

Maryland State Department of Education
RFQ #R00R920068
Request for Consultant Services

Issue Date: November 6, 2008

Title: Legislative Support for Maryland State Department of Education,
Division of Special Education/Early Intervention Services

Specifications:

Purpose:

The purpose of this bid proposal is to acquire the services of a consultant who will become the liaison between the Maryland State Department of Education (MSDE), Division of Special Education/ Early Intervention Services' (DSE/EIS) Assistant State Superintendent, MSDE Executive Director, Governmental Relations, and the Maryland Legislature from January through June. This consultant shall provide support to Division staff in preparing and developing comprehensive responses to legislative inquiries, coordinating the legislative process for interagency focused legislation and responses to interdepartmental initiatives.

Background:

The legislative liaison is an active participant in the legislative process at the MSDE. There is at least one liaison per Division. The individual serves as the liaison between the Executive Director of Governmental Relations and the Division's Assistant State Superintendent and represents the Division's interests and opinions in developing positions on pending legislation. This position ensures that legislative timelines and reporting requirements are met.

Nature of Work:

The consultant shall be able to provide support to the DSE/EIS staff in the preparation and development of comprehensive responses to all legislative inquiries, as well as coordinating the legislative process for interagency focused legislation. The consultant shall attend weekly liaison meetings January through April, review legislation, write testimony, testify in Annapolis, and attend hearings and briefings as requested by the Superintendent of Education and the Assistant Superintendent of the DSE/EIS.

Additionally, this consultant shall coordinate the legislative process for the MSDE, DSE/EIS for interagency focused hearings, bills, briefings, and information requests including the preparation of testimony, advance materials, talking points, and follow-up activities including developing and assisting staff with the development of legislatively required reports, writing reports, and ensuring that the reports are completed and submitted in compliance with determined time frames.

Finally, this consultant shall provide support to MSDE staff in preparing and developing responses to budget analyst's questions, legislative committee information requests, and providing background and material regarding interagency issues, including Children's Cabinet, the Autism Waiver, and the Pilot Program to Study and Improve Screening Practices for Autism Spectrum Disorder.

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Partial/Multiple Consultants:

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

Offeror Qualifications:

A. Essential Requirements:

- ◆ Working knowledge of the legislative process in Maryland;
- ◆ Understanding of the political process;
- ◆ Experience working as a liaison between the Maryland State Department of Education and the Maryland Legislature; and
- ◆ Working knowledge of Individuals with Disabilities Education Act (IDEA), No Child Left Behind (NCLB), Code of Maryland Regulations (COMAR), and Special Education.

B. Education Requirements:

- ◆ Undergraduate degree in Education.
- ◆ Master's Degree or its equivalent in Special Education or related field.

Term Of Contract:

Contract shall begin on January 5, 2009 and terminate on June 30, 2009.

Submission:

The Offeror must submit a letter of interest, a resume that demonstrates the required qualifications for the services required, 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.

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Submission Due Date:

The interested individuals must submit a resume, letter of interest, and bid form (Exhibit A) by 2:00 p.m. by December 8, 2008. 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, 1st Floor
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 Street 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 R00R920068, Title, and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**
- **Bids shall not be accepted without this information.**

Note: Please refer to RFQ #R00R920068 when contacting Alan Delman.

Contact Person:

Questions should be addressed to Alan Delman by 2:00 P.M., November 18, 2008 at the following:

adelman@msde.state.md.us

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

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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 follow the screens. There may be other opportunities from other State agencies out there. There shall be no mailing of the Addendums. The link to “emarylandmarketplace” to register is as follows:

<https://ebidmarketplace.com/>

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**EXHIBIT A
BID FORM**

DETAILED COST CATEGORY	Proposed # of Hours	Times	Cost per Hour	Total Cost
NATURE OF WORK		X	\$	\$
*TOTAL COST OF PROJECT				\$

Note: Exhibit A bid form shall not be altered.

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, food, etc.**
- **Bid submitted shall be identified with the RFQ Number R00R920068, Title and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

➤ Note: Bids shall not be accepted without this information

VENDOR'S NAME: _____

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 # _____

ARE YOU A REGISTERED SMALL BUSINESS: YES ____ NO ____

IF NO, REGISTER AT: sbadmin@dgs.state.md.us

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TELEPHONE NO: _____ DATE: _____

E-MAIL: _____