Educational Rights and Privacy Act, (20 U.S.C § 1232g; 34 CFR Part 99) ("FERPA")

2.2. The supplier will safeguard the confidentiality and integrity of all data received from the LEA, place limitations on its use, and maintain compliance with all applicable privacy laws. The supplier shall establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of all student data.

3. Subcontractors

No third-party vendors or subcontractors shall be included as part of a submitted Bid to the RFI nor any subsequent contract with an LEA.

4. Choice of Law and Venue

Any claim, dispute, or litigation relating to the RFI, in the singular or in the aggregate, shall be governed by the laws of the State of Oklahoma without regard to application of choice of law principles. Venue for any action, claim, dispute, or litigation relating in any way to the RFI, shall be in Oklahoma County, Oklahoma.

5. Employment Relationship

The RFI does not create an employment relationship. Individuals providing products or performing services pursuant to the RFI are not employees of the OSDE, SBE or LEA and, accordingly are not eligible for any rights or benefits whatsoever accruing to such employees.

6. Oklahoma Open Records Act

Responses to RFI are subject to public disclosure in accordance with the Oklahoma Open Records Act. To the extent permitted by such Act, the response will not be disclosed, except for purposes of evaluation, prior to approval by the OSDE. All material submitted becomes the property of the SBE and OSDE. Responses will not be considered confidential after approval by the OSDE except for information in the response marked proprietary and confidential.



Appendix A Civil Rights Instructional Resources Submission Form

PURPOSE AND DIRECTIONS

The State of Oklahoma recently passed O.S. 70 § 11-103.6p. According to this legislation, the State Department of Education shall develop and make available to every public elementary school and high school in the State of Oklahoma, a curriculum that may be taught as a stand-alone unit of instruction, or may be integrated into one or more existing courses of study, studying the events of the civil rights movement from 1954 to 1968, the natural law and natural rights principles that the Rev. Dr. Martin Luther King, Jr., drew from that informed his leadership of the civil rights movement, and the tactics and strategies of nonviolent resistance that he championed in response to the Jim Crow laws of that era. Curriculum shall include an additional unit of instruction studying other acts of discriminatory injustice, such as genocide, committed elsewhere around the globe

As part of the requirements, the Oklahoma State Department of Education (OSDE) is conducting a review of instructional resources to develop an approved list for districts in Oklahoma. **Please complete the submission using the following questions as a guide for what you would like to have considered for approval. For each question, provide evidence when appropriate. At the end of the form, you may submit up to 5 pages of additional material for consideration. Additional information is not required but is limited to only 5 pages.**

Information about the instructional resources that are approved will be posted in a table on the OSDE website for districts' reference. Information from this application will be used to complete that table.



Appendix A Civil Rights Instructional Resources Submission Form

SUBMISSION TEMPLATE

General Information

Please provide the following information:

- Name of vendor • Name, email and phone number of the primary contact
- Title of professional development course

Section 1. Primary Focus of Course **Maximum 5 pages**

- 1.1 Is the content of the instructional resources about the Civil Rights Movement from 1954-1968?
- 1.2 Is the content of the instructional resources about the natural law and natural rights principles that Dr. Martin Luther King, Jr. drew from that informed his leadership of the Civil Rights Movement?
- 1.3 Is the content of the instructional resources about the tactics and strategies of nonviolent resistance that Dr. Martin Luther King, Jr. championed in response to the Jim Crow laws of that era?
- 1.4 Is the content of the instructional resources about acts of discriminatory injustice such as genocide committed elsewhere around the globe at any time?
- 1.5 Do the instructional resources include primary sources?
- 1.6 Do the instructional resources include everything that a teacher would need to use in the classroom?
- 1.7 Does the content align with Oklahoma Academic Standards?
- 1.8 Do the instructional resources focus on a specific grade level or levels? If so, which ones?
- 1.9 What course would the instructional materials best fit?



Appendix A

Civil Rights Instructional Resources

Submission Form

Section 2. Needs of All Learners Maximum 1 page

- 2.1 Do the instructional resources include a teacher's edition to give suggestions for implementing the resources?
- 2.2 Do the instructional resources include suggestions for adjusting instruction according to student needs, such as accommodations for students with disabilities and English Learners.

Section 3. Professional Development Maximum 1 page

- 3.1 Does the program provide professional development options for teachers and administrators pertaining to the use of the instructional resources?
- 3.2 Is the professional development in person, virtual, asynchronous, or a hybrid?
- 3.3 Is there an ongoing coaching element offered to schools?

Section 4. Cost Maximum 1 page

- 4.1 Is pricing determined by the number of students or by number of schools?
 - 4.1.1 What is the cost per user?
 - 4.1.2 What is the cost per school?
- 4.2 Is pricing determined at district level?
- 4.3 Is pricing a flat fee?

Optional: Additional Information

If you wish to attach additional information for review, you may attach **up to 5 pages**. Longer documents and links within the document will not be reviewed.



"Certification for Competitive Bid and Contract" MUST be submitted along with the response to the Solicitation.

1. RE: Solicitation# EV00000359

2. Bidder General Information:

FEI / SSN : _____ Supplier ID: _____
Company Name: _____

3. Bidder Contact Information:

Address: _____
City: _____ State: ____ Zip Code: _____
Contact Name: _____
Contact Title: _____
Phone #: _____ Fax #: _____
Email: _____ Website: _____

4. Bidder currently engaged in a boycott of goods or services from Israel.

- YES
- NO

5. Registration with the Oklahoma Secretary of State:

- YES - Filing Number: _____
- NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

- YES – Include with the bid a certificate of insurance.
- NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.¹

¹ For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature _____ Date _____

Printed Name _____ Title _____