



STATE OF INDIANA

Request for Information RFI 20-054

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf of the
Indiana Department of Education**

**Solicitation For:
School Improvement Technical Assistance Partners**

**Response Due Date:
January 21, 2020 by 3:00 PM EST**

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Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W478
Indianapolis, Indiana 46204

REQUEST FOR INFORMATION 20-054

INTRODUCTION

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Indiana Department of Education (IDOE) regarding School Improvement Technical Assistance Partners.

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.

BACKGROUND AND OBJECTIVE OF THE RFI

Background

The Indiana Department of Education invites technical assistance partners to join the state's efforts to transform low-performing schools and ensure that all students, regardless of where they live, have access to schools that prepare them for college and career. Interested technical assistance partners will engage with district and school leaders to support innovative school improvement solutions across the state.

Leaders need technical assistance partners willing to collaborate and able to add expertise and capacity to schools with persistent challenges. Too few, if any, opportunities exist for district and school leaders to meaningfully collaborate with potential external partners. Together, we can change this reality by working together for student success. The Indiana Department of Education is committed to ensuring that all districts, all schools, and all students are positively impacted by locally-driven school improvement efforts. To help realize this vision, the Indiana Department of Education is looking for expert partners willing to work with district and school leaders to design and support the implementation of innovative school improvement solutions.

Goals

The Every Student Succeeds Act (ESSA) creates an important opportunity to improve achievement for students in persistently low performing schools. The Indiana Department of Education will support the state's low-performing schools by helping to facilitate strategic partnerships between local and national technical assistance partners and these schools and their districts. Research indicates that while school improvement strategies are varied, nearly every effective model relies on external support. As such, Indiana seeks to identify technical assistance partners that can provide highly effective, evidence-based supports to districts and schools that will significantly improve student achievement. Specifically, the Indiana Department of Education will use responses to this RFI to:

- Create an inventory of high-quality, proven school improvement partners.
- Invite selected partners to join district and school leaders for an interactive school improvement summit scheduled for March 10, 2020. This summit will bring together local Indiana district and school leaders as well as the most promising school improvement

partners from within Indiana and across the country. Technical assistance partners will have the opportunity to share their evidence-based interventions and track record of impact with Indiana district and school leaders; district and school leaders will leave the summit with potential technical assistance partners that meet their specific needs.

Guidance

The Indiana Department of Education seeks to identify expert technical assistance partners, locally and across the country to work on-site with our district and school leaders to transform Indiana's lowest-performing schools. These technical assistance partners may provide a range of on-site supports to schools, including but not limited to:

1. Comprehensive school improvement providers who deliver holistic support on all aspects of school design/re-design.
2. Providers will guide and support schools in writing and implementing a comprehensive needs assessment and school improvement plan that meets the specifications of the DOE template as per ESSA.
3. Technical assistance partners with expertise in necessary elements of school improvement such as:
 - a. Leadership development;
 - b. Teacher development;
 - c. Rigorous instruction;
 - d. Data-driven decision making;
 - e. Culturally responsive teaching; and
 - f. Student and school culture.
4. Targeted support to address opportunity and achievement gaps felt by specific subgroups of students such as English Language Learners, exceptional learners, or students of color.

The Indiana Department of Education welcomes responses from a range of entities, including not-for-profits, start-up organizations, and institutions of higher education. These organizations must be willing to partner with local districts and schools to co-construct and execute school improvement strategies on-site.

The Indiana Department of Education requests that potential partners supply the required information (listed below) in order to determine their eligibility to be invited to the school improvement summit. A list of and background information on invited partners will be provided to district and school leaders in advance of the summit to review for alignment to their school improvement challenges and needs.

If a technical assistance partner responded to RFI 19-067 in 2019 and was selected to attend the 2019 School Improvement Summit based on the merits of their response, the technical assistance partner must still respond to this RFI to be considered for the 2020 School Improvement Summit.

RESPONSE FORMAT AND ATTACHMENTS

Respondents should submit responses to the RFI 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 in Microsoft Word format. Respondents must structure their response according to the sections outlined below to facilitate the State's review of the responses. Failure to follow the required structure for response may result in a summative score below the threshold to receive an invitation to the event.

THE TOTAL RESPONSE, INCLUDING ATTACHMENTS, SHOULD NOT BE MORE THAN 5 PAGES IN LENGTH.

In no more than five (5) pages, please tell us about your organization, its accomplishments, and how it can help improve educational outcomes for students in low-performing schools across Indiana. Please be sure to include the information requested below.

