

***MONTEREY COUNTY OFFICE OF EDUCATION***

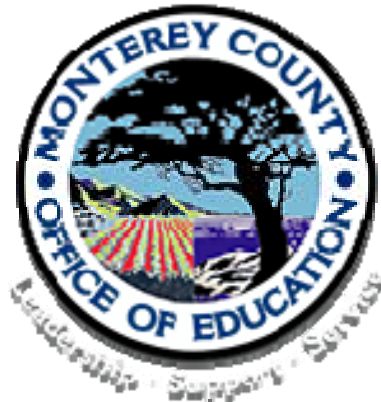
*REQUEST FOR PROPOSALS*

FOR

***MIGRANT EDUCATION PROGRAM LOCAL  
COMPREHENSIVE NEEDS ASESMENT***

*MCOE # 1415-RFP-001*

*Due: April 30, 2015 at 3:00 P.M.*



## **NOTICE OF REQUEST FOR PROPOSAL**

MONTEREY COUNTY OFFICE OF EDUCATION  
MCOE 1415-RFP-001 MIGRANT EDUCATION PROGRAM LOCAL COMPREHENSIVE NEEDS  
ASSESSMENT

NOTICE IS HEREBY GIVEN THAT MONTEREY COUNTY OFFICE OF EDUCATION (MCOE) is soliciting Proposals from firms which are interested in conducting a comprehensive needs assessment for each Migrant Education Program regional and direct-funded subgrantee. Each Proposal must conform and be responsive to this RFP and comply with the required Proposal Format.

**MCOE CONTACT PERSON**  
**Suzette Burns, Administrator**  
**Business Services**  
**901 Blanco Circle**  
**Salinas, CA 93901**  
**(831) 755-0305**  
**[sburns@monterey.k12.ca.us](mailto:sburns@monterey.k12.ca.us)**

**PROPOSAL SUBMISSION DEADLINE:**  
Thursday, April 30, 2015 @ 3:00 PM

Proposals will not be opened publicly. MCOE may reject any or all Proposals.  
MCOE may waive irregularities in this RFP process.

## Introduction

Monterey County Office of Education (MCOE) is seeking to engage the services of an independent contractor to conduct a Comprehensive Needs Assessment (CNA) for its Migrant Education Program. The CNA will commence no later than July 2015 and its findings will be delivered in December 2015.

The Monterey County Office of Education (MCOE) is a vital component of our K-12 education. We serve as a critical link between our county's schools and both state and federal governments, and we provide indispensable and cost-effective services to local schools and districts. For more information visit our website at [www.montereycoe.org](http://www.montereycoe.org).

Proposals may be submitted to Suzette Burns, Administrator, by email at [sburns@monterey.k12.ca.us](mailto:sburns@monterey.k12.ca.us), by mail at PO Box 80851, Salinas, CA 93912-0851 or delivery to 901 Blanco Circle, Salinas CA 93901. The deadline for receipt of the proposal is Thursday, April 30, 2015.

The County Superintendent of Schools understands that each applicant will expend time and effort to prepare and submit a proposal in response to this RFP and we thank you in advance for your participation in this process.

## Purpose

The purpose of this project is to conduct a Comprehensive Needs Assessment (CNA) for the regional Migrant Education Program (MEP). The CNA report will provide both the Monterey County Education Office (MCOE) and the California Department of Education (CDE) with an independent assessment and evaluation of program needs and will provide specific recommendations and solutions for improving outcomes for California's migrant student population. A detailed description of the CNA is below. Project work details are provided in the Scope of Work below.

## Background

### Migrant Education Program

MEP funds support high quality education programs for migratory children and help ensure that migratory children who move among the states are not penalized in any manner by disparities among states in curriculum, graduation requirements, or state academic content and student academic achievement standards. Funds also ensure that migratory children not only are provided with appropriate education services (including supportive services) that address their special needs, but also that such children receive full and appropriate opportunities to meet the same challenging state academic content and student academic achievement standards that all children are expected to meet.

The Migrant Education Program, Region XVI, assists participating districts in Monterey County with the implementation of supplemental support services for eligible migrant students and their families. Eligible migrant students are: children of migrant farm workers, between the ages of three and twenty one, and who travel across state and school district boundaries in search of work in agriculture or fishing.

