



STATE OF NORTH DAKOTA

Department of Public Instruction
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440
701-328-2272

Request For Information **RFI 201-2001-0103-68**

Issued: January 3, 2012

Title and Purpose of RFI:

Consulting Service to provide comprehensive research and possible revisions to support the current draft NDDPI preschool curriculum guide; to synthesize the indicators of the current alignment document into preschool benchmarks; and to develop an on-going assessment tool to be utilized by preschool personnel

Respondents Are Not Required To Return This Form.

Candice Tollefson, Procurement Officer

SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01 Purpose of the RFI

The purpose of this Request for Information is to obtain information for a possible future competitive solicitation.

The Department of Public Instruction, Office of Special Education and Title I (STATE) are soliciting information regarding Consulting services for the purpose to:

- Provide comprehensive research and possible revisions to support the current draft NDDPI preschool curriculum guide
- Synthesize the indicators of the current alignment document into preschool benchmarks
- Develop an on-going assessment tool to be utilized by preschool personnel

1.02 Response Instructions

Please submit your response to the following address at the location specified by **January 23, 2012 by 2:00 PM CT**. Responses may also be submitted by fax or email.

Department of Public Instruction
RFI 201-2001-0103-68 Consulting Services
600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Email: ctollefson@nd.gov
FAX: 701-328-0202

1.03 Assistance to Respondents With a Disability

Respondents with a disability needing accommodation should contact the procurement officer prior to the deadline for receipt of information so that reasonable accommodations can be made.

1.04 Questions

The procurement officer is the point of contact for this RFI. Please direct any questions to the procurement officer by the deadline.

DEADLINE FOR QUESTIONS: **January 11, 2012 by 2:00 PM CT**

PROCUREMENT OFFICER: Candice Tollefson
PHONE: 701-328-2272
FAX: 701-328-0202
TTY Users call: 1-800-366-6888 (Relay North Dakota)
E-MAIL: ctollefson@nd.gov

Two types of questions generally arise. One type of question may be answered by directing the questioner to a specific section of the RFI, and the procurement officer may answer these questions over the telephone. The other type of question may be more complex and may require a written amendment to the RFI. The procurement officer will make that decision.

1.05 Amendments to the RFI

If an amendment to this RFI is issued, it will be provided to all who were mailed a copy of the RFI and to those who have requested a copy of the RFI from the procurement officer.

1.06 Respondents Responsible for All Preparation Costs

Respondents are responsible for all costs associated with the preparation and submittal of their response to this Request for Information.

1.07 Registration as an Approved Bidder

Individuals and business entities interested in being placed on the North Dakota State Bidders List must become approved in accordance with N.D.C.C. § 54-44.4-09.

To become an approved bidder, respondents must: 1) be registered with the North Dakota Secretary of State (fees apply), and 2) submit a completed Bidders List Application to the ND State Procurement Office. Vendor Registry instructions and forms are available on-line at: <http://www.nd.gov/spo/vendor/registry/forms/bidlistvendor/index.html>. Contact the ND State Procurement Office at 701-328-2683 or infospo@nd.gov for assistance.

1.08 Disclosure of Information and Compliance with ND Open Records Laws

All information submitted become the property of the State and may be returned only at the State's option. All information, including detailed cost information, is subject to North Dakota open records law. Records are closed or confidential only if specifically stated in law.

Respondents may make a written request that trade secrets and other proprietary data contained in proposals be held confidential. Material considered confidential by the respondent must be clearly identified, and the respondent must include a brief statement that sets out the reasons for confidentiality. The procurement officer will respond to the offeror's request, in writing, with a written determination whether the information is an exception to the North Dakota open records law, and the information will be processed appropriately.

1.09 Cost Estimate

Any cost estimates requested are for budgeting purposes only.

1.10 State Procurement Online

This Request for Information has been posted on www.nd.gov/spo/. Please visit this website for State bidding opportunities.

SECTION TWO BACKGROUND INFORMATION

2.01 Background Information and Overview

The following background information is intended to help respondents understand the needs of the STATE.

The ND Department of Public Instruction, Office of Special Education and Title I (STATE) are requesting information for consulting services to:

- provide comprehensive research and possible revisions to support the current draft NDDPI preschool curriculum guide;
- synthesize the indicators of the current alignment document into preschool benchmarks and;
- develop an on-going assessment tool to be utilized by preschool personnel.

Due to the several STATE, Title I and Special Education early childhood statewide and federal initiatives, the STATE determined a need to gather input from ND Title I and Special Education professionals regarding preschool curriculum and assessment best practices and statewide needs in ND. STATE's Title I and Special Education goals were to:

- develop a common understanding of statewide and national requirements;
- review and establish current best practices regarding curriculum and assessment;
- review current statewide practices relating to requirements and best practices; and
- provide direction relating to appropriate guidance to ND school district.

To address the above mentioned goals, STATE pursued the development of two Projects:

1. The first Project involved the review and alignment of key documents currently utilized by ND Early Childhood professionals, i.e. the ND DHS North Dakota Early Learning Guidelines: Ages 3 through 5; the ND Early Childhood Outcomes Process: Age Expectation Developmental Milestones Quick Reference; the NDDPI Title I Kindergarten Reading and Math Standards; and the NDDPI Kindergarten Standards. After completing a systematic comparison of these and other ND early childhood documents, a supplement was developed to provide comprehensive guidance for early childhood professionals in the key areas relating to the aligned documents.
2. The second Project focused on research of current information as it relates to the question, "What are the critical components of a comprehensive early childhood curriculum?" This Project included the analyzing of current research focusing on the indicators of quality preschool curriculum materials. A final product resulting from this analysis was developed as guidance for preschool personnel focusing on:
 - A. the current research and best practices relative to preschool curriculum;
 - B. the critical components of a preschool curriculum; and
 - C. a set of criteria for guiding preschool personnel in making decisions on the selection of published or locally developed curriculum materials.

After the completion of these two Projects, a Curriculum and Alignment Committee was developed to determine the next steps.

SECTION THREE FORMAT AND CONTENT

3.01 Format and Content

The STATE encourages submittals to be concise and not lengthy. Responses to this Request for Information (RFI) should be prepared according to the following format:

- A. Introduction
- B. Requirements
- C. Scope Of Work
- D. Cost Estimate

A. Introduction

Submittals must include the complete name and address of respondents firm and the name, mailing address, email address and telephone number of the person the STATE can contact regarding the submittal. Submittals must be signed by a company officer empowered to bind the company.

B. Requirements

Respondents are asked to provide the following information:

- 1. Resume/Vitae
- 2. Previous experience in Early Childhood/special education
- 3. Experience in designing assessment tools for Early Childhood/special education
- 4. Cost Estimate

C. Scope of Work

State is seeking an experienced individual(s) or agency to:

- Provide comprehensive research and possible revisions to support the current draft NDDPI preschool curriculum guide
- Synthesize the indicators of the current alignment document into preschool benchmarks
- Develop an on-going assessment tool to be utilized by preschool personnel

D. Cost Estimate

Respondents are asked to provide estimated costs to help the STATE understand acquisition and on-going costs.

SECTION FOUR REQUEST FOR INFORMATION RESULTS

4.01 Request for Information Results

This Request for Information (RFI) is for research purposes only.

The STATE will review all responses received. Any questions about the results of the RFI should be directed to the Procurement Officer.

If the agency decides to issue a solicitation for the services outlined in this RFI, the procurement will be conducted in accordance with ND State Procurement laws, rules and guidelines.

Please visit www.nd.gov/spo/ to learn more about ND State Procurement.