

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.		PAGE OF PAGES 1 2	
1. SOLICITATION NO.	2. DATE ISSUED 12/13/10	3. REQUEST/PURCHASE REQUEST NO. RQ717521	4. COMMODITY GROUP AND CLASS	RATING	
5A. ISSUED BY Office of Contracting and Procurement Bid Counter 441 4 th Street NW., Suite 703 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i> <i>days from date of award</i>		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Simone Richardson (202) 724-5267 Fax (202) 727-0245			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Prospective Vendor			9. DESTINATION <i>(Consignee and address, including ZIP code)</i> OSSE Accounts Payable 441 4 th St., NW 350 North Washington, DC 20001		
8a. Vendor Tax ID #					
9b. Duns Number					
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 2:00 PM <i>(Date)</i> 12/16/10 (good for 30 days)		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED			
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	TOTAL (f)
	The Office of Contracting and Procurement on behalf of The Department of the State Education Office has an immediate need for the temporary services listed below. The period of performance will be from date of award until June 30, 2011. Reading Specialist Consultant also referred to as an Educational Technologist Submits quote to: Simone Richardson Simone.richardson@dc.gov Office of Contracting and Procurement 441 4 th Street, NW Washington, DC 20001 (ph) 202-724-5267 (fax) 202-727-0245	1	Per hr		
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i> Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>

CLIN	Item Description	Quantity	Unit	Pay Rate	Health & Welfare Benefit	Est. Total Hr. Per Employee	Profit	Est. Taxes at Current Rate of 10.4%	Loaded Rate
1001	Educational Technologist	1	HR						

Wage Determination No.: 2005-2103

Revision No.: 10

Date of Revision: June 15, 2010

NOTE: PLEASE USE THE WAGE DETERMINATION REVISION NO. THAT IS LISTED ABOVE.

ALSO PROVIDE ALL INFORMATION REQUESTED ON FORM INCLUDING A RESUME FOR CANDIDATE(S) AND DCSS PRICE LIST FOR REQUESTED SERVICE.

Please be advised that Office of Contracting and Procurement Contracting Officer can at any time verify an employee's pay rate to ensure compliance with DOL & vendor's quoted price.



OFFICE OF CONTRACTING AND PROCUREMENT

Department of Special Education

Training and Technical Assistance

Scope of Work: One Temporary Consultant

C.1 SCOPE

The Office of Contracting and Procurement, on behalf of the Office of the State Superintendent of Education (OSSE), Department of Special Education (DSE), Training and Technical Assistance Unit (TTA) seeks a contractor to provide a temporary consultant to perform the duties and responsibilities of a mentor/coach reading specialist.

TTA is located at 810 First Street, NE, 5th floor, Washington, DC 20002.

C.1.1 Applicable Documents

List the laws, regulations or other documents that are pertinent to this procurement and that the Contractor must adhere to in performing work under this contract. If only portions of a document apply, specify the applicable portion. An indication as to where the document can be found is helpful, e.g. Inter/Intranet address, agency office.

Item No.	Title	Date	Location
001	Resume of candidate	12/16	Submit with bid
002	Copy of Degree	12/16	Submit with bid

C.1.2 Definitions

Reading Specialist Consultant – are professionals with advanced preparation and experience in reading who have responsibility for the literacy performance of readers in general and struggling readers in particular. This includes early childhood, elementary, middle, secondary, and adult learners. Learners can be in public, private, and commercial schools, or in reading resource centers or clinics.

Teaching all children to read requires that every child receive excellent reading instruction and that children who are struggling with reading receive additional instruction from professionals specifically prepared to teach them. Teaching all children to read requires the expertise of a reading specialists in every school because the range of student achievement in classrooms, with the inclusion of children who have various physical, emotional, and educational needs, requires different educational models from those of the past. The state reading specialist will support, mentor, coach and provide professional development to the school district reading specialists.

C.2 BACKGROUND

C.2.1 The Office of the State Superintendent of Education (OSSE) is a transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment in the creative economy.

The Department of Special Education (DSE) oversees special education within OSSE. DSE will ensure that students with disabilities are provided excellent services in the least restrictive environment and that families are provided with the support and information they need to make the important decisions regarding their children's education.

Training and Technical Assistance (TTA) unit within DSE provides high quality professional development, training, and technical assistance in response to local and state needs to support the OSSE's overall strategic goals. TTA's services are designed to increase the capacity of school personnel, service providers and families to meet the needs of children with disabilities by enhancing the knowledge, skills, and performance of all school personnel.

C.2.2 Historical Information regarding the Requirements

TTA is committed to ensuring that all students, particularly those with disabilities, receive an excellent education by providing high quality professional development, training and technical assistance. In pursuit of our mission, TTA:

- Engages in the use of research- based best practice models for instruction,
- Utilizes data driven decisions to ensure that all stakeholders' needs are incorporated into the design and delivery of the professional development/training and technical assistance, and
- Creates a comprehensive statewide professional development initiative that supports closing the achievement gap.

Given this commitment, by the end School Year 2010-2011, TTA will have hosted over 100 trainings.