MEP is responsible for a number of programs and activities designed to promote academic success. Throughout the year, the region provides in-service training for teachers, instructional program support, and fiscal program operation technical assistance to the participating districts. MEP service categories include: Regular School Year and Summer/Intersession services with special focus on school readiness, high school graduation, algebra, A-G course, and CAHSEE, Identification and Recruitment, and Parent Advisory Council.

MEP, Region XVI, program's boundaries are the same as the boundaries of Monterey County and has a total population of approximately 430,000. The geographical area stretches from the Pacific Ocean to the western border of San Benito, Fresno, and Kings Counties. Monterey County is bordered on the north by Santa Cruz and San Benito Counties and on the south by San Luis Obispo County.

MEP, Region XVI, serves more than 13,000 migrant students in 13 Monterey County school districts, representing 70 K-12 schools, either through a service agreement or a memorandum of understanding.

#### What is a Comprehensive Needs Assessment?

A CNA is part of a continuous program improvement cycle that provides the opportunity to do an in-depth review of data on migrant students, review their progress toward program goals, identify needs, and propose specific recommendations for program improvements. The CNA will also inform the MEP State Service Delivery Plan to target instructional and service strategies toward identified needs.

According to the Federal Migrant Education CNA Tool Kit, a CNA<sup>1</sup>:

- Focuses on the ends to be achieved, rather than the means. In other words, the focus is on outcomes and process (e.g., reading achievement is an outcome, whereas reading instruction is a means toward that end).
- Gathers data by means of established procedures and methods that are thoughtfully selected to fit the purposes and context of the needs assessment
- Sets priorities and determines criteria for solutions so that planners and managers can make sound decisions.
- Sets criteria for determining how best to allocate available money, people, facilities, and other resources.
- Leads to action that will improve programs, services, organizational structure and operations, or a combination of these elements

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<sup>1</sup> Office of Migrant Education, US Department of Education,

- Additionally, the Federal Migrant Education CNA Tool Kit goes on to state that a needs assessment is "comprehensive" as long as it:
- Includes both needs identification and the assessment of potential solutions.
- Examines all relevant performance targets established for migrant children (e.g., proficiency in reading, proficiency in math, graduation from high school, reduction of the dropout rate, and any other program goals set for migrant children by the state, including school readiness).
- Identifies the needs of migrant children at a level that is useful for program design purposes.
- Collects data from appropriate target groups (e.g., students, parents, teachers, etc.).
- Examines data disaggregated by key subgroups.

### **Scope of Work**

The Scope of Work has been developed by the California Department of Education (CDE) in collaboration with the Regional MEPs, and describes the main tasks, activities, and deliverables of the Project that include, but are not limited to, the following:

#### **Task 1-Create and Maintain a Collaborative Working Relationship with MCOE and MEP**

The Contractor will work collaboratively with the MEP in the review of current policies, practices, and programs including:

- Legal Requirements
- MEP Priority and Goal Areas
- Government Performance and Results Indicators
- Priority for Service Students
- Serving Preschool Migratory Children
- Out of School Youth

#### **Task 2-Create a Migrant Student Profile and Identify Needs based on Local Data and Assessments**

The Contractor shall create a student profile that includes, but is not limited to:

- Collecting and examining demographic data, local academic achievement data, performance targets, data on migrant families, mobility patterns and locally determined data and performance indicators for migrant students
- Identifying and summarizing trends and patterns that include utilizing data from multiple years and drawn from longitudinal analysis
- Including comparison groups as a means for gap analysis (including, but not limited to: All, English Learner, and Socio-economically disadvantaged).
- Reviewing the most recent MCOE MEP evaluation, MCOE CNA, statewide CNA, and State Service Delivery Plan to evaluate progress towards goals

- Conducting focus groups to gather perspectives and program experiences and expectations with stakeholders that include, but are not limited to, parents, students, teachers, classified support and program administrators

The Contractor shall identify needs and concerns in the following areas that are focused primarily on student need and that are useful at a level for program design:

- Reading achievement
- Math achievement
- High school graduation
- School dropouts
- School readiness

