

REQUEST FOR QUALIFICATIONS

Application for Independent Education Contractors

State Education Resource Center (SERC): Middletown

Responses Due: Please see RFQ Timeline for details



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Request for Qualifications (RFQ)

Overview of the Request

The State Education Resource Center (SERC) is a provider of professional learning to educators statewide. At times, the demand for services exceeds the capacity of the number of SERC employees. SERC is releasing this RFQ to provide the agency with a pool of individuals who are available to meet the demand for professional learning services in schools and communities across the state.

SERC: Background Information

SERC was established 50 years ago as a “focal point of action and communication for special education personnel from throughout the state” of Connecticut (CT State Department of Education newsletter, October 1969). We have served local school districts, state-level policy makers, families, community agencies, and other stakeholders by facilitating professional learning, including technical assistance and training; providing resources, in part through a centralized library; and leading a range of other activities and supports over our five decades in operation.

As we evolved, SERC was statutorily tasked to serve the CT State Board of Education and led the ongoing effort to integrate special and general education, historically divided systems, into a unified approach to education that promotes equitable policies, culturally relevant practices, and accessible structures that develop successful learning communities within schools. We became a state quasi-public agency in 2014, recognizing our unique position to work closely with communities across Connecticut.

All of the agency’s efforts are designed to address educational equity and opportunity gaps. SERC’s consultants and staff, in collaboration with our partners, build the capacity of educators, service providers, and families to meet the diverse needs of our student population.

SERC recognizes that to be effective in facilitating change that is systemic, effective, and enduring, all stakeholders must be included in the change process. Through partnerships with us, education systems shape their own transformation while SERC facilitates the process and customizes application of research and new thinking. SERC maintains many ongoing, years-long relationships with local education agencies and offers continued support to foster and sustain systemic change.

Through this work, SERC is committed to its vision of equity, excellence, and education.

RFQ Timeline

RFQ Release Date on the SERC website at www.ctserc.org and BizNet	August 1, 2019
Receipt of questions	All inquiries related to this RFQ should be submitted via email to rfq@ctserc.org by 4:00 pm on August 15, 2019
Answers to questions will be posted as an Addendum on the SERC website and on BizNet	Questions will be answered by 4:00 pm on August 29, 2019
Response due date	RFQ responses are due by September 16, 2019
Initial Decision	Written communication by September 30, 2019

During the period from the posting of this Request for Qualifications and until a contract is awarded, you shall not contact any employee of SERC for additional information except in writing directed to rfq@ctserc.org. It is your responsibility to check for updated information online.

Scope of Work

In anticipation of future grant awards and contracts for services, SERC is seeking qualified individuals to provide professional learning services as an independent contractor on an as-needed basis. Since the total volume of future work cannot be pre-determined, multiple responders may receive contracts as the result of this RFQ. No contract award will guarantee additional work beyond the current agreement. Prior to commencement of work on any project, one or more awarded individuals may be asked to submit project-specific plans, including, but not limited to, the proposed number of hours for completion, an event outline, and materials intended for use. SERC will reserve the right to award projects in any manner deemed to be in its own best interest.

SERC seeks to contract with an Education Consultant with the knowledge and experience to deliver professional learning services on topics generally covered by SERC, including:

- Assistive Technology
- Autism
- Classroom management
- Co-teaching
- Curriculum Development
- Differentiated Instruction
- Educational Leadership – 092 Certification
- Family Engagement and Community Partnerships
- Literacy
- Multi-tiered Systems of Support (MTSS)
- Numeracy
- Positive Behavioral Interventions and Supports (PBIS)
- SLD/Dyslexia
- Special Education Administration
- Speech/Language Pathology
- Transition Planning

Required Capacity and Expertise:

Successful responders will demonstrate the capacity to implement the following:

- Designing and implementing training and technical assistance materials in one or more requested areas
- Effectively collaborating with all key stakeholders in the process
- Partnering to develop engaging and interactive presentations that can be adapted for various participants

