



Solicitation#: 2650000406

Solicitation Issue Date: 03/31/2023

DUE DATES AND TIME (CENTRAL STANDARD TIME):

Bid Response:
3:00 p.m. on 04/21/2023¹

Questions:
3:00 p.m. on 04/07/2023

AGENCY:

OKLAHOMA STATE DEPARTMENT OF EDUCATION

AGENCY #265

SOLICITATION TYPE:

Request for Information

Terms regarding sensitive data will be included in the Contract including, but not limited to:

HIPAA N/A **CJIS** N/A

FERPA N/A **OTHER** N/A

1075 N/A

RETURN BID TO:

SDEPurchasingBID@sde.ok.gov

CONTRACTING OFFICER:

Name: Rebecca Thompson
Email: rebecca.thompson@sde.ok.gov
Phone No. 405-521-2682

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 **RSA** means the Reading Sufficiency Act.
- 1.15 **SBE** means Oklahoma State Board of Education.
- 1.16 **Solicitation** means this Request for Information document inviting Suppliers to provide information regarding Proposals or Responses for the Acquisition referenced herein.
- 1.17 **Supplier or Vendor** means an individual or business entity that submits a bid in response to this RFI.
- 1.18 **SOR** means Science of Reading
- 1.19 **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=_75tnm2shfcdnm8pb4dthj0chedppmcqb8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00

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, labelled 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:
 - i. Content Focus: Elementary Reading
 - ii. Content Focus: Effective vs. Ineffective Practices Validity
 - iii. Evidence-Informed Strategies: General Knowledge of the Science of Reading s
 - iv. Evidence-Informed Strategies: Skill-Specific, Evidence-Informed Strategies
 - v. Data-Based Decision: Data and Assessments Accommodations
 - vi. Address All Learners: Disabilities or Limited English Proficiency
 - vii. Methods of Delivery
 - viii. Educator Knowledge
- C. The Bid shall show the ability of the Bidder to meet or exceed the solicitation specifications found in Attachment 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.
- 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

³ OAC 260:115-3-9 is located at <http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=.75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijjrgcln50ob7ckj42tbkdt374obdcli00>

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 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 via email solely to SDEPurchasingBID@sde.ok.gov. Please note that it is possible a Bidder's email system may have limitations on the size of outgoing email attachments and 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

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=.75tnm2shfcdnm8pb4dthj0chedppmcq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00>

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=.75tnm2shfcdnm8pb4dthj0chedppmcq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00>

reviewed by the Contracting Officer. In person, commercial carrier or facsimile submittals shall not be accepted. The subject line of the email Bid shall contain the following: Attention: [insert Contracting Officer name]; Solicitation Number and Bid Response Due Date and Time. 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.

- 8.3 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.
- 8.4 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.
- 8.5 Each Bid is required to include relevant information for a designated contact to receive notice, approvals and requests.

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 OF THE EMAIL.**
- 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 in the subject line of the email. If more than one Alternate Bid is submitted, the identification in the email subject line 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 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

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=_75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak3lctijurgcln50ob7ckj42tbkdt374obdcli00

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 Science of Reading Professional Development.
- 14.2** Pursuant to 70 O.S. § 1210.508D the OSDE may approve a qualified Supplier list for LEAs to negotiate contracts. The OSDE may approve one or more Suppliers to be on the list, whichever is deemed by the OSDE to be in the best interest of LEAs.
- 14.3** LEAs may choose among those Suppliers on the OSDE approved list to contract with to provide Science of Reading Professional Development
- 14.4** 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.
- 14.5** There is no guarantee of any minimum or maximum amount of the Supplier's services that may be required under this RFI.
- 14.6** 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.
- 14.7** 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 Supplieerr 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. 2650000406

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 services for professional development in the science of reading 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 of Education, 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 services for professional development in the science of reading. This professional development must address one or more of the primary components of literacy as identified by the National Reading Panel (i.e., phonemic awareness, phonics, fluency, vocabulary, comprehension) or literacy topics addressed by the Institute of Education Sciences (IES) practice guides (e.g., oral language, morphology, grammar, writing, etc.). The professional learning must be for one or more grade levels from prekindergarten through grade 5. Districts may elect to have an individual or a group of educators participate in the professional development based on their needs and available resources.
- 1.2.** Suppliers may submit professional learning that is provided in person, virtually, asynchronous, or a combination of these formats.
- 1.3.** Outside evaluators will conduct a review of the information submitted from suppliers for the professional development in the science of reading. Once the review has been conducted and a list created, it will be presented to the OSDE leadership to approve a list of suppliers of the professional development for the science of reading for districts/schools to select from.
- 1.4.** It is the responsibility of the supplier to be cognizant of all State Board of Education rules, state statutes, and regulations pertaining to the science of reading professional development regardless of whether it is in the RFI.
- 1.5.** Programs that are already on the approved state list do not need to reapply.