### **Task 3-Local Data Collection and Analysis Plan**

The Contractor shall develop a local data collection and analysis plan that:

- Identifies support and resources
- Reviews and collects existing data
- Collects primary data
- Determines sampling
- Determines comparison groups (including, but not limited to: All, English Learner, and
  - Socio-economically disadvantaged)
- Determines data collection strategies
- Conducts surveys
- Selects data collection tools and strategies
- Develops data collection plan
- Launches data collection and manages the process
- Archives information for the CNA

### **Task 4-Analyzing Data, Writing Needs Statements and Recommendations**

The Contractor shall analyze data, establish priorities, create needs statement, and offer recommendations for program effectiveness that:

- Analyzes and articulates the 'gap' when compared to other subgroups as identified on the data collection and analysis plan
- Conducts a prioritization of needs with criteria and rationale
- Creates need indicators with recommended data sources that are connected to at least one of the identified/prioritized needs and concerns
- Recommends priority solutions and related strategies that are feasible and attainable
- Identifies best and effective practices

## Task 5-Deliverables

The Contractor shall create a report that includes:

- Executive summary
- Purpose, scope and methodology of report
- Updated migrant student profile
- Results and implications
- Solutions and measurable outcomes
- Identify concerns and provide specific recommendations for improvement for each concern
- Timeline for implementation of recommendations

The final report must be presented to the Assistant Superintendent, or designee, that oversees the MEP at the County Office of Education (COE)/district office, and the MEP director.

### Timeline

- May 8, 2015 – CDE Migrant Education Office approves Contractor
- May-June 2015 – MEP enters into contract with approved Contractor for local CNA
- June- July 2015 – CDE awards funding for CNA to MEP
- December 2015 - Local CNA Report due to MEP and MCOE

### Required Proposal Content

#### A. General Requirements

Each Proposal must be in writing, and should be concise, well organized, and demonstrate the Contractor's understanding of the SOW. Contractors will be evaluated based on the information submitted, together with other information as may be available to the Superintendent. Proposals must include all information specified below in order to facilitate an efficient evaluation process.

#### B. Cover Letter (Not in excess of three pages)

The cover letter must be signed by a Contractor representative, who is authorized to bind the Contractor, and must include all of the following information:

- i. A brief introduction of the Contractor and its leadership;
- ii. A description of the Contractor's understanding of the Superintendent's needs and goals in regard to the Project;
- iii. A summary of how the Contractor will establish a comprehensive program to meet the needs and achieve the goals of the Superintendent in regard to the Project;
- iv. A summary of the key points of the Proposal and how those relate to accomplishing the Superintendent's goals for the Project;

- v. A brief description of the characteristics, if any, that distinguish the Contractor from others, including, among other information, the Contractor's experience with the requirements of this RFP; and
- vi. A description of the roles and qualifications of the personnel who will be providing services in connection with the Project, including, if applicable, personnel of entities that would be subcontractors to the Contractor.

**C. Contractor Profile** (Not in excess of three pages)

The Contractor profile must include all of the following information:

- i. The full company name of the Contractor, the state in which the Contractor was organized, the date the Contractor was formed, the entity number assigned to the Contractor by California Secretary of State, if applicable, and the Contractor's federal taxpayer identification number;
- ii. The name, title, address, telephone number, and e-mail address of a Contractor representative who will be the Contractor's primary contact person for purposes of the RFP;
- iii. A description of the Contractor's organizational structure, any anticipated changes to the Contractor's business and/or marketing strategies, whether public or non-public, that may impact the Contractor's ability to provide services in connection with the any or all phases of the Project;
- iv. A description of any existing business relationships the Contractor, any of its parent and/or affiliate companies have with the Superintendent or any of the school districts or community college districts in Monterey County;
- v. A description of any and all claims and judicial or administrative actions filed against the Contractor and/or its parent or affiliate companies in the last five years and the outcome of those claims and actions, including, without limitation, decisions adverse to the Contractor and/or its parent or affiliate companies.
- vi. A description of any and all disciplinary actions or other actions taken within the last five years by any governmental or regulatory entity (including, without limitation, any court) against the Contractor and/or its parent or affiliate companies and/or any of their respective owners or principals;
- vii. A list and summary of any and all judicial or administrative proceedings involving the Contractor's sourcing activities and anti-trust actions to which the Contractor and/or its parent or affiliate companies have been a party within the last five years.

