

**Oregon Association of Colleges for Teacher Education
Alumni and Employer Survey Program
Request for Proposals
Released: May 21, 2013**

The Oregon Association of Colleges for Teacher Education (OACTE) is seeking proposals from qualified individuals/firms to provide services to administer the 2013 Oregon Alumni and Employer Survey Program (OAESP). The purpose of this RFP is to obtain proposals for administering surveys of recent Oregon teacher preparation program completers, licensed teachers who recently entered the state, and current employers. The contractor who is awarded the contract is expected to meet all research, timeline, and other specifications described below.

Completed proposals must be received by July 1, 2013 at 5:00 pm PST.

Contractors should submit one proposal that includes administering both the alumni and employer surveys. OACTE will select the vendor that best meets the requirements described below and is in the best interest of the organization.

Proposals should be returned to:
Scott Fletcher
Dean, Graduate School of Education & Counseling
Lewis and Clark College
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For questions or further information please contact Scott Fletcher by email at the address above.

Program overview and goals

Last year, Oregon's Teacher Standards and Practices Commission (TSPC) conducted a pilot study of recent Oregon teacher education program alumni and their employers. Two surveys were administered, an Educator survey (Alumni) and an Employer survey. The surveys were delivered to 1,325 recently graduated teachers and 1,325 employers of those teachers. Two hundred ninety-five teachers and 476 employers completed surveys. Teachers represented graduates of 15 Oregon teacher preparation institutions. Employers who completed surveys represented teachers who had graduated from 17 Oregon teacher preparation institutions.

OACTE is seeking an individual or firm to create two new survey instruments, distribute these surveys electronically based on respondent lists supplied by TSPC, analyze the results, and distribute reports to participating institutions. The surveys will include a common set of questions and the option for each institution to add a limited set of institution-specific questions. The survey will include opportunities for open-ended responses. Two lists, one of recent Oregon teacher education program completers and licensed teachers recently entering the state, and another of their employers, will be provided for each survey. This information will come from the Teacher Standards and Practices Commission.

The new instruments may build on the pilot or may utilize items generated or obtained by the vendor. The items included should span the ten current InTASC Core Teaching Standards and

individual institutions should be able to disaggregate results in such a way as to clearly demonstrate the connection to these standards. The items themselves, however, are not required to utilize the language of specific terms used in the standards (or the recently issued learning progressions, though these may be helpful).

Administration of the survey will include the production of an aggregated final report for OACTE for all institutions (with no identifiable data for individual institutions) and a disaggregated report for each participating institution. Institution-specific reports will be available only to the participating institutions and will not be accessible by any other individual or group. No analysis of open-ended questions is required. Data reports should include each participating institution's raw data in a fixed format including responses to open-ended questions. We hope to achieve a 50% survey completion rate (for each institution and for the aggregate) for both the alumni and employer survey.

The goals of the program are to collect, analyze, and distribute data to evaluate candidate preparation, receive timely feedback from the professional community, and support program development.

Survey instruments and administration

The pilot survey instruments from 2011-12 will be provided by OACTE as background for creation of the new instruments. We expect the new instruments will remain largely closed-ended, with a few opportunities for open-ended questions. In addition, space for institution-specific questions (a maximum of 10) will be added to the survey.

Distribution of the alumni survey will include the graduates of Oregon teacher preparation program (who are currently employed in Oregon) and licensed teachers who entered the state during the year preceding the administration of the survey. We estimate the number of surveys in this group to be similar to the number of surveys in the pilot (~1500). Distribution of the employer survey will include all schools that employ at least one alumni or recently licensed teacher from another state. We estimate the number of surveys in this group to be about the same as the number of employers in the pilot (~1500). The Oregon Teacher Standards and Practices Commission (TSPC) will provide email addresses for survey recipients. Information on the timeline for distribution of the two surveys is given in the next section.

Timeline

The specific dates for administration given below are tentative and remain under consideration. It appears clear at this point, however, that the administration of the two surveys will occur at different times in the year.