- 1.6. Suppliers should submit programs for consideration using the template located in Appendix A.
- 1.7. Professional development may be connected to a curricular program or stand alone.
- 1.8. Suppliers must provide pricing for a cohort, individual, or both as applicable.

2. Science of Reading Professional Development Requirements

All submissions must meet the following minimum requirements.

- 2.1. Must address one or more of the primary components of literacy from the National Reading Panel (i.e., phonemic awareness, phonics, fluency, vocabulary, and comprehension) or literacy topics addressed in the Institute of Educational Sciences (IES) Practice guides (e.g., oral language, morphology, grammar, knowledge building, sight words, writing).
- 2.2. Must be appropriate for one or more of the following grade levels: prekindergarten, kindergarten, first grade, second grade, third grade, fourth grade, or fifth grade.
- 2.3. Must inform participants about one or more of the following topics based on information from peer-reviewed articles, potentially including the Simple View of Reading, Scarborough's Reading Rope, or Ehri's Phases of Word Reading.
 - 2.3.1. How proficient reading and writing develop
 - 2.3.2. Why some students have difficulty learning to read or write
 - 2.3.3. How schools can effectively assess and teach students in order to improve student outcomes through the prevention of and intervention for reading difficulties
 - 2.3.4. How reading is not a natural skill and must be taught through explicit, systematic instruction.
- 2.4. Must include evidence-informed strategies that can be applied to the classroom.
- 2.5. Must provide evidence-informed guidance on meeting the needs of students based on student data.
- 2.6. May define characteristics of specific reading difficulties (e.g., dyslexia, dysgraphia, developmental language disorder) and provide evidence-informed strategies for addressing those needs.
- 2.7. May define characteristics of specific difficulties that students with limited English proficiency might experience and evidence-informed strategies to address those needs.
- 2.8. Must provide opportunities for participants to increase knowledge in the science of reading through one or more of the following formats.
 - 2.8.1. Virtually or in-person with a facilitator
 - 2.8.2. Asynchronous learning
 - 2.8.3. Hybrid of both asynchronous learning and live presentations
 - 2.8.4. Activities for classroom application
- 2.9. Must provide opportunities to measure participants' knowledge or growth through one or more of the following formats.
 - 2.9.1. Pre- and post-assessment

- 2.9.2. Survey
- 2.9.3. Observation of participant working with students
- 2.9.4. Analysis of student data
- 2.9.5. Analysis of student work

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 course.
- 3.2. Primary focus of the course, including information about the area(s) of literacy the course addresses; whether the course is tied to a curricular resource; and if the course focuses on core instruction in the classroom, intervention in small groups, or both.
- 3.3. The recommended audience of the course, including information about specific grade levels within the prekindergarten through grade 5 range for which the course would be appropriate and the type of educators who would benefit from the course (e.g., classroom teachers, interventionists, instructional coaches, administrators).
- 3.4. Course delivery method (e.g., virtually, in-person or hybrid model, synchronous or asynchronous)
- 3.5. The time required for a participant to complete the course
 - 3.5.1. Number of hours required to complete
 - 3.5.2. Approximate number of sessions required
 - 3.5.3. Time span required for the course to be completed
- 3.6. Cost of the course for either an individual, cohort, or both (as applicable).
- 3.7. Additional materials that participants may be required or recommended to purchase as part of the course.
- 3.8. Any prerequisites that may be needed for the course (e.g., completion of a previous course).

ATTACHMENT C
AGENCY PROVISIONS
SOLICITATION NO. 2650000406

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 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 EA 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

Science of Reading Professional Development Submission Form

PURPOSE AND DIRECTIONS

The State of Oklahoma recently passed O.S. 70 § 1210.508D (B-C). According to this legislation, districts in Oklahoma that receive more than \$2,500 in Reading Sufficiency Act (RSA) funds must spend at least 10% of those funds on professional development that addresses the science of reading.

