

**Maryland State Department of Education  
RFQ #R00R320040  
Request for Quotation**

**Issue Date:**

**Title:** Independent Evaluator(s): 2012-13 School Year Teacher Principal Evaluation Field Test

**Specifications:**

**Purpose:** This Request for Quotation (RFQ) is to secure the services of an evaluator or evaluation team to conduct an independent evaluation of the 2012-13 School Year statewide field test of the new Teacher Principal Evaluation (TPE) initiative. Three Maryland counties are testing the State Model and 19 others are testing local models. The independent evaluator(s) will visit the Local Education Agencies (LEAs), ascertain that evaluation models are implemented with fidelity, collect and analyze selected data, and report findings and recommendations to MSDE which will be shared with LEAs and with USDE.

**Background:** Maryland was awarded a United States Department of Education’s (USDE) competitive Race to the Top (RTTT) grant. As the centerpiece of the winning grant application, Maryland described the goal of the State’s reform agenda “to design and implement rigorous, transparent, and fair evaluation systems for teachers and principals that (a) differentiate effectiveness using multiple rating categories that take into account data on student growth...as a significant factor, and (b) are designed and developed with teacher and principal involvement.” The Maryland Legislature also passed and enacted the Education Reform Act of 2010 (the Act). The Act and the RTTT application require all 24 Maryland Local Education Agencies (LEAs) to be prepared to evaluate all teachers and principals in 2013-14, including evidence of student growth as part of the evaluations. Seven LEAs piloted new systems for evaluating educator effectiveness. During the 2012-13 School Year, all 22 LEAs that were cosignatories to RTTT must pilot a new system.

Under the Act and the RTTT grant, latitude and flexibility are reserved to the LEAs to structure educator effectiveness rating systems and processes that adapt to local conditions while meeting established parameters described above. However, the State was also required to develop and to deliver a default model. Three LEAs are using the State model for 2012-13.

The objective of this RFQ is to acquire the short-term services of an independent evaluator or team with K-12 Education familiarity, knowledge of current issues in educator evaluation, and experience designing and conducting program evaluations. The evaluator will work under the Coordinator for Teacher and Principal Evaluation, with the Division of Academic Reform and Innovation, other MSDE Divisions, and Maryland LEAs to design, conduct, and report an evaluation of the 2012-13 School Year Educator Evaluation Pilot.

**Nature of Work:**

Review LEA educator evaluation plan submissions to MSDE

Visit LEAs to observe the pilots in operation

Confer with key LEA and MSDE staff members to understand continuing and emerging issues during the pilot year

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Ascertain that pilot plans are executed with fidelity

Collect and analyze data as appropriate

Provide written bi-weekly updates

Prepare a summative evaluation report to include recommendations to MSDE for school year 2013-14 based on observations of promising practices and challenges.

**Partial/Multiple Consultants:**

The MSDE reserves the right to award contract to multiple consultants for the services and materials required in this RFQ.

**Offeror Qualifications:**

**A. Essential Requirements:**

Minimum of three (3) years' experience with K-12 education

Knowledge of current issues in educator evaluation

Prior experience designing, implementing, and reporting on program evaluations

Strong communication skills; fluency in speaking and writing English

Ability to prepare final evaluation report using word processing applications, tables, graphics, figures, and technical worksheets as appropriate

**B. Education Requirements:**

BA or BS; MA, MS, Ph.D or Ed.D with background in educator or program evaluation preferred

**Term of Contract:**

Contract shall begin on **January 15, 2013** and terminate on **June 15, 2013**.

**Submission:**

The Offeror **must** submit a letter of interest, resume that demonstrates the required qualifications for the services required and the **signed (using a blue ink pen)** bid form Exhibit A to provide the service detailed in the Nature of Work. The submission must be received by the submission time and due date.

- **Exhibit A: Cost per day or per hour is to include all costs incurred both direct and indirect in delivering a product or service, which includes, but not limited to travel, lodging, food, etc.**

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**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 the **signed (using a blue ink pen)** bid form (Exhibit A) by 2:00 p.m., December 18, 2012. Please submit one original (1), which shall be identified as such, and two (2) copies to:

Deborah Harris  
Maryland State Department of Education  
200 West Baltimore Street, 2<sup>nd</sup> Fl. Rm. #220  
Baltimore, Maryland 21201

- **Late bids shall not be accepted**
- **E-mailed or Faxed bids shall not be accepted**

**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 Deborah Harris  
Maryland State Department of Education  
200 West Baltimore Street 2<sup>nd</sup> Fl. Rm. #220  
Baltimore, MD 21201**

2. When hand delivered, please use the 6 North Liberty Street entrance of the building with the packages marked as follows:

**ATTN: Mail Room – C/O Deborah Harris**

**Mail room hours are from 8:00 A.M. to 4:00 P.M.**

- **All bids submitted shall be identified with the RFQ Number R00R320040, Title, and Due Date inscribed on the left-hand corner of the mailed envelope and or package under the return address. Bids shall not be accepted without this information including expressed packages, such as FedEx and UPS.**

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**Contact Person:**

Questions should be addressed to Deborah Harris by 2:00 P.M., December 5, 2012 at the following:

[dharris@msde.state.md.us](mailto:dharris@msde.state.md.us)

**Note: Please refer to RFQ #R00R320040 when contacting Deborah Harris.**

- **All communications pertaining to this RFQ shall be addressed to Deborah Harris by e-mail only.**

**Note:** All responses to questions submitted, if any, shall only be posted on “emarylandmarketplace” as **Addendum #1** and or **Q & A** 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 follow the screens. There may be other opportunities from other State agencies out there. There shall be no mailing of the Addendums. The link to “emarylandmarketplace” to register is as follows:

<https://ebidmarketplace.com/>



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**EXHIBIT A (CONTINUED)**  
**BID FORM**

ARE YOU A REGISTERED MINORITY BUSINESS ENTERPRISE: YES\_\_\_\_ NO\_\_\_\_

IF YES: MARYLAND STATE CERTIFICATION #\_\_\_\_\_

IF YOU ARE NOT REGISTERED AND YOU QUALIFY PLEASE CONTACT THE FOLLOWING  
TO REGISTER:

[http:// www.mdot.state.md.us](http://www.mdot.state.md.us)

ARE YOU A REGISTERED SMALL BUSINESS: YES \_\_\_\_ NO \_\_\_\_

IF YES: MARYLAND STATE CERTIFICATION #\_\_\_\_\_

IF YOU ARE NOT REGISTERED AND YOU QUALIFY PLEASE CONTACT THE FOLLOWING  
TO REGISTER:

<http://www.dgs.maryland.gov>

TELEPHONE NO: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_