C.2.3 The objective of this procurement is for mentor/coach reading specialist support. The major duties and responsibilities:

- Serve as instructional leader to provide staff development, support, and direct and explicit feedback to teachers about the implementation of scientifically-based reading programs, instructional strategies, and reading assessments.
- Model new teaching strategies and observe program implementation.
- Meet regularly with classroom teachers, regional coordinators, and other coaches to collaborate, talk about student instructional needs, and plan for instruction based on progress monitoring outcomes.
- Collaborate with building staff to establish a master reading schedule that allocates a minimum of 90 minutes of reading instruction per day. This schedule will also delineate instruction for children receiving core, supplemental or intervention instruction.

- Facilitate the selection and oversee the implementation of the comprehensive, supplemental and intervention programs.
- Ensure school implementation of approved Reading First application and school-wide beginning reading plan with fidelity.
- Serve as expert in the DIBELS/Aimsweb data system and assessment teams, provide refresher trainings, and work with teachers on data interpretation and making appropriate instructional decisions based on data.
- Attend and assist in the presentation of all Institutes on Beginning Reading (school-based and leadership).
- Participate in professional development in preparation to fulfill all Reading First duties and responsibilities.
- Allocate work time exclusively to goals and objectives of the RTI/PBIS Reading Interventions and Behavior pilot schools project.
- Perform other duties as assigned by the Director of Training and Technical Assistance.

C.2.4 COMPETENCIES REQUIRED

Instruction- reading specialist supports, supplements and extends classroom teaching, and works collaboratively to implement a quality reading program that is research-based and meets the needs of students.

Assessment - reading specialist has specialized knowledge of assessment and diagnosis that is vital for developing, implementing, and evaluating the literacy program in general, and in designing instruction for individual students. He or she can assess the reading strengths and needs of students and provide that information to classroom teachers, parents, and specialized personnel such as psychologists, special educators, or speech teachers, in order to provide an effective reading program.

Leadership - reading specialist provides leadership as a resource to other educators, parents and the community.

C.2.5 EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

- Candidate must have experience in teaching a comprehensive, supplemental, and intervention reading program.
- Candidate must be highly knowledgeable about Scientifically Based Reading Research (SBRR) programs, principles of effective reading instruction, instructional strategies, and use of DIBELS and Aimsweb to assess reading performance.
- Candidate must have effective communication and classroom management skills.
- Candidate must provide copy of degree proving graduation from an accredited college or university with a master of science or doctorate degree and experience equal to five years of full-time reading specialist and instructional leadership;

C.3 REQUIREMENTS

- C.3.1** The vendor shall be responsible for providing one reading specialist consultant. The temporary consultant must have an extensive background in working with students with disabilities who

were classified learning disability in receptive and/or expressive language based reading issues (auditory processing).

C.3.2 The vendor must include at least one (1) resume of a potential candidate that can perform the duties and responsibilities below:

- Serve as instructional leader to provide staff development, support, and direct explicit feedback to teachers about the implementation of scientifically-based reading programs, instructional strategies, and reading assessments.
- Model new teaching strategies and observe program implementation.
- Meet regularly with classroom teachers, regional coordinators, and other coaches to collaborate, talk about student instructional needs, and plan for instruction based on progress monitoring outcomes.
- Collaborate with building staff to establish a master reading schedule that allocates a minimum of 90 minutes of reading instruction per day. This schedule will also delineate instruction for children receiving core, supplemental or intervention instruction.
- Facilitate the selection and oversee the implementation of the comprehensive, supplemental and intervention programs.
- Ensure school implementation of approved Reading First application and school wide beginning reading plan with fidelity.
- Serve as expert in the DIBELS/Aimsweb data system and assessment teams, provide refresher trainings, and work with teachers on data interpretation and making appropriate instructional decisions based on data.
- Attend and assist in the presentation of all Institutes on Beginning Reading (school-based and leadership).
- Participate in professional development in preparation to fulfill all Reading First duties and responsibilities.
- Allocate work time exclusively to goals and objectives of the RTI/PBIS Reading Interventions and Behavior pilot schools project.
- Perform other duties as assigned by the Director of Training and Technical Assistance that relate to job performance.

C.3.3

C.3.4 The consultant must meet the following qualifications:

- Must have experience in teaching a comprehensive, supplemental, and intervention reading program.
- Must be highly knowledgeable about Scientifically Based Reading Research (SBRR) programs, principals of effective reading instruction, instructional strategies, and use of DIBELS and Aimsweb to assess reading performance.
- Must have effective communication and classroom management skills.
- Graduation from an accredited college or university with a master of science or doctorate degree and experience equal to five years of full-time reading specialist;
- Must have their own personal vehicle to drive to schools within the District of Columbia to provide instructional, leadership and professional development support.

C.4 Terms of the Contract

The term of the contract shall be from the date of award through June 30, 2011. (Approximately six months). The District reserves the right to unilaterally exercise the option years as shown below for renewal of one reading specialist consultant. The contractor shall provide an hourly rate for a Reading Specialist Consultant.

Option Year 1- October 1, 2011 through September 30, 2012.

C. 5.2 Price Schedule

C. 5.2.1 The contractor shall provide a hourly rate that shows the costs to render services described in C.3.

C.7 CONTRACT ADMINISTRATION

C.7.1 Contract Administrator (CA) formerly known as Contracting Officer's Technical Representative (COTR)

C.7.1.1 The CA is responsible for general administration of the contract and advising the CA as to the Contractor's compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The CA for this contract is:

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