Based on the funding available, districts may choose to have one or more staff members participate in the staff development course. Some districts will have sufficient funding for a group to participate together, while others will only have enough funding for one teacher. Participating educators must work with students in one or more grades in the pre-kindergarten to grade 5 range.

As part of the requirements, the Oklahoma State Department of Education (OSDE) is conducting a review of professional development courses to develop an approved list for districts in Oklahoma. **Please complete the submission using the following questions as a guide for each course 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.**

Vendors may submit as many courses as they wish. Please complete a separate form for each course.

Information about the professional development courses 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.

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

Recommended Participants *Maximum 1/2 page*

- Does this course focus on specific grade levels within the prekindergarten through grade 5 range? If so, which ones?
- Is there a prerequisite requirement for this course? If so, what is it?
- Which groups of educators would most likely benefit from participating in this course (e.g.,



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classroom teacher responsible for core, on-grade level instruction; interventionists responsible for supplemental instruction (Tier 2); interventionists or special educators responsible for intensive intervention (Tier 3); educators responsible for English language instruction; instructional coaches; building administrators; district administrators)?

Primary Focus of Course *Maximum 1 page*

- Is the content of the course general information about the topic or is it tied to a curricular resource that teachers use for instruction?
- Does the course address core instruction, intervention, or both?
- Does the course focus on specific areas of literacy (e.g., phonemic awareness, phonics, fluency, vocabulary, comprehension, writing)? If so, which ones?

To what extent does the professional development course address knowledge about the science of reading? *Maximum 2 pages*

- * Summarize the information participants will learn about reading and writing development.
- * What research is the information in this course based on?
- * What is the overarching message about student needs when learning to read?

Does the professional development course strive to replace ineffective reading practices with evidence-informed reading practices? *Maximum 2 pages*

Describe how evidence-informed practices are used in replacement of ineffective reading practices. Possible areas that may be addressed include (but are not limited to) sight words, strategies for reading an unknown word, the use of different types of text, strategies for understanding the meaning of an unknown word, how reading and writing are used to strengthen one another, or how content from other curricular areas are incorporated into reading and writing instruction.

To what extent does the professional development course direct participants to use data to identify the literacy needs of students? *Maximum 1 page*

- * How does this course provide guidance for identifying students' literacy needs and the level of instructional intensity that may be required?
- * How does this course leverage different evidence-informed strategies to respond to student data?
- * How does this course provide guidance for administrators to support teachers with analyzing and responding to data?

To what extent does the professional development course address meeting the needs of all learners? *Maximum 1 page*

- * How does this course define the characteristics of specific reading difficulties (e.g., dyslexia, developmental language disorder) or difficulties that students with limited English proficiency might experience?



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- * How does this course provide evidence-informed strategies for addressing the needs of students with disabilities and special needs or students with limited English proficiency?
- * What resources are included to engage families with this information, such as activities caregivers can implement with students at home?
- * Are these resources available in languages other than English? If so, which languages?

To what extent does the professional development course ensure participant engagement?

Maximum 1 page

- Is the course delivered virtually, in-person, or are both options available?
- If in-person, is there a possibility that participants will need to travel to attend?
- If virtually, is the course delivered live or asynchronously?
- * What type of guidance is provided to participants as they interact with course material?
- * Is a facilitator (virtual or in-person) available to facilitate the course?
- * How is the course content applied in the classroom? Are guided activities available to facilitate this application?
- * Is an ongoing coaching element offered as part of or an extension of the course?

To what extent does the professional development course measure educator knowledge gained as a result of the course? Maximum 1 page

- * How is participant growth as a result of the course measured?
 - * Are any surveys or assessments used to measure participant growth?
 - * Will participants gather artifacts or receive feedback from observations?

Time for Completion Maximum 1 page

- How many hours are required to complete the course?
- Is the course provided in a single session or over multiple sessions?
- Over what time span is the course generally completed?

Cost Maximum 1 page

- Is pricing determined by participant or by group/cohort?
- What is the cost for a participant, including required materials?
- What is the cost for a group/cohort, including required materials?
- How many participants may be in a group/cohort?
- How many groups/cohorts may a district have?

Additional Materials Maximum 1/2 page

- Are there any materials participants will be required (or strongly recommended) to purchase in order to participate in the course or apply the content in the classroom? If so, what is that cost of those materials?



Appendix A

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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# 2650000406

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 _____