

State of Vermont Department of Education
Request for Proposal
Due April 22, 2011



To: Interested Parties
From: Deb Quackenbush, Director, General Supervision & Monitoring Team, Vermont Department of Education
Re: Request for Proposals for Implementation, Analysis and Reporting Services for a Survey of Parents with Children Receiving Special Education Services
Date: March 23, 2011

Part 1: Introduction

A. Purpose: The General Supervision and Monitoring Team of the Vermont Department of Education (VT DOE) is requesting proposals to provide technical services in meeting the requirements of 'Indicator 8' of the Vermont Part B State Performance Plan (SPP), and the Annual Performance Report (APR) prepared for the U.S. Department of Education Office of Special Education Programs (OSEP).

Qualified organizations and individuals are invited to submit proposals that describe how they can support the VT DOE in the implementation of modified versions of the National Center for Special Education Accountability Monitoring (NCSEAM) Part B Parent Involvement Survey and 619 Parent Involvement Survey. Specifically, interested parties must demonstrate how their staff presence, equipment and technical expertise in survey design, sample design, survey delivery methods, data management, data analysis and data reporting will result in a valid and reliable SPP/APR report meeting all OSEP SPP/APR reporting requirements. Furthermore, interested parties must demonstrate their ability to fulfill these service requirements in an efficient, cost-effective, and timely manner.

The overall purpose of the Part B and 619 Part B Parent Involvement Surveys is to accurately describe, per OSEP requirements, the percent of parents with a child receiving special education services in the State of Vermont who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.

It is anticipated the VT DOE will select a Contractor within two weeks after the RFP submission due date of April 22, 2011.

B. Period of Services: The services described in this RFP will be delivered from May 1st, 2011 through February 1, 2012. Upon being awarded the contract and through satisfactory completion of all services detailed below, the contract may be renewed through negotiation for up to 5 additional 12 month periods; the first additional period beginning on February 2, 2012.

Part 2: Scope of Services for the Contractor

- A. Survey Selection:** VT DOE will utilize the NCSEAM pre-selected “Schools’ Efforts to Partner with Parents” item set for the Part B Parent Involvement Survey and the “Preschool Special Education Partnership Efforts” item set for the 619 Preschool Parent Involvement Survey. Through stakeholder input, slight modifications may be made to the layout of the survey.

Contractor survey experts will work with a VT DOE representative to ensure that these changes do not impact the validity or reliability of the survey.

- B. Establish Plan for Census Implementation and/or Sampling Plan:** Vermont has a statewide special education student population of 13,906 students, ages 3 – 21, as of December 1, 2005. 1552 of these students are ages 3 through 5. The remaining 12,354 students are ages 6 through 21. These special education student populations are spread among 60 LEAs with as few as 35 students to as many as 675 students in each LEA.

Contractor will review Vermont’s statewide and district survey population selection needs necessary to meet OSEP requirements surrounding the reporting of parent involvement as a means of improving services and results for children with disabilities in a valid and reliable fashion. The resultant plan *must* result in a survey population that is representative of the population both statewide and within each LEA. The census and/or sampling plan must be summarized by Contractor in a report format that is acceptable for submission to OSEP for approval. VT DOE anticipates that the developed census and/or sampling plan would provide a confidence level of 95% with a confidence interval no greater than 5%.

- C. Survey Administration:** Contractor will work with VT DOE representative to create versions of these surveys (scannable), cover letters and outgoing mailing envelopes that will contain VT DOE and Vermont stakeholder groups “look and feel,” including logos, language and minimal questionnaire format changes as required. Contractor will print/create all required survey materials including but not limited to: surveys, outgoing envelopes and business reply envelopes. Contractor will be responsible for all associated printing and postage costs.
- D. Implement Data Collection Process:** Contractor will mail a survey to all parents/families as determined in Part 2, Section B (above). A business reply envelope will be included with each survey. Contractor must have the ability to monitor responses and, based on the required response rates determined necessary by Contractor to perform data analysis and reporting that is consistent with OSEP Part B Indicator 8 reporting requirements, be able to send additional surveys and/or reminder mailers to ensure adequate numbers of responses are received.
- E. Complete Data Processing:** Contractor must have adequate systems in place to be able to monitor each returned survey, perform robust edit checks and verify responses. All of these services must be performed in a timely, cost-effective and efficient manner.

