



# STATE OF INDIANA

**REQUEST FOR INFORMATION 20-013**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**ON BEHALF OF THE  
INDIANA DEPARTMENT OF EDUCATION**

**SOLICITATION FOR:  
DYSLEXIA TRAINING**

**RESPONSE DUE DATE:  
August 05, 2019 by 3:00 PM EST**

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# REQUEST FOR INFORMATION 20-013

## INTRODUCTION

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Indiana Department of Education (DOE) in regard to dyslexia-related training programs.

It is the intent of IDOA to solicit responses to this Request for Information in accordance with the specifications contained in this document and associated attachments. Neither this RFI nor any response (proposal) submitted hereto is to be construed as a legal offer.

## [THE STATE MAY ELECT TO LIMIT PARTICIPATION IN ANY FUTURE COMPETITIVE SOLICITATION TO VENDORS THAT RESPOND TO THIS RFI.](#)

## BACKGROUND AND OBJECTIVE OF THE RFI

The purpose of this RFI is to gain knowledge about training programs that will instruct someone to become an authorized reading specialist trained in dyslexia for a school corporation or charter school. The information provided in the responses to this RFI may also be used to assist in the development of a competitive bid at a later date. There will not be a contract resulting directly from the RFI; however, the State may elect to limit participation to vendors that respond to the RFI, if and when the State releases a competitive bid.

The information gained from this RFI may be used in the development of a competitive solicitation process, leading to the selection of a contractor that is best suited to provide the solution(s) that meets the Department of Education's requirements. The Department of Education is interested in learning about all types of solutions available in the marketplace for training programs for those interested in becoming an authorized reading specialist trained in dyslexia for a school corporation or charter school. Respondents should provide full details about their solution in order for the Department of Education to gain a clear understanding of the complete solution being proposed.

The Department of Education may request in-person demonstrations from Respondents of this RFI for the purpose of collecting additional information and/or receiving clarification on response details. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses. The demonstrations will be conducted at the Indiana Government Center in Indianapolis, Indiana at a date to be determined after review of the proposal submissions.

**Background:** Indiana Code 20-35.5 *et seq.*, as created by Senate Enrolled Act 217 or "the dyslexia law" passed in the spring of 2018. As part of the act, the Indiana Department of Education (IDOE) is providing numerous supports, including a list of approved dyslexia training programs. Completion of an approved program leads to an endorsement or certification of an "authorized reading specialist trained in dyslexia". This employee of the school corporation/charter school may be a current reading specialist, a teacher, or a tutor/paraprofessional working under the supervision of a teacher. Upon successful completion of an approved training program this employee will have new and additional knowledge on the following topics: phonological and phonemic awareness, sound and symbol relationships, alphabet knowledge, decoding skills, rapid naming skills, and encoding skills. This person will gain an understanding and implementation of the response to intervention (RTI) process and training in identification and intervention for dyslexia.

The goal of this RFI is to gather general functionality and general pricing structures from vendors for the development of a list of approved training programs in which school corporations / charter schools may choose from.

## **SUBMISSION REQUIREMENTS**

The minimum requirements of the program are to accurately explain and train educators on how to plan, teach, and implement systematic, sequential, cumulative, and multisensory instruction in the following subsets: phonological and phonemic awareness; sound and symbol relationships; alphabet knowledge; decoding skills; rapid naming skills; and encoding skills.

Educators also must be able to demonstrate that they are fluent in the response to intervention process to instruct students through a tiered system of support. Additionally, educators who are successfully trained will be knowledgeable and be able to explain the identification of, characteristics of, and key elements of the intervention for dyslexia.

Authorized reading specialist trained in dyslexia will work within a K-12 setting, so anyone who successfully completes your program must be able to demonstrate their knowledge on the topics listed above when working with students across the K-12 grade span.

The end result of these programs are for a trainee to be able to fluently demonstrate either by practicum, performance task, or examination, or a combination of any of the three that they are able to identify, plan, and implement lessons for K-12 students who are struggling readers. Trainees who do so successfully will receive an endorsement or certification by the approved training program. This endorsement or certification will serve as proof of their successful completion of the course. This information will be provided to a school corporation or charter school's leadership team.

### **Transmittal Letter**

The Transmittal Letter must be in the form of a letter on company letterhead and must address the following:

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements as defined within this RFI.

The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in this RFI

The letter should clearly indicate the respondent's main point of contact to include name, title, phone number, and email address.

### **Vendor Background**

IDOE wants to ensure that all attendees of your training program receive the highest quality training from instructors. This includes instructors who can knowledgeably answer all questions they may receive. We also want to ensure that instructors have years of hands-on experience in working with students with dyslexia and adult education. Trainer should have a minimum of two - four year of experience teaching students with dyslexia and at least one - two years of conduction trainings.

It is preferred that the trainers have more than five years working with students and three or more years conducting trainings and has training that meets the definition of an authorized reading specialist trained in dyslexia.