**D. Contractor References** (Not in excess of two pages)

Provide references for at least three of the Contractor's clients for which the Contractor has provided services, similar to those described in this RFP. Reference information should include: (i) the name of the client; (ii) the name, address and telephone number of the client's contact person for purposes of the Contractor's services to the client; (iii) a description of the type and scope of services provided to the client; (iv) the date(s) the Contractor provided the services to the client

**E. List of Subcontractors** (Not in excess of two pages)

If the Contractor, subject to the requirements of this RFP, proposes to subcontract any portion of the Project work to another entity (each a "Subcontractor"), the Contractor must submit a list of all such Subcontractors, using the "Designated Subcontractors" form attached to this RFP. Also Profile information (described in section C. i., iv., v., vi., vii. above) for each Subcontractor



must be provided. For purposes of this RFP, the term "Subcontractor" includes (in addition to any non-related companies) any and all parent, affiliate or subsidiary companies of Contractor that are not wholly owned by the Contractor. Describe any and all financial, business or personal relationships between the Contractor and any Subcontractor or other third party that the Contractor may propose to provide services for the Project

**F. Potential Conflicts of Interest** (Not in excess of one page)

Existing Relationships: Describe any existing relationships that the Contractor or any of its proposed Subcontractors may have with the MCOE, the MEP or any of its officers, employees or agents, including, without limitation, any existing contracts.

Existing Conflicts: Describe any and all existing or potential conflicts of interests (within the meaning of the California Political Reform Act or California Government Code 1090) that the Contractor or its leadership may have in relation to any phase of the Project

**G. Project Approach and Deliverables** (Not in excess of three pages)

Describe the approach, tools, and techniques the Contractor proposes to use to support the Project and provide a detailed list, consistent with the Contractor's described Project approach, of the anticipated deliverables.

**H. Pricing Proposal**

Provide an itemized description of the price associated with each task described in the SOW.

**I. Contractor Certifications**

Complete as required, sign, and submit each of the attached form documents:

- Certification of Contractor Qualifications
- Non-Collusion Affidavit
- Designated Subcontractors
- Workers' Compensation Certification
- Drug-Free Workplace Certification
- Certification Regarding Contractor Status

**Contractor Qualifications**

- Current tuberculosis test
- MCOE fingerprint submission and DOJ clearance
- Evaluation and measurement expertise, particularly as an evaluator with educational agencies such as schools, school districts, and COEs.
- Experience developing educational programs.
- Knowledgeable about serving at-risk youth.

- Able to work in partnership with staff and other stakeholders.
- Possess good communication and listening skills.
- Demonstrates sensitivity and respect for people.
- Demonstrates professional integrity and honesty such as completing tasks in a cost-effective and timely manner.

### Non-Collusion Declaration

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed:

By: \_\_\_\_\_  
\_\_\_\_\_  
[print name]

on \_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_  
[date] [city] [state]

### Lobbying Certification

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Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 *Code of Federal Regulations (CFR)* Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement

As required by Section 1352, Title 31 of the *U.S. Code*, and implemented at 34 *CFR* Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 *CFR* Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit [Standard Form - LLL. "Disclosure Form to Report Lobbying,"](#) (revised Jul-1997) in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Drug Free Workplace Certification<sup>2</sup>

### Grantees Other Than Individuals

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
  - b. Establishing an on-going drug-free awareness program to inform employees about:
    - 1. The dangers of drug abuse in the workplace
    - 2. The grantee's policy of maintaining a drug-free workplace
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs
    - 4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - 1. Abide by the terms of the statement
    - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
  - e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.
  - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert here the site(s) for the performance of work done in connection with the specific grant:

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(street address, city, state, zip code)

### Grantees Who Are Individuals

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant.

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<sup>2</sup> As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *Code of Federal Regulations (CFR)* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

**Drug Free Workplace Certification**

**(continued)**

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CDE-1OODF (May-2007) -California Department of Education