- F. Perform Data Analysis:** It is expected the Contractor will have the ability to utilize Rasch measurement or similar measures to identify inconsistent results among survey items and be able to take full advantage of the NCSEAM Part B and 619 Parent Involvement Surveys as implemented. In addition, Contractor must be able to provide statistical analysis at both the LEA and State levels that provides a report that is representative of the state special education parent/guardian population at a confidence level of 95% with a confidence interval no greater than 5%.
- G. Results and Reporting:** Contractor must be able to obtain results from data analysis and generate a report consistent with OSEP reporting requirements for Part B, Indicator 8 of the State Performance Plan, to be included in the February 1, 2012, Vermont Annual Performance Report. Reporting must include the percent of parents with a child receiving special education services in the State of Vermont who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities at the State and LEA levels, for the 3 – 5 year old and 6 – 21 year old parent/family populations. The report must include an acceptable discussion of the methodology of the steps detailed in Part 2, Sections A. - F. that provide OSEP and the State of Vermont with sufficient evidence that the reported performance indicator is valid, reliable and representative of the surveyed population at the State and LEA level.

Part 3: Anticipated Timelines for Completion

It is expected that upon Contractor selection, work will begin immediately to fulfill the requirements of this RFP. Interested Contractors are expected to present a timeline for task completion that reflects to the *extent possible* and in a manner consistent with the Contractor's historical ability to complete similar projects, the timeline detailed here:

Deliverable 1: By May 19, 2011, Plan for Census and/or Sampling Established

Contractor sampling experts will review the unique needs of Vermont to determine a census and/or sampling plan that will adequately represent the population of parents with children receiving special education services. The resultant plan must outline how it will be representative of the population both statewide and within each LEA. The census and/or sampling will be summarized by Contractor in a report format that is acceptable for submission to OSEP for approval.

Deliverable 2: By June 5, 2011, Survey Administration Tasks Completed

Contractor and VT DOE representative will have agreed upon final format of the surveys, cover letters and mailing envelopes. All items will include the agreed upon "look and feel." Contractor will print/create all required survey documents.

Deliverable 3: By June 10, 2011, Data Collection Implementation, Part I

Contractor will receive in a timely manner, a data file from the State of Vermont containing all addresses necessary to begin to implement the data collection process. Contractor will verify parent/family addresses to ensure accuracy with survey delivery. To adequately collect data for the 2010 – 2011 school year it is necessary that all surveys

be delivered before the end of the school year. Contractor is expected to be able to have completed mailing surveys by June 10, 2011.

Deliverable 4: June 10, 2011 – September 5, 2011, Data Collection Implementation, Part II

Contractor will clean, verify and enter surveys as they are received and based on response rates at the State and LEA level, make additional mailings if necessary to meet the minimum response rate threshold required to meet data analysis and reporting requirements.

Deliverable 5: September 5, 2011 – October 5, 2011, Data Analysis and Reporting

Contractor will analyze data and create a final report meeting OSEP requirements as detailed in “Part 2: Scope of Services for the Contractor” section.

Part 4: Responsibilities of the VT DOE

- A. A VT DOE representative will work proactively and within a timely manner to provide the necessary information to allow Contractor to establish an adequate census and/or sampling plan.
- B. A VT DOE representative will work proactively and within a timely manner to provide the necessary information required to finalize the survey, cover letter and mailing envelopes.
- C. A VT DOE representative will provide the Contractor with a data table, in an agreed upon electronic delivery format (text, Excel, Access, SPSS), containing the required parent/family addresses.

