

**Maryland State Department of Education
RFQ #R00R820052
Request for Consultant Services**

Issue Date: September 21, 2007

Title: Consultant to facilitate the development and piloting of a series of secondary general education performance assessments to evaluate the competence of preservice general educators providing instruction to students with disabilities, and assist in the piloting, revising, and finalizing the previously developed Stages of Professional Development resource.

Specifications:

Purpose:

The purpose of this bid proposal is to acquire the services of a consultant to facilitate, pilot, revise, and finalize the development of a series of secondary general education performance assessments to evaluate the competence of preservice secondary general educators providing instruction to students with disabilities. This project addresses the recommendation of the Maryland State Department of Education's (MSDE) PreK-16 Workgroup. The consultant will work with a committee to write secondary performance assessments to be utilized by Institutions of Higher Education (IHEs) to prepare for State and National Council of Accreditation of Teacher Education (NCATE) approval.

Background:

Through the Maryland State Improvement Grants (MSIG), IHEs have been developing performance assessments to evaluate the competence of preservice teachers providing instruction to students with disabilities. In September 2003, *Performance Assessments: A Resource for Special Education Teacher Educators in Maryland* was written and published. This document, which is also available on the MSDE website, has a series of performance assessments that were developed based upon the Council for Exceptional Children (CEC) Special Education Content Standards that support the work of special education teacher educators. These performance assessments have assisted Maryland colleges and universities with special education programs in their preparation for State and NCATE approval.

More recently, *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 CEC Special Education Content Standards; NCATE Standards; the Association for Childhood Education International (ACEI) Standards; the MSDE

Maryland State Department of Education
RFQ #R00R820052
Request for Consultant Services

Essential Dimensions of Teaching Standards (EDoTs); and the Maryland Teacher Technology Standards (MTTS).

Beginning in September 2007 a Secondary Performance Assessment Committee will begin developing *Performance Assessments: A Resource for Secondary Education Teacher Educators in Maryland*. As with the two previous documents, this document will include a series of performance assessments in secondary teacher education programs emphasizing English, Algebra, Government, and Biology. INTASC model standards for general and special educators will be utilized in the development of this third document. These sample performance assessments will be developed using the content areas emphasized in the High School Assessments (HSA) as stated above. The consultant will facilitate this committee and compile the documents for MSDE publishing. All consultant fees and product development components will be funded by the MSIG.

Nature of Work:

The selected consultant in consultation with MSDE staff shall:

- Establish and/or work in collaboration with an established Secondary Performance Assessment Committee to facilitate, pilot, revise, and finalize the development of a series of secondary general education performance assessments to evaluate the competence of preservice general educators providing instruction to students with disabilities;
- Develop a schedule of meetings, invite committee members to attend meetings, develop agendas and sign-in sheets for each meeting, and take minutes of each meeting for submission to MSDE;
- Work with the committee to develop a format/framework for the secondary performance assessments;
- Create a “model” secondary performance assessment;
- Review, edit, and compile submitted performance assessments to MSDE;
- Pilot the performance assessments in the appropriate educational environments;
- Revise the performance assessments as appropriate based on feedback from the piloting process and submit the revisions to MSDE for final approval;
- Complete an evaluation report summarizing the process the committee used and the results of the performance assessment pilot; and
- Assist in the piloting, revising, and finalizing of the previously developed Stages of Professional Development resource.

Offeror Qualifications:

A. Essential Requirements:

- o Knowledge of special education, general education, and professional development in special education and related areas.

Maryland State Department of Education
RFQ #R00R820052
Request for Consultant Services

- o Knowledge of appropriate competencies needed by secondary content area general education teachers providing instruction to students with disabilities.
- o Knowledge and documented experience in providing workshops to secondary content area general education teachers instructing students with disabilities.
- o Possess appropriate verbal and written communication skills.

B. Education Requirements:

- o Master's Degree in Special Education or related area.
- o At least five successful years teaching experience working with students with disabilities and/or providing preparation for general and special education teachers who will instruct students with disabilities..

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.**

**Maryland State Department of Education
RFQ #R00R820052
Request for Consultant Services**

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 R00R820052, Title and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

Note: Please refer to RFQ #R00R820052 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/>

**Maryland State Department of Education
RFQ #R00R820052
Request for Consultant Services**

EXHIBIT A

BID FORM

DELIVERABLES	Total Cost
Establish and/or work in collaboration with an established Secondary Performance Assessment Committee to facilitate, pilot, revise, and finalize the development of a series of secondary general education performance assessments to evaluate the competence of preservice general educators providing instruction to students with disabilities;	\$
Develop a schedule of meetings, invite committee members to attend meetings, develop agendas and sign-in sheets for each meeting, and take minutes of each meeting for submission to MSDE;	\$
Work with the committee to develop a format/framework for the secondary performance assessments;	\$
Create a “model” secondary performance assessment;	\$
Review, edit, and compile submitted performance assessments to MSDE;	\$
Pilot the performance assessments in the appropriate educational environments;	\$
Revise the performance assessments as appropriate based on feedback from the piloting process and submit the revisions to MSDE for final approval; and	\$
Complete an evaluation report summarizing the process the committee used and the results of the performance assessment pilot.	\$
Assist in the piloting, revising, and finalizing of the previously developed Stages of Professional Development resource.	\$
*TOTAL COST	\$

