**RFP 22-71500 High Ability Coordinator Gifted Programming Certificate**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

* + 1. **General Requirements and Definitions**
       1. Please describe in detail your company’s proposed account management team structure. Please include staff qualifications, background and resume including the services each individual or group will perform.

| The project will be primarily managed by two members of our team at the ECESC. The Executive Director, Katie Lash, will supervise the fiscal, legal/compliance and management aspects of the project. Mrs. Lash holds an Ed.S. degree and works closely with superintendents across the state. These relationships and experience will be an asset to the outcome of the project.  An Instructional Specialist, Mandi Isaacs, will lead the content and professional services associated with the project. Her organization and systems building will execute the project efficiently. Her personal background in high ability, relationship building with participants and experience with Ball State University makes her an ideal leader for the coordination.  Furthermore, our project plan allows for involvement by other Instructional Specialists on staff and also with various partners in similar roles across the state. If awarded, Mrs. Isaacs will lead coordination tagging in teammates and a network that fits the specified needs of the project to ensure the best possible outcome. |
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* + - 1. Please describe how communication will be handled between the Institute of Higher Education, the Local Educational Agency’s Point of Contract, the participant, and the IDOE?

| Due to the nature of our agency structure, many versions of these systems are already in place. Furthermore, from other projects, we have experience in coordinating teacher participants and higher education partners.  In this proposal we will act as a liaison among those parties. Teachers will communicate with Mrs. Isaacs as she can support the onboarding process. By collaboration and existing relationship with the listed higher education partner, Mrs. Isaacs will ensure that process will abide by the institution’s procedures and will streamline this communication.  Mrs. Isaacs will schedule regularly held updates with IDOE to ensure progress and deliverables are met. |
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* + - 1. Please describe the process that will be used to process payments (including all fees, books, and tuition) to the Institute of Higher Education.

| Our agency, again, has experience in this process and we employ a full-time treasurer. We also are an ideal ESC as we function as an interlocal/LEA independent of school districts and this allows us to be expedient in process. The system in place will be adjustable, if awarded, to best fit the IDOE vision. For example, we could pay the bursar directly for all fees on behalf of the educators. However, we also recognize that there is value in asking the educators to pay portions of the cost and file reimbursements themselves to create commitment to the program. We can facilitate either strategy. It should be noted, however, that we will need to ensure that an invoicing structure allows for these costs to be aware of cash flow. |
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* + - 1. Please describe the process that will be used to process the stipends earned by participants upon completion of specified task requirements.

| A role of the ECESC will be to create a system to evaluate completion. Additionally, much planning will go into communicating this process with teacher participants up front and ensuring accurate record keeping to provide to IDOE as requested. Upon completion of the requirement, the ECESC can file a 1099 with the teachers as a contracted role to pay the stipends. |
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* + - 1. Please clarify how your company is able to facilitate in-person and virtual professional development.

| At their core, ESCs are known by educators as a place to receive professional development. Due to this reputation, we are an exemplary candidate to execute this work. Furthermore, it would be the intention of the ECESC and this project as a whole to coordinate with our networks for representation in other parts of the state. We have colleagues across the state excited to support IDOE work.  ESCs all have infrastructure in place for in person PD. Also, we have been working with schools regularly with Zoom sessions to offer more frequent and personalized doses of virtual PD.  Furthermore, with the IN Learning Partnership, ESC content can be shared to support IDOE work on the IN Learning Lab as an option. In addition, we have internal capabilities to store and share recorded content. |
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* + - 1. Please describe the clerical process that will be used to maintain records of participant task completion.

| The ECESC will use our experiences with similar projects to create a record keeping tracker to be shared among stakeholders. We have the ability and are accustomed to creating systems to support differing projects. With this experience, part of our work that we would be paid for is creating that model to support IDOE and BSU goals appropriately.  That being said, our current models have proven success with the use of Google forms and sheets strategically organized to involve the correct parties. Internally, we can use those documents to project manage when stipend and payments need to be processed from our treasury. |
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* + - 1. Please describe how your company will communicate the progress of the project with the IDOE including a timeline indicating frequency of communication and updates.

| The ECESC will generate written reports no less than quarterly for the IDOE on progress. Furthermore, we will set recurring monthly Zoom meetings to establish relationships and ensure shared vision. Initially, we anticipate those meetings will be more frequent to ensure we are executing collaboratively from the start. |
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* + - 1. Who would be the point of contact for your company, and what is the standard process for problem resolution, including standard response times?

| The main point of contact for project implementation will be Mandi Isaacs. Mandi will be the first to troubleshoot any problems that could arise. We also have additional Instructional Specialists and staff that will be updated on the project to provide support for any problems that arise. We would communicate any of these concerns with IDOE to keep them informed yet not burdened.  We regularly respond to any inquiry within 48 hours (with consideration of holidays and vacations). A point of contact within our office will be provided to be available at all times for any emergency situation. |
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* + - 1. What is the escalation process and who would be the point of contact if the standard resolution process cannot resolve an issue?

| If a problem escalates, the Executive Director, Katie Lash, will be supervising the agency outcomes and would support Mrs. Isaacs and the team in problem resolution that needs extra intervention. |
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