

**Maryland State Department of Education
RFQ #R00R820050
Request for Consultant Services**

Issue Date: September 21, 2007

Title: Consultant to coordinate the Maryland State Department of Education (MSDE), Division of Special Education/Early Intervention Services' (DSE/EIS) Part B grants funded through federal discretionary funds (IDEA, PL 108 -446) to college/universities with special education undergraduate and/or graduate programs.

Specifications:

Purpose:

The purpose of this bid proposal is to acquire the service of a consultant to coordinate MSDE, DSE/EIS Part B grants funded through federal discretionary funds (IDEA, PL 108-446) to Maryland college/universities with special education undergraduate and/or graduate programs. The consultant will oversee the development and implementation of these grants including grant approval and monitoring, Institutions of Higher Education (IHEs) on-site monitoring, and grant evaluation. Also, the consultant will coordinate quarterly meetings with representatives from Maryland colleges/universities with special education undergraduate and/or graduate programs.

Background:

Through MSDE, DSE/EIS, Maryland college/universities with special education undergraduate and/or graduate programs are offered the opportunity to develop and implement grants to assist them in meeting State initiatives, including but not limited to, developing new IHE special education programs, developing PRAXIS preparation programs, implementing IHE co-teaching opportunities, assisting local school systems with tutorial services, and developing online courses. Also, the MSDE, DSE/EIS staff, including Maryland State Improvement Grant (MSIG) staff, meets quarterly with representatives from Maryland college/universities with special education undergraduate and/or graduate programs to share pertinent/requested State and federal updates and initiatives.

Nature of Work:

The selected consultant shall:

- Develop and implement a series of four meetings with representatives from Maryland college/universities with special education undergraduate and/or graduate programs that shall include:
 - ❖ Developing agendas that include the meeting's outcomes and sign-in sheets;
 - ❖ Arranging for speakers as appropriate;

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- ❖ Confirming location and meeting times;
- ❖ Sending out invitations; and
- ❖ Completing meeting evaluations.
- Coordinate approved Part B grants with Maryland college/universities with special education undergraduate and/or graduate programs that shall include:
 - ❖ Developing grant formats and review criteria;
 - ❖ Drafting grant approval letters and grant award notification letters;
 - ❖ Visiting grant sites to monitor the progress of grant implementation;
 - ❖ Reviewing and approving grant progress reports and financial reports;
 - ❖ Completing an overall evaluation of all grants; and
 - ❖ Providing any requested data/evaluation information to the MSIG Evaluation Team.
- Assist in the piloting and revising of the Stages of Professional Development resource that shall include:
 - ❖ Facilitating the resource revision meetings;
 - ❖ Confirming meeting locations and times;
 - ❖ Working with the committee to develop revisions for the resource; and
 - ❖ Developing a draft PowerPoint presentation for approval to share at various appropriate venues regarding the Stages of Professional Development resource.
- When requested, represent the MSDE, DSE/EIS at national conferences such as: Council for Exceptional Children (CEC) and Center for Teacher Quality/ Interstate New Teachers Assessment and Support Consortium (CTQ/INTASC).
 - ❖ Complete conference evaluation summaries

A summative evaluation report shall be submitted by August 11, 2008 to Sharon West, Section Chief, MSIG Director, Division of Special Education/Early Intervention Services.

Offeror Qualifications:

A. Essential Requirements:

- o Knowledge of special education, general education, and professional development in special education and related areas.
- o Knowledge and documented experience teaching in an undergraduate or graduate special education program on the college/university level.
- o Knowledge of State and federal special education legal requirements.
- o Possess appropriate verbal and written communication skills.

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B. Education Requirements:

- o Master's Degree in Special Education or related area.
- o At least five successful years teaching experience in special education.

Multiple Consultants:

The MSDE reserves the right to award contracts to multiple consultants for the services and materials required in this RFQ.

Term Of Contract:

Contract shall begin on **October 29, 2007** and terminate on **August 31, 2008**.

Submission: The Offeror must submit a letter of interest, resume that demonstrates the required qualifications for the project manager, and bid form **Exhibit A** to provide the service detailed in the Nature of Work. The submission must be received by the submission due date.