- (1) July 1, 2013: Proposal deadline
- (2) July 31, 2013: Contract awarded
- (3) December 1, 2013: Final instruments approved
- (4) January 15, 2014: Email addresses for all participants delivered by TSPC
- (5) February 15, 2014: Surveys distributed to alumni and recently arrived teachers.
- (6) June 1, 2014: Survey results from alumni and recently arrived teachers available to OACTE and participating institutions.
- (7) July 1, 2014: Surveys distributed to schools that employ at least one alumni or recently arrived teacher in the survey.

- (8) August 15, 2014: Survey results from employers available to OACTE and participating institutions.
- (9) August 31, 2014: Report on the first year survey process and recommendations for the design of instrument and future administrations.

Budget

- (1) The expected budget range for the initial award is \$20,000-25,000.
- (2) A thirteen-month contract will be available for the first year of the project, with the potential for multi-year renewal contracts.
- (3) As indicated below, vendors are required to submit a proposal that includes a budget for the first year (which includes development of the instruments, as well as its administration) and for a second year (which includes adjustments to the instruments and their administration).

Tasks and Deliverables

- (1) The contractor will develop two survey instruments consistent with material provided in this RFP.
- (2) The contractor will co-facilitate one discussion session with members to guide revisions to each survey's questions.
- (3) OACTE will approve the instrument in its final form.
- (4) The contractor will distribute OACTE approved alumni and educator surveys to all addresses in TSPC provided database.
- (5) The contractor will monitor and provide notification of response rate to OACTE prior to the close of the survey so that adjustments, if needed, can be discussed and implemented. The contractor should be prepared to offer additional recommendations and service to improve the response rate if, at a given date, it is below the acceptable rate set forth in this RFP.
- (6) The contractor will provide aggregated findings to OACTE (see below).
- (7) The contractor will provide disaggregated data reports to each participating teacher preparation program (see below).
- (8) The contractor will provide a report on the first year of the implementation, with recommendations for improvement.

Reports

- (1) Aggregated annual reports to OACTE should include the following for each of the two surveys:
 - Total number of surveys sent out for all institutions
 - Total number of surveys completed for all institutions
 - Total number usable surveys for all institutions
 - Period survey was open
 - Frequency of all responses, basic descriptive and inferential (ANOVAS) statistics, when appropriate. No analyses of open-ended questions are required.
 - Include both MS Word and PDF formatted reports.
- (2) Disaggregated institutional reports (containing only that institutions data) should include the following for each of the two surveys:
 - Total number of surveys sent out for state and institution
 - Total number of surveys returned for state and institution (including those deemed incomplete)

- Period survey was open
- Specific program from which respondents' graduated
- Frequency of all responses, basic descriptive and inferential (ANOVAS) statistics, when appropriate. No analyses of open-ended questions are required.
- Raw data sets in fixed format.
- Include both MS Word and PDF formatted reports.

Proposal Components

All proposals must include:

- (1) Statement of researcher qualifications and experience.
- (2) Narrative description of how the researcher will carry out the project.
- (3) Recommendations from researcher about possible modifications in the project design and/or implementation that will facilitate meeting project goals.
- (4) Timeline for project.
- (5) Statement of provisions for data security and confidentiality, including compliance with FERPA and other relevant legal requirements.
- (6) If the applicant is associated in any way with an institution participating in the survey, clearly describe the independence of the applicant from the participating institution, including the legal provisions that preclude access to the data by any public or private individual, agency, or other entity, under any foreseeable circumstances, including litigation. Please provide contact information for legal counsel who is available to discuss and confirm these provisions, if necessary.
- (7) List of references, preferably from other postsecondary or not-for-profit organizations
- (8) Pricing
 - First year implementation of survey program (required)
 - Pricing for renewal (required), with multi-year options (optional)
 - Other services available to improve efficacy of instrument, increase response rate, improve usefulness of reporting, or overall program design (optional)

Evaluation Process

After determining that an offer satisfies the requirements stated in the Request for Proposals, submissions will be evaluated on the following criteria:

- (1) Quality of proposed services, based on appropriate technical expertise, completeness of description, and quality of presentation (50 points)
- (2) Experience and reliability (20 points)
- (3) Pricing (20 points)
- (4) Potential for long-term collaboration (10 points)

Contract period

This contract will run from August 1, 2013 through August 31, 2014. OACTE shall have the right, at its sole option, to renew the contract for a single year or multiple-year periods.