Graphical user interface, text, application

Description automatically generated with medium confidence

**Attachment F – Technical Proposal**

**Literacy Endorsement Training Initial Response Request Form**

The Indiana Department of Education (IDOE) requests brief responses to each item below to confirm capability and intent of delivery of required services. Any deficiencies noted may eliminate Respondents from contracting with the state for this initiative.   
  
Previous Performance Issues

1. The Respondent must provide documentation regarding any missed deadlines, litigation, penalties imposed due to missed deadlines or failure to perform, or breaches of contract resulting in compromises of any previously awarded contracts of a similar nature as part of the proposal. Any failure to disclose may result in elimination of consideration.

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Project Management/Subcontractors

1. All subcontractors must be approved by the IDOE, including role and associated tasks. Respondent must provide the IDOE a list of subcontractors for review and approval.

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Marketing and Communication 

1. The Respondent must describe how they will deliver a marketing and communications plan for the IDOE to review and approve. A multifaceted approach in year one is desired to engage as many educators as possible to achieve the requirements as noted in [Indiana Code (IC) 20-28-5-19.7](https://iga.in.gov/laws/2024/ic/titles/20#20-28-5-19.7).

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Professional Development/Training

1. Respondent should outline the process they will follow to:
   1. Verify successful completion of the training, as defined by the Respondent based on program-specific targets and expectations and passing of a written exam.
   2. Collect any documentation from educators; and
   3. Respondent will also include plan to communicate enrolled, dropped, and fully trained educators with the IDOE and other winning Respondents.

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1. Define the Respondent’s capacity to offer live and online training sessions, and provide details related to logistics and site planning. The Respondent must provide proof of requirements to become a certified trainer for their program and documentation that facilitators have met those requirements upon contract completion.

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1. The Respondent must provide a clear plan for asynchronous instruction. The plan must include the development and delivery of all professional development, including timelines, use of interactive content, and assessment of participant knowledge and/or check for understanding. The IDOE must approve any materials developed prior to delivery. There are a minimum of three review rounds before materials are considered final. Respondent must plan to have final materials for all training sessions approved by the IDOE no later than two weeks prior to the training session. The Respondent is assumed to represent the IDOE’s initiatives with fidelity; therefore, quality deliverables and timely delivery are expected. The IDOE will not pay for travel or logistics costs as part of this agreement for any attendee.

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1. Respondent must outline a plan to include monitoring and oversight of training and development for building/corporation administrators.

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1. Respondent must define the accessibility features of the training and explain how it meets the needs of diverse educators.

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Educators

1. Respondent must define the number of educators within the state or defined regions that the respondent can provide training for within the timeframe noted in the scope of work. Define the maximum capacity Respondent can successfully support. Respondents are encouraged to create cohorts. Include details on this model in the Respondent’s plan.

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Data and Analysis

1. Respondent must describe the analysis conducted to ensure alignment of the training to the definition of the science of reading. As the science of reading is based upon the most current research, Respondent must detail how they keep abreast of new information and how training will be revised accordingly. Respondent must be accredited by the International Dyslexia Association.

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Cost Proposal

1. The IDOE is interested in a cost proposal with a not-to-exceed cost of $1000 per educator including ancillary training supplies, stipends, meeting facilities, video/audio equipment, or learning management systems for training the participants.

Educators have one year from date of enrollment to complete the training and exam. The training may be completed in any order, and the live training and asynchronous training may run in parallel.

A cost proposal for the maximum capacity of the Respondent using these associated values as a not-to-exceed must be submitted.

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Sample Contract

1. Please review the provided Attachment B - Sample Contract. This contract contains mandatory clauses. Mandatory clauses are listed below and are non-negotiable. It is the State’s expectation that the final contract will be substantially similar to the sample contract provided. Please confirm your acceptance of mandatory terms. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording (via tracked changes to the clause as written in the sample contract) to address issues raised by the specific clause and, if you require additional contract terms, please include them in this section.

The mandatory contract terms are as follows:

* Authority to Bind Contractor
* Compliance with Laws
* Drug-Free Workplace Certification
* Employment Eligibility Verification (E-Verify)
* Funding Cancellation
* Governing Law
* Indemnification
* Information Technology Enterprise Architecture Requirements
* Nondiscrimination Clause
* Penalties/Interest/Attorney’s Fees
* Termination for Convenience
* Non-Collusion and Acceptance
* Payments

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