

Request for Proposals (RFP)

For

EVALUATION AND REPORTING SERVICES
For the
School Leadership Program (SLP) Grant

By

Green River Regional Educational Cooperative (GRREC)

PROPOSALS WILL BE ACCEPTED ELECTRONICALLY THROUGH

NOVEMBER 22nd, 2013 at 10:00 a.m. (local time)

GRREC

Attn: Johna Rodgers, GPC
johna.rodgers@grrec.ky.gov

The responsibility for submitting a response to this RFP to the designated email address on or before the stated time and date will be solely and strictly the responsibility of the offeror. GRREC will in no way be responsible for delays caused by technology or other difficulties.

REQUEST FOR PROPOSALS: Evaluation and Reporting Services

CLIENT: Green River Regional Educational Cooperative
George Wilson, Executive Director
230 Technology Way
Bowling Green, KY 42101

The Green River Regional Educational Cooperative (hereinafter, “GRREC”) is a consortium of 37 mostly rural school districts and a comprehensive public university created in 1968. Through our Board of Directors and 70+ staff and consultants, we serve over 140,000 students, teachers and administrators located within a 10,000-square-mile area of Kentucky. Services include professional development, a procurement/bids service, technology training and support, grant writing services, special education consulting and much more.

In the course of our daily business operation, we implement state and federal grant programs that both require and benefit from formative and summative evaluations. These are conducted through a consultant and/or team of consultants working with a Project Director, other project and GRREC staff members, and school- or district-level stakeholders.

GRREC is soliciting proposals from qualified entities to provide Evaluation and Reporting Services related to the implementation of a 5-year U.S. Department of Education (ED) School Leadership Program (SLP) project. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

GRREC’S RESERVATION OF RIGHTS:

1. GRREC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by GRREC to be in its best interests as long as such actions are in accordance with our bids and purchasing policies.
2. GRREC reserves the right not to award a contract pursuant to this RFP.
3. GRREC reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
4. GRREC reserves the right to retain all proposals submitted, and not permit withdrawal, for a period of 60 days subsequent to the deadline for receiving proposals. GRREC will, however, respect the intellectual property of the entity submitting its proposal.
5. GRREC reserves the right to negotiate the fees proposed by the proposer entity.
6. GRREC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
7. GRREC shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
8. GRREC reserves the right to a minimum acceptance period of 90 calendar days. (Acceptance period means the number of calendar days available to GRREC for awarding a contract from the date specified in this solicitation for the receipt of proposals.)
9. GRREC reserves the rights to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

SCOPE OF WORK

GRREC invites proposals for and seeks the integrated services and products of a consultant, firm or partnership (hereinafter “Evaluator”) to provide evaluation services related to the implementation of a 5-year U.S. Department of Education (ED) project. Successful Evaluator would be responsible for both summative and formative evaluation processes utilizing quantitative and qualitative data. The project evaluation must include a formative review related both to the intended outcomes and the implementation itself; a summative evaluation of the outcomes; and a separate implementation evaluation to determine the level of fidelity needed to achieve project plan goals.

Background and Purpose

ED invited SLP applicants to submit proposals that would support the development, enhancement, or expansion of innovative programs to recruit, train and mentor principals (including assistant principals) for high-need LEAs.

The Leading-2-Learn project focuses on three main goals/areas of impact:

- Ensuring all schools have access to highly effective principals/assistant principals;
- Ensuring all students have access to highly effective teachers; and
- Ensuring learning for all students in our high-need schools.

Additionally, the Leading-2-Learn project has four select outcomes:

- 60 principal candidates certified through new experiential preparation program;
- 20 principals/assistant principals trained in how to support effective teaching and learning;
- 800 teachers provided additional support by effective school leadership; and
- Up to 14,000 students exposed to improved school cultures, improved school leadership, and improved teaching and learning.

Services to be Provided/Deliverables

GRREC is seeking an Evaluator who will at a minimum:

- Conduct annual pre/post assessment of Superintendents and local site-based decision making council members (developed by consultant based on principal effectiveness indicators).
- Analyze data related to student academic and non-academic performance, including state and/or school assessments, data from the EPAS system, attendance rates, dropout rates, graduation rates, post-secondary attendance rates, and other data as determined through the project.
- Design and implement a quasi-experimental approach with carefully matched comparison groups to determine whether Leading-2-Learn schools outperform non-participant schools.
- Provide for the use of a quasi-experimental or other design methodology for comparing groups and/or individuals to demographically or otherwise matched non-participating groups and/or individuals.
- Propose over the life of the project refinements to project timelines and monitor the project's compliance with agreed-upon timelines.
- Provide a comprehensive annual report on individual candidate and overall findings to GRREC (detailed summary of all findings for disbursement to project participants and GRREC stakeholders).
- Identify recommended data collection instruments and methods related to the measurement of improved effectiveness of school leaders (principals, assistant principals; pre- and post-funding).
- Work with project staff members prior to implementation to help design further appropriate questions to be considered by the project evaluation.
- Review and propose revision to evaluation questions posed in the grant application narrative (pp. 48-49).
- Review and propose additions to the quantitative and qualitative data sources described in the grant application narrative (p. 36).
- Collaborate with project staff, school district personnel, and local school personnel on establishing baseline indicators for objectives.