***Independent Education Contractors must have their own reliable transportation and are expected to secure and ensure access to equipment for presentations. SERC will not provide laptops, projectors, screens or any other such equipment for training or technical assistance events.**

SERC anticipates that the successful responder(s) will provide services that will include, but not be limited to, the following:

1. Coordinating specific professional learning goals with a school or district
2. Delivering professional learning on agreed-upon topics that meets or exceeds industry standards and demonstrates knowledge of current research in said topics
3. Cooperating with the submission of SERC’s evaluations regarding the professional learning delivered

Response Requirements

In order to gauge a responder's experience and capacity to implement the skills as outlined in the scope of work, each response should include the following:

1. **Cover Page** *with signature [Complete Section A of web form]*
2. **Education Philosophy** [please limit to 1 page and upload in portable document format (PDF)]:

Clearly and succinctly describe your model or philosophy of education. This should include:

- a. Your understanding of Adult Learning Theory
- b. Your views on the intersectionality of racial identity and student learning
- c. Your familiarity with presentation tools and level of computer literacy

3. **Content Knowledge and Experience** [please limit to 1 page and upload in portable document format (PDF)]:

Include a short biography of the responder and curriculum vitae detailing education and relevant experience.

4. **Estimated Budget and Details** [upload in portable document format (PDF)]

For the purpose of this RFQ, please submit a budget limited to per-diem costs or parts thereof.

Submission Requirements

RFQs will be accepted online only through September 16, 2019. All applications must be **double-spaced**, size 12 font. Kindly submit one application per content area.

Review and Selection Process

A selection committee will review and score all responses. The following information will be considered as part of the selection process and is listed in order of relative importance in addition to the requirements, terms, and conditions identified throughout this RFQ Document. Please note that the RFQ is not a binding agreement to purchase goods or services. Responses to an RFQ are assessed in light of the qualification review criteria.

Selection Criteria:

- A. Proven capacity to deliver the project requirements
- B. Qualifications and years of experience
- C. Commitment to equity
- D. Reasonable cost

Selection Process:

As this RFQ is being used for pre-selection purposes, responders who meet the criteria will be shortlisted. Shortlisted responders will be invited to a follow-up panel interview with SERC staff that will include a brief presentation by the responder.

Conflict of Interest

A conflict of interest exists whenever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence, and also includes a perceived conflict in which someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of his or her job responsibilities, or gains any advantage by virtue of his/her position with SERC. Conflicts of interest may be real, potential, or perceived.

The respondent should disclose conflicts of interest, in writing, to the review committee, which will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict.

Freedom of Information

SERC is a quasi-public entity and its records, including responses to this RFQ, are public records. See Conn. Gen. Stat. §§1-200, et seq., and especially §1-210(b)(24). Due regard will be given to the protection of proprietary or confidential information contained in all responses received. Conn. Gen. Stat. §1-210(b)(5). However, all materials associated with this RFQ are subject to the terms of the Connecticut Freedom of Information Act (“FOIA”) and all applicable rules, regulations, and administrative decisions. If a responder is interested in preserving the confidentiality of any part of his or her response, it will not be sufficient merely to state generally that the response is proprietary or confidential in nature and not, therefore, subject to release to third parties. Instead, those particular sentences, paragraphs, pages, or sections that the responder believes to be exempt from disclosure under FOIA must be specifically identified as such. A convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of FOIA must accompany the response. The rationale and explanation must be stated in terms of the reasons the materials are legally exempt from release pursuant to FOIA. Individuals should not require that their entire response, nor the majority of the response, be confidential. Any submitted response, once execution of a contract is complete, and any completed contract will be considered public information. SERC has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall SERC have any liability for the disclosure of any documents or information in its possession which SERC believes are required to be disclosed pursuant to FOIA or other requirements of law.