Most Favorable Bid Price:

The State reserves the right to award the contract to the responsive and responsible bidder submitting the most favorable bid price for providing the goods and services, as specified in this RFQ.

Submission Due Date:

The interested individuals must submit a resume, letter of interest, and bid form (Exhibit A) by 2:00 p.m. on October 15, 2007. Please submit one original (1), which shall be identified as such, and two (2) copies to:

Alan Delman
Maryland State Department of Education
200 West Baltimore Street, Rm. 219
Baltimore, Maryland 21201

- **Late bids shall not be accepted**

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Shipping Instructions:

1. When shipping the bids to MSDE by courier, please use the address as follows:

**ATTN: Receiving and Shipping Department
Mail Room – C/O Alan Delman
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201**

2. When hand delivered please use the 6 North Liberty St. entrance of the building with the packages marked as follows:

ATTN: Mail Room – C/O Alan Delman

- **Bids submitted shall be identified with the RFQ Number R00R820050, Title, and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

Note: Please refer to RFQ #R00R820050 when contacting Alan Delman.

Contact Person:

Questions should be addressed to Alan Delman by 2:00 P.M., September 28, 2007 at the following:

adelman@msde.state.md.us

- **All communications pertaining to this RFQ shall be addressed to Alan Delman by e-mail only.**

Note: All responses to questions submitted if any, shall only be posted on “**emarylandmarketplace**” as **Addendum #1** after the due date of questions are received. I suggest you register with “emarylandmarketplace” at “no charge” to access the addendums. Just click register and then follow the screens. There maybe other opportunities from other State agencies out there. There will be no mailings of the Addendums. The link to “emarylandmarketplace” to register is as follows:

<https://ebidmarketplace.com/>

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EXHIBIT A

BID FORM

DELIVERABLES	Total Cost
• Develop and implement a series of four meetings with representatives from Maryland college/universities with special education undergraduate and/or graduate programs that shall include: ❖ Developing agendas that include the meeting's outcomes and sign-in sheets; ❖ Arranging for speakers as appropriate; ❖ Confirming location and meeting times; ❖ Sending out invitations; and ❖ Completing meeting evaluations.	\$
• Coordinate approved Part B grants with Maryland college/universities with special education undergraduate and/or graduate programs that shall include: ❖ Developing grant formats and review criteria; ❖ Drafting grant approval letters and grant award notification letters; ❖ Visiting grant sites to monitor the progress of grant implementation; ❖ Reviewing and approving grant progress reports and financial reports; ❖ Completing an overall evaluation of all grants; and ❖ Providing any requested data/evaluation information to the MSIG Evaluation Team.	\$
• Assist in the piloting and revising of the Stages of Professional Development resource that shall include: ❖ Facilitating the resource revision meetings; ❖ Confirming meeting locations and times; ❖ Working with the committee to develop revisions for the resource; and ❖ Developing a draft PowerPoint presentation for approval to share at various appropriate venues regarding the Stages of Professional Development resource.	\$

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When requested, represent the MSDE, DSE/EIS at national conferences such as: Council for Exceptional Children (CEC) and Center for Teacher Quality/ Interstate New Teachers Assessment and Support Consortium (CTQ/INTASC). ❖ Complete conference evaluation summaries	\$
*TOTAL COST	\$

*Submit this Exhibit A and all supportive itemized costs, a letter of interest and a resume. Submit one (1) original, which shall be identified as such, and two (2) copies.

- **Exhibit A: shall include all costs incurred, both direct and indirect, in delivering a product or service, which includes but not limited to travel, lodging, and food, etc.**
- **Bids submitted shall be identified with the RFQ Number R00R820050, Title, and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

VENDOR'S NAME: _____
PRINT

VENDOR'S ADDRESS: _____

CityStateZip

VENDOR'S FEDERAL ID or SS # _____

NAME OF AUTHORIZED: _____
PRINT

SIGNATURE: _____

TITLE: _____

MINORITY BUSINESS ENTERPRISE: YES____ **NO**____

IF YES: MARYLAND STATE CERTIFICATION #_____

TELEPHONE NO: _____ **DATE:** _____

E-MAIL ADDRESS: _____