- *Background*
 - Legal form of the respondent's business organization.
 - Organization name.
 - Organization address.
 - Organization contact person, contact email, and phone number.
 - Summarize your organization's mission and its direct connection to Indiana's plan for struggling schools.
- *Approach*
 - How will you differentiate your services to meet the unique needs of districts and schools in Indiana specifically on-site implementation of successful school improvement strategies for low-performing schools?
 - Describe your experience working with other third-party providers to support collaborative district and school improvement efforts.
- *Evidence of Track Record of Student and School Outcomes*
 - Illustrate your organization's track record in Indiana school with whom you partnered, improving schools and/or increasing outcomes for targeted student groups.
 - Describe the evidentiary threshold (Table 1) met by your organization's service(s), citing at least one study with a statistically significant positive effect on student outcomes.
 - **It is the respondent's responsibility to describe at least one study with a statistically significant positive effect on student outcomes for each of the services that they are proposing.**
 - Respondents can utilize multiple resources to help them determine if an intervention, strategy, or activity meets the evidence requirements outlined in Table 1, based on rigorous studies from a reputable third-party evaluator.
 - What Works Clearinghouse: <http://ies.ed.gov/ncee/wcc>
 - Institute of Education Sciences (IES) Resources: <http://ies.ed.gov>

- ERIC: <http://www.eric.ed.gov>
- JSTOR: <http://www.jstor.org/action/showAdvancedSearch>
- **The Indiana Department of Education will not accept a response that does not meet these evidentiary requirements as defined by the Every Student Succeeds Act (ESSA)**

Table 1: Evidence-Based Interventions as Defined by ESSA

<u>Evidence Level</u>	<u>Evidentiary Threshold</u>
Strong Evidence	Based on at least one (1) well-designed and well-implemented experimental study.
Moderate Evidence	Based on at least one (1) well-designed and well-implemented quasi-experimental study.
Promising Evidence	Based on at least one (1) well-designed and well-implemented correlational study with statistical controls for selection bias.

- *References*
 - Include a list of at least three (3) clients for whom the respondent has provided services that are the same or similar to the services requested in this RFI.
 - Information provided should include the name, title, organization, and phone number of a person who may be contacted for further information.
- *School Improvement Summit Attendance*
 - If invited, are you able to attend our school improvement summit on March 10, 2020 in Indianapolis?
 - Which individuals from your organization would attend?
 - Please provide individual email addresses for those who will need logistic information if invited to the summit.

If you would like to provide a response to this RFI for the IDOE, you must provide your response to the State as shown in the RFI Timeline and Response Submission section below in 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:

Activity	Date
Issuance of RFI	November 27, 2019
Deadline to Submit Written Questions (3:00PM Eastern Time)	December 16, 2019 by 3:00 PM EST
Response to Written Questions/RFI Amendments	December 20, 2019
Due Date for Submissions	January 21, 2020 by 3:00 PM EST
Invitation Notification	February 24, 2020

QUESTION AND INQUIRY PROCESS

All questions/inquiries regarding this RFI must be submitted in writing by the deadline of **3:00 p.m. Eastern Time** on **December 16, 2019**. Questions/Inquiries should be submitted using Q&A Template (See RFI Attachments), via email to SteNelson@idoa.in.gov and must be received by the time and date indicated above. The email subject line should contain the following phrase:

“REQUEST FOR INFORMATION 20-54, DOE, WRITTEN QUESTIONS.”

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 (<http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>) by **December 20, 2019**. 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 Stephanie Nelson, Senior Account Manager, at the Indiana Department of Administration, 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.

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. However, any proprietary information can be kept confidential as long as it is marked clearly in your proposal submission as "CONFIDENTIAL MATERIAL". Confidential Information must be clearly marked in a separate folder/file. It is the responsibility of the Respondent to ensure that all confidential information is easily identifiable to ensure it is not released as non-confidential material.

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.* (see above).

Provide 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.

RESPONSE SUBMISSION INSTRUCTIONS

Technical assistance partners interested in providing information to IDOA should submit responses via email to Stephanie Nelson at SteNelson@idoa.in.gov. All responses must be received no later than **January 21, 2020 by 3:00PM ET**. The subject line of the email submission must clearly state the following:

“RESPONSE TO REQUEST FOR INFORMATION 20-054”

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

No more than one proposal per Respondent may be submitted.

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