Part 5: Penalty Provision

The Contractor shall be responsible to the VT DOE for a \$500 penalty for each day of late deliverables as agreed upon in the final contract. However, if the delay is caused by the VT DOE not meeting its deadlines in providing necessary material or information to the Contractor, the Contractor will receive additional time equal to the number of days the VT DOE is late.

Part 6: Proposal Format and Evaluation Criteria

Interested Contractors should submit a formal proposal to VT DOE with a detailed budget and a plan for accomplishing the required work, including a timeline for specific tasks no later than April 22, 2011.

The VT DOE will review the proposal and evaluate its merits using the following criteria:

1. Prior Experience	
a. Satisfactory completion of similar projects	5
b. Recognized expertise in sampling, surveying and measurement	5
2. Organizational Capacity (in relation to work to be completed)	20

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3. Quality of Project Staff	
a. Qualified project staff (education, position in organization, years and types of experience).	10
b. Appropriate plan for project management and quality control.	10
4. Overall appropriate project design aligning with Part 2 of this RFP including:	
a. Sampling: Description of methodology to determine most appropriate census and/or sampling plan implementation. Including discussion of sampling in future collections.	15
b. Surveying: Description of survey administration implementation process including method of distribution, collection of data, edit checks, data verification, data processing and methods for insuring adequate response rates.	15
c. Analysis: Specificity of data analysis techniques. Description of how analysis will address potential problems with response rates, missing data, and selection bias, particularly as applies to the state-wide and LEA levels. Describe how VT DOE will have access to the raw data, including data format.	15
d. Reporting: Description of the Contractor relationship with OSEP and how survey reports will meet OSEP reporting requirements. Description of how the final report will meet SPP/APR requirements. Description of the level of formatting, if any, required by VT DOE to meet public reporting and APR reporting requirements. Quality of Proposal (as evidenced by the project design, approach to the work, staffing and time estimates for each activity)	15
e. Detail of adequate staff to meet deadlines	10
f. Realistic time estimates for each activity, based on resources	10
g. Outline of tasks required to be completed by VT DOE to ensure on-time project completion.	10
5. Competitive Pricing (relative to other bidders and similar recent projects).	
a. Please include a detailed, comprehensive cost estimate (at a minimum, see Appendix I, or provide similar format).	20
Maximum Points	160

Part 7: Proposal Submission Information

Please submit completed proposals **to be received no later than April 22, 2011** via the following delivery methods:

Email (preferred):

mike.bailey@state.vt.us

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USPS:

Mike Bailey
Vermont Department of Education
GSM Team
120 State Street
Montpelier, VT 05620-2501

FedEx/UPS

Mike Bailey
Vermont Department of Education
GSM Team
120 State Street
Montpelier, VT 05602

Part 8: Proposal Contact Information

Mike Bailey
VT SPP Coordinator
mike.bailey@state.vt.us
(P) 802-828-3132

APPENDIX I

Project Component	Activity	Price Quotation
Census and/or Sampling Plan	Review the unique needs of Vermont to determine a census and/or sampling plan that will adequately represent the population of parents with children receiving special education services.	
Survey Administration	Complete agreed upon final format of the surveys, cover letters and mailing envelopes. Print/create required survey materials. Include postage costs.	
Data Collection Implementation Part I	Verify parent/family addresses to ensure accuracy with survey delivery. To adequately collect data for the 2011 – 2012 school year it is necessary that all surveys be delivered before the end of the school year.	
Data Collection Implementation Part II	Clean, verify and enter surveys as they are received and based on response rates at the State and LEA level, make additional mailings if necessary to meet the minimum response rate.	
Data Analysis	Utilize Rasch measurement; provide statistical analysis at both the LEA and State levels that provides a report that is representative of the state special education parent/guardian population	
Data Reporting	Obtain results from data analysis and generate a report consistent with OSEP reporting requirements for Part B, Indicator 8 of the State Performance Plan.	