

Maryland State Department of Education
RFQ #R00R820081
Request for Consultant Services

Issue Date: November 16, 2007

Title: Consultant to proofread, edit, and/or format/graphic layout of several technical documents produced by the Maryland State Department of Education (MSDE)/ Division of Special Education/Early Intervention Services.

Specifications:

Purpose:

The purpose of this bid proposal is to acquire the services of an editor to proofread, Edit, and/or format/graphic layout of several technical documents produced by the Maryland State Department of Education (MSDE)/ Division of Special Education/Early Intervention Services (DSE/EIS) including but not limited to *A Tiered Instructional Approach to Support Achievement for All Students: Maryland's Response to Intervention Framework (2007)*, *Performance Assessments: A Resource For Elementary Education Teacher Educators in Maryland (2007)*, the MSDE Occupational and Physical Therapy (OT/PT) Steering Committee, and Speech Language Pathologists (SLP) Steering Committee Guidance Documents.

Background:

A Tiered Instructional Approach to Support Achievement for All Students: Maryland's Response to Intervention Framework (2007) has been developed to provide guidance for establishing a tiered instructional approach to support the achievement of all students, in particular those students not demonstrating grade level mastery. Embedded within this approach is a nationally recognized process for implementing instruction with fidelity, based upon a student's response to scientific, research-based instructional programs and interventions. This strategic framework includes screening of all students, identifying specific learner needs, providing appropriate instruction aligned with identified needs and closely monitoring student progress to determine the need for instructional adjustments. This document is approximately 80 pages and needs additional formatting/graphic layout for a print-ready document.

Performance Assessments: A Resource for Elementary Education Teacher Educators in Maryland (2007) has been developed to provide elementary education teacher educators with sample performance assessments to evaluate preservice elementary educators' skill attainment when providing instruction to students with disabilities. The sample performance assessments have been designed to be consistent with the Interstate New Teacher Assessment and Support Consortium (INTASC) and aligned with the Council for Exceptional Children (CEC) Special Education Content Standards; National Council for the Accreditation of Teacher Education (NCATE) Standards; the Association for Childhood Education International (ACEI) Standards; the MSDE Essential Dimensions

Maryland State Department of Education
RFQ #R00R820081
Request for Consultant Services

of Teaching Standards (EDoTs); and the Maryland Teacher Technology Standards (MTTS). This document is approximately 200 pages.

MSDE OT/PT Steering Committee and SLP Steering Committee Guidance Documents (2007). These documents are currently being developed by the statewide steering committees for school-based occupational and physical therapists and speech language pathologists. The role of OT/PT and SLP therapist in school-based programs differs significantly from those who work in clinical/medical settings. Guidance being developed relates to the specific roles of these therapists in school-based settings and to develop consistency across the state regarding the identification of students who require these services and the variety of ways services can be provided to students with disabilities in school settings. These documents will be used as a resource by Local School Systems (LSS) and Early Intervention Programs. These documents for future work may be approximately 100 pages each.

Nature of Work:

The selected editor(s) in consultation with MSDE staff shall proofread, edit and/or format/graphic layout documents produced by MSDE, DSE/EIS, including but not limited to: *A Tiered Instructional Approach to Support Achievement for All Students: Maryland's Response to Intervention Framework (2007)*, *Performance Assessments: A Resource for Elementary Education Teacher Educators in Maryland (2007)*, and the *MSDE OT/PT Steering Committee and SLP Steering Committee Guidance Documents*.

Offeror Qualifications:

- A. Essential Requirements:** The consultant shall have knowledge of Standard English Usage in writing and editing documents. Additionally, the consultant shall have the following knowledge and skills:
1. Thorough knowledge of standard English grammar, punctuation, and diction;
 2. Advanced knowledge of writing style;
 3. Thorough familiarity with specialized education vocabulary/terminology;
 4. Excellent writing skills and spelling ability;
 5. Thorough knowledge of APA bibliography format and correct citations throughout a document;
 6. Knowledge of standard editing methods and practices;
 7. Demonstrated ability to ensure consistency of style and information within a document;
 8. Demonstrated skills in writing original material and in synthesizing, organizing, rewriting, refining, formatting, and editing rough-draft material while maintaining the integrity of the ideas and intent of language;
 9. Knowledge of establishing document format/graphic layout and perform all editorial duties necessary to prepare various documents for publication;
 10. Advanced knowledge of text-publishing methods and practices and use effective publication design for target audience and other stakeholders;

Maryland State Department of Education
RFQ #R00R820081
Request for Consultant Services

11. Advanced knowledge of publication standards and procedures and public information concepts;
12. Thorough understanding of and ability to use word-processing software including Microsoft Word and other computer/publishing applications;
13. Excellent proofreading skills; and
14. The ability to provide MSDE with a “print ready” document.

B. Education Requirements:

1. Master’s Degree in English, English Education, Special Education, Journalism, Communications/Publication Design, or a related field; and
2. Documented experience proofreading and editing technical or educational materials. Documentation of qualifications, including, but not limited to three years of successful experience in the development and production of similar documents.

Partial/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 January 2, 2008 and terminate on December 30, 2008.

Submission:

The Offeror must submit a letter of interest, resume that demonstrates the required qualifications for the editing position, sample of work previously produced, 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, sample of work previously produced, and bid form (Exhibit A) no later than 2:00 p.m. on December 19, 2007. Please submit one original (1), which shall be identified as such, and two (2) copies to:

**Maryland State Department of Education
RFQ #R00R820081
Request for Consultant Services**

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

- **Late Bids shall not be accepted.**

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 R00R820081, Title and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

Note: Please refer to RFQ #R00R820081 when contacting Alan Delman.

Contact Person:

Questions should be addressed to Alan Delman no later than 2:00 P.M., December 5, 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 may be 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/>

**Maryland State Department of Education
RFQ #R00R820081
Request for Consultant Services**

**EXHIBIT A
BID FORM**

DELIVERABLES	Total Cost
• Proofread and edit the <i>Performance Assessments: A Resource for Elementary Education Teacher Educators in Maryland (2007)</i>	\$
• Proofread and edit the <i>MSDE OT/PT Steering Committee Guidance Document (2007)</i>. And/Or • Formatting and graphic layout for print ready document	\$
• Proofread and edit the <i>MSDE SLP Steering Committee Guidance Document (2007)</i>. And/Or • Formatting and graphic layout for print ready document	\$
• Formatting and graphic layout for print ready document, <i>A Tiered Instructional Approach to Support Achievement for All Students: Maryland's Response to Intervention Framework (2007)</i>	\$
• If necessary, provide up to 40 hours or more of additional proofreading, editing, formatting, and/or graphic layout for any other documents that the Division of Special Education might need to be finalized.	\$
*TOTAL BID	\$

***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 is to include all costs incurred, both direct and indirect, in delivering a product or service, which includes, but is not limited to travel, lodging, food, etc.**
- **Bids submitted shall be identified with the RFQ Number R00R820081, Title, and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

VENDOR'S NAME: _____

Maryland State Department of Education
RFQ #R00R820081
Request for Consultant Services

PRINT

VENDOR'S ADDRESS: _____

City

State

Zip

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: _____