- Ensure that evaluation procedures and processes adhere to industry standards for high-quality research and ethical conduct, e.g., Guiding Principles for Evaluators (American Evaluation Association, 2005) and the Program Evaluation Standards (Joint Committee on Standards for Educational Evaluation, 2010).
- Design or acquire and implement an appropriate audit process for determining the existing leadership capacity of individual principals/assistant principals in each participating district.
- Implement, as appropriate, evaluative strategies, such as descriptive statistics, comparative analytic techniques, effect sizes, modeling (e.g., three-level hierarchical linear models), and a priori and emergent coding.
- Provide, as appropriate, for a data collection system to assist project and school staff in the collection of data, and provide data collection training if and as needed.
- Collaborate with the project Implementation Team to establish clear benchmarks to ensure continuous improvement as prescribed by the Oxley Model of Continuous Improvement (Oxley, 2007).
- Conduct focus groups, interviews and site visits.
- Collect data for analysis throughout the lifetime of the project, including:
 - o Observation data,
 - o Student achievement data,
 - o Kentucky CIITS system data, and
 - o Teacher and principal effectiveness data
- Monitor individual progress of participants related to their individual leadership improvement plans as based on the school leadership audit.
- Collect data for analysis throughout the project, and, when appropriate and cost effective, provide technical support and training to staff on collecting data for analysis.
- Conduct a summative evaluation, utilizing data from the Kentucky state assessment system (K-PREP), Measures of Academic Progress testing, content assessment in elementary and middle school, end-of-course assessments in middle and high school, EPAS (EXPLORE, PLAN, and ACT) assessments, and other items described in the grant application narrative (p. 35 beginning).

- Provide project staff with data and findings through a rapid-response feedback loop (in person and/or regularly-scheduled conference calls, etc.) so that formative information regarding progress toward performance goals will be timely enough to support any subsequent changes that may be warranted to improve implementation.
- Convene annual and summative debriefing meetings with project staff to discuss the evaluation findings and interpretations, facilitate a discussion on recommendations, and finalize options for dissemination of findings and lessons learned.
- Report as requested by project staff on the implementation of strategies for each individual school as related to the principal/assistant principal's improvement plan.
- Compile all reporting information for the ED including an annual report utilizing a template provided by the ED. This will include a final report that may fall outside the funding period (i.e., post project).
- Work with GRREC to share results with all GRREC schools/districts, including potential publication and presentation opportunities for pertinent findings.
- Other items as deemed appropriate and negotiated by both parties, particularly those components considered necessary by the Evaluator.

PROPOSAL

The successful proposal will include:

- A detailed description of the Evaluator's capacity to address the deliverables described herein. This description may include the Evaluator's **experience** in working with projects of comparable scope, significance, subject matter, and personnel (i.e., schools, school districts); the Evaluator's **staffing**; the Evaluator's **technological expertise**; the Evaluator's **availability for travel** to GRREC, school districts, and schools; as well as the following:
 - o Provision of profiles of the Evaluator and any additional staff's professional and technical competence;
 - o Demonstrated capability to provide the professional services required in a **timely manner and on schedule**; to include a work plan that includes a description of the methodology, tasks, timeline, and estimated amount of time to be spent on the project;
 - o The Proposer's **demonstrated and proven experience** in performing similar work and **successful past performance** of the contract work substantially similar to that required by this RFP; and
 - o The Proposer's **general response to the RFP**, including the overall quality and professional appearance of the proposal submitted.
- A concise description of the Evaluator's managerial and financial capacity to deliver the proposed services, including brief professional resumes for the Evaluator and any additional staff to be utilized on this project:
 - o To include the Evaluator's qualifications to provide the identified services;
 - o A description of the background and current organization of the firm/company, if applicable.
- An estimated annual cost for the evaluation services based upon a review of this Request for Proposals and upon available application materials.
- A listing of at least three (3) clients for whom the proposer has performed similar or like services to those proposed herein. It is reasonable to assume GRREC will contact references. The listing shall, at a minimum, include:
 - o The client's name;
 - o The client's contact name;
 - o The client's telephone number and email address;
 - o A brief description and scope of service(s) provided and the length(s) of contracts.

TERMS

GRREC intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (Best Value, in that GRREC will consider factors other than just cost in making the award decision). The selection of an individual or team for these evaluation services will not be based solely on the cost of the services to be provided, but on the quality and fit of the proposed services, as well as the experience of the Evaluator in the analysis of comprehensive education programs and evidence of successful efforts in working with schools, school districts, and school personnel.

A contract with the selected Evaluator or evaluation team will be entered into for a period of no more than 12 months; both parties will have an opportunity to annually renew the contract to ensure the project is fully evaluated during the 5-year project period.

The Evaluator should delineate in the proposal any travel, staffing, materials or other anticipated costs related to the services proposed. Payment terms will be based on the submission of quarterly invoices to be paid by GRREC no later than the 15th day of the month following the quarter’s completion (e.g., November 15, February 15, May 15, and August 15).

Final terms, including costs and services to be provided, will be negotiated between the Client and Evaluator upon selection.

Submission

Proposals should be submitted electronically to the attention of:

Johna Rodgers, johna.rodgers@grrec.ky.gov

Submissions will be accepted through:

10 a.m. CST on Nov. 22, 2013.