



R00R2600405

Title: Consultant for Quality Assurance Monitoring Activities

Release Date: September 24, 2021

Small, Minority and Veteran-owned businesses are encouraged to respond to this solicitation.

Maryland State Department of Education
RFQ #R00R2600495
Request for Quotation

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Title: Consultant for Quality Assurance Monitoring Activities

Purpose:

The purpose of this bid proposal is to acquire the service of a consultant(s) who is able to work up to 350 hours in one year during a normal work day, 8:00 AM to 5:00 PM, to assist the Maryland State Department of Education (MSDE), Division of Early Intervention/Special Education Services (DEI/SES), Monitoring and Accountability (M&A) Section, with implementing effective monitoring activities. This shall be done in accordance with the federal guidelines under the Individuals with Disabilities Education Act (IDEA) Part C and Part B. This position will be responsible for implementing effective monitoring activities and providing leadership and technical support to Local Infants and Toddlers Programs (LITPs) and Local School Systems (LSSs) in the identification and correction of noncompliance for infants, toddlers, children and youth with disabilities on priority indicators and other areas of interest to the State.

Background:

The United State Department of Education (USDE), Office of Special Education Programs (OSEP) requires states to monitor LSSs, LITPs and Public Agencies (PAs) in the implementation of Part C and Part B of the IDEA (Birth through 21) in order to ensure that children/students with developmental delays or disabilities receive early intervention services in the natural environment, or a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).

Nature of Work:

The DEI/SES is seeking individuals to serve as consultants (working approximately 350 hours within a year) to assist the MSDE, DEI/SES Monitoring and Accountability Section with monitