



# STATE OF INDIANA

**REQUEST FOR INFORMATION 23-75378**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**ON BEHALF OF THE  
Indiana Department of Education (IDOE)**

**SOLICITATION FOR:  
Title II A Related Support Providers**

**Response Due Date and Time:**

**May 31, 2023 @ 3:00 PM ET**

Robert Cohen, Procurement Specialist  
[rcohen@idoa.in.gov](mailto:rcohen@idoa.in.gov)  
Indiana Department of Administration  
Procurement Division  
402 W. Washington St., Room W468  
Indianapolis, Indiana 46204

## **TABLE OF CONTENTS**

INTRODUCTION.....	3
BACKGROUND AND OBJECTIVE OF THE RFI .....	3
RESPONSE FORMAT AND ATTACHMENTS.....	3
RFI TIMELINE .....	4
QUESTION / INQUIRY PROCESS .....	4
CLARIFICATIONS AND DISCUSSIONS .....	4
CONFIDENTIALITY.....	5
RESPONSE SUBMISSION INSTRUCTIONS .....	5

# REQUEST FOR INFORMATION 23-75378

## 1.1 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 the Title II A Related Support Providers.

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 Indiana Department of Education seeks to identify expert technical assistance partners, locally and across the country, to work on-site and virtually with eligible district and school leaders to provide highly effective, evidence-based support to districts and schools that will support teachers, principals, and other school leaders in their work to improve the overall quality of instruction and ensure equity of educational opportunity for all students. This list of partners will exist as part of a toolkit designed to help LEAs make the greatest impact with Title IIA funds. These technical assistance partners may provide a range of on-site and virtual supports to schools aligned with one or more of the following:

Respondents to the RFI will provide a service that aligns with the [Indiana Department of Education's Strategic Priorities](#); specifically Educator, Talent, Quality, and Value. Potential categories may align to the solutions below:

1. **Novice Teacher and Principal Induction and Mentorship:** Establish and support high quality educator induction and mentorship programs that where possible are evidence-based and are designed to improve classroom instruction and student learning and achievement and increase the retention of effective teachers, principals, or other school leaders.
2. **Meaningful Evaluation and Support:** Establish and continuously improve human capital management systems, including educator evaluation and support systems.
3. **Strong Teacher Leadership:** Create sustainable teacher career paths that give teachers the opportunity to exercise increased responsibility and to grow professionally, while keeping effective teachers in the classroom.
4. **Supporting a Diverse Educator Workforce Across the Career Continuum:** Improve the recruitment, placement, support, and retention of high-quality educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations.

Responses are welcome from a range of entities; however, the organization must be registered through SAM.gov and be eligible to receive federal funding. These organizations must be willing to partner with local districts and schools to co-construct and execute initiatives aligned to one or more of the three priorities.

## **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. **THE TOTAL RESPONSE SHOULD NOT BE MORE THAN [5] PAGES IN LENGTH.**

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

### **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	May 10, 2023
Deadline to Submit Written Questions (3:00PM Eastern Time)	May 17, 2023
Response to Written Questions/RFI Amendments	May 24, 2023
Due Date for Submissions (3:00PM Eastern Time)	May 31, 2023

### **QUESTION / INQUIRY PROCESS**

All questions/inquiries in regards to RFI 23-75378 must be submitted in writing via email using **Attachment A**, Questions and Answers Template, by the deadline of **May 17, 2023 by 3:00PM ET** to Robert Cohen at [rcohen@idoa.in.gov](mailto:rcohen@idoa.in.gov). The email subject line should contain the following phrase:

**“REQUEST FOR INFORMATION 23-75378, QUESTIONS 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 Robert Cohen is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member.** 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 Robert Cohen at [rcohen@idoa.in.gov](mailto:rcohen@idoa.in.gov). All responses must be received no later than **May 31, 2023, by 3:00PM ET**. The subject line of the email submission must clearly state the following:

**"RESPONSE TO REQUEST FOR INFORMATION 23-75378"**

Templates outlined in this document should be returned in their native file format.

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