**Amendment to Request for Proposal**

**Comprehensive Early Learning Assessment/Screener**

**RFx Number: 3120001110**

**April 27, 2017**

**A. REQUEST FOR INFORMATION**

Questions concerning the RFP should be sent to: jdent@mdek12.org.

The deadline for submitting written questions by email is Thursday, May 11, 2017 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to MDE’s website [www.mde.k12.ms.us](http://www.mde.k12.ms.us) under the Public Notices section and will be available to the general public on Friday, May 12, 2017.

**C. RESPONSIBILITY OF THE OFFEROR**

* Incomplete proposals may not be evaluated and will not be returned for revisions. No faxed or emailed copies will be accepted.

**D. SCOPE OF WORK AND RESPONSIBILITIES**

The National Association for the Education of Young Children and the National Association of Early Childhood Specialists in State Departments of Education take the position that policy makers, the early childhood profession, and other stakeholders in young children’s lives have a shared responsibility to:

* construct comprehensive systems of curriculum, assessment, and program evaluation guided by sound early childhood practices, effective early learning standards and program standards, and a set of core principles and values: belief in civic and democratic values; commitment to ethical behavior on behalf of children; use of important goals as guides to action; coordinated systems; support for children as individuals and members of families, cultures, and communities; partnerships with families; respect for evidence; and shared accountability.
* implement curriculum that is thoughtfully planned, challenging, engaging, developmentally appropriate, culturally and linguistically responsive, comprehensive, and likely to promote positive outcomes for all young children.
* make ethical, appropriate, valid, and reliable assessment a central part of all early childhood programs. To assess young children’s strengths, progress, and needs, use assessment methods that are developmentally appropriate, culturally and linguistically responsive, tied to children’s daily activities, supported by professional development, inclusive of families, and connected to specific, beneficial purposes:

(1) making sound decisions about teaching and learning,

(2) identifying significant concerns that may require focused intervention for individual children, and

(3) helping programs improve their educational and developmental interventions.

This product **shall** be a commercial off the shelf (COTS) product and ensure reliability with a proven research base that shall be able to show evidence of measuring student growth and development. The budget does not include funds for product development. COTS products will only be considered if there are examples of previous implementation in a large-scale (district and/or statewide) setting. Identify the number of districts/states the offeror has implemented the tool, how many schools in the districts/state use the tool, how many teachers use the tool, and how many children the system is supporting in each identified district/state.

**E. TIME FRAME**

The anticipated initial contract period will be from July 1, 2017 through June 30, 2018 with four (4) one-year renewals for a total of no more than 60 months.

**G. CONTRACTOR REQUIREMENTS**

1. Overview

* Include a complete psychometric description of the tool’s reliability and validity.
* Description of research base that details the evidence used to support the reliability and validity of the tool.

1. Training and Technical Assistance
   * Provide in-depth train-the-trainer training for a minimum of 25 early childhood staff members on the use of the tool and related reports with dates in August 2017, and at least two additional training dates and two webinars with follow up technical assistance, if requested by OEC. One of the trainings will need to be specifically offered to train staff on how to use the reporting functionality.
2. Characteristics of the Assessment/Screening Tool

Describe how the tool will:

* + Describe how the tool can provide evidence of as a predictor of student success

1. Online Data Collection and Reporting

Statewide Report –

* Provide evidence that the reports can be exported in an Excel and a CVS file.

**M. AVAILABLE BUDGET**

At this time, we anticipate this procurement will not exceed $70,000 for the 2017-18 school year.

**N. FORMAT AND PROCEDURE FOR DELIVERY OF PROPOSAL**

The proposal will consist of eight parts: Part I – Proposal Transmittal Form; Part II – Vendor Profile; Part III – Production Proposal; Part IV – Budget; Part V – Standard Terms and Conditions; Part VI – Prospective Contractor’s Representation Regarding Contingent Fees Form; Part VII – Proprietary Information Form and Part VIII – Acknowledgement of RFP Amendments Form. The proposal shall be prepared with a 12-point font with single spacing; bound with no staples, clips or rubber bands; and limited to 125 pages.

* **Part III** is the Production Proposal that shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The description shall encompass the requirements of Part I and Part II of this RFP. The proposal must be prepared and organized in a clear and concise manner that is easily understandable. The proposal shall address the tasks to be accomplished, processes to be undertaken to accomplish those tasks and a proposed timeline for completion. Special attention should be given to the qualifications listed in the Scope of Work and Responsibilities in Section D and Contractor Requirements in Section G of this RFP. Examples of materials that demonstrate the quality of work completed by the vendor on similar projects should be included.
* **Part V** is the Standard Terms and Conditions section where the Vendor shall indicate agreement with the Standard Terms and Conditions as set forth in Section W of the RFP. If the Vendor objects to any of the terms and conditions, the Vendor shall so state and shall indicate any revisions desired by the Vendor. Please note that any revisions may be considered adequate cause for rejection of the proposal.

**T. CRITERIA FOR EVALUATION OF PROPOSALS**

The MDE reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with the MDE.

Proposals submitted by the specified time and containing the eight parts described in the Format and Procedure for Delivery of Proposal section shall be evaluated by an Evaluation Committee selected by the MDE. The specific criteria that will be used in evaluating the merits of the proposals are listed below. The criteria are weighted to yield a total of 100 points and shall include the following:

1. Plan for performing the required services

Description of how each of the items in the Scope of Work and Responsibilities in Section D, Contractor Requirements in Section G items 1, 3 - 5, Management Responsibilities of Personnel and Administration in Section I, and Part III of the proposal can be performed for 35 points.

1. Ability to perform the services as reflected by technical training and education, general experience, specific experience in provide the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services contained in Section G item 2, Section I, and Part II for 20 points.
2. Personnel, equipment, facilities, to perform the services currently available or demonstrated to be made available at the time of contracting, contained in the Scope of Work and Responsibilities in Section D including the Calendar of Events, Contractor Requirements in Section G, and Part II for 10 points.
3. Record of past performance of similar work

Description of how the offeror has worked in other states to implement the tool in the Scope of Work and Responsibilities in Section D and Part II for a total of 10 points.

1. Price

A formula will be applied to determine the points awarded to each offeror. Points will be given based on the offeror’s costs in relation to the low bid. The offeror should reference Section M and Part IV for this item for 25 points.

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| **TENTATIVE TIMELINE**  Comprehensive Early Learning Assessment/Screener | |
| May 2, 2017  May 9, 2017 | Amendment to the Clarion Ledger |
| May 11, 2017 | Deadline for RFP questions |
| May 12, 2017 | Deadline for program office response to questions and posting to website |
| August 1, 2017 – July 31, 2018 | Term of Initial Contract |