### **Training**

IDOE would like to know a brief history of your program. Please also provide a brief overview of how many sessions and hours your training requires. Also please explain how you plan to deliver the instruction to the trainees? (e.g., face-to-face or online, blended).

### **Content of Training Program**

There is a significant amount of misunderstanding/misconceptions about dyslexia, its symptoms, its origin, its

characteristics, and how it is identified. For a program to meet minimum qualifications please describe how these areas will be addressed in your training.

Dyslexia affects six main literacy subsets. For your program to meet minimum qualifications please describe how your program will cover these six subsets and strategies to teach them to students.

**Assessment:**

An integral part of a successful program is checking a students understanding of the information taught. Please explain how your program will check your trainees knowledge of the topics covered and how students will show they are able to implement the strategies taught. What are the ways both of these things will be assessed?

**References:**

Reference information is captured on Attachment B Respondent should complete the reference information portion of the Attachment B which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of Attachment B should be completed by the reference and either **emailed DIRECTLY** to the State. The State should receive three (3) Attachment B from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP

**PRICING**

Pricing will not be a consideration as to whether a program is accepted but will be published in the list of approved programs. Pricing must be submitted on Attachment C and should be listed as the comprehensive cost for one person to include training and materials.

**RESPONSE FORMAT AND ATTACHMENTS**

Respondents should submit responses to the RFI, utilizing Attachment A, describing how they will meet the specific requirements of this RFI and the deliverables included within. All narrative responses must be provided to the State within Attachment A only and must remain in Microsoft Word format.

**RFI TIMELINE**

The following timeline is only an illustration of this RFI process. The dates associated with each step are not to be considered binding.

*Anticipated RFI Dates:*

<b>Activity</b>	<b>Date</b>
Issuance of RFI	July 1, 2019
Deadline to Submit Written Questions (3:00PM Eastern Time)	July 15, 2019 by 3:00 PM EST
Response to Written Questions/RFI Amendments	July 22, 2019
Due Date for Submissions	August 5, 2019 by 3:00 PM EST

**QUESTION / INQUIRY PROCESS**

All questions/inquiries in regards to RFI 20-013 must be submitted in writing via email using **Attachment D**, Questions and Answers Template, by the deadline of **July 15, 2019 by 3:00PM ET** to [rfp@idoa.IN.gov](mailto:rfp@idoa.IN.gov). The email subject line should contain the following phrase:

**“REQUEST FOR INFORMATION 20-013, QUESTION AND INQUIRIES.”**

Following the question/inquiry due date, IDOA will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website as soon as possible. Only answers posted on the IDOA website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Please note that Traci Davidson is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of the IDOE.** Such action may disqualify respondent from further consideration in this RFI and any subsequent RFP process.

If it becomes necessary to revise any part of this RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for submissions, an addendum will be posted on the IDOA website.

### **CLARIFICATIONS AND DISCUSSIONS**

The State reserves the right to request clarifications on information submitted to the State. The State also reserves the right to conduct discussions, either oral or written, with the Respondents. These discussions could include requests for additional information, requests for cost information or technical requirements response attachment revision, etc. Additionally, in conducting discussions, the State may use information derived from the responses submitted by competing Respondents only if the identity of the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for discussions.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

### **CONFIDENTIALITY**

It is important to note that all information submitted in Respondent's proposals to this RFI will be kept confidential and will not be made available to the public unless this RFI does not result in the release of a solicitation at a later date. If a solicitation results from this RFI, then the information contained in the proposal submissions for this RFI must be made available to the public once the resulting solicitation has been awarded and the protest period has ended.

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after award, the entire solicitation file may be viewed and copied by any member of the public, including news agencies and competitors.

Please note citing "Confidential" on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance IDOA follows:

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

Respondents claiming a statutory exception to the APRA must indicate so on a separate attachment labeled "**Confidential Documentation Listing**". That document should include the following information:

- List all documents where claiming a statutory exemption to the APRA;
- Specify which statutory exception of APRA that applies for each document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

**When claiming confidential information, respondents should submit two versions of their response:**

- 1) A confidential version (for the State's review and evaluation)

- a. Confidential Information must be clearly marked in a separate folder.
- 2) A redacted version (for public records requests)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also reserves the right to seek the opinion of the PAC for guidance if the State has doubts the cited exception is applicable.

Prices are **NOT** confidential information.

### **RESPONSE SUBMISSION INSTRUCTIONS**

Firms interested in providing information to IDOA should submit responses via email to [rfp@idoa.IN.gov](mailto:rfp@idoa.IN.gov). All responses must be received no later than **August 5, 2019 by 3:00PM ET**. The subject line of the email submission must clearly state the following:

#### **“RESPONSE TO REQUEST FOR INFORMATION 20-013”**

Any information received after the due date and time may not be considered.

No more than one proposal per Respondent may be submitted.

Tempaltes outlined in this document must be returned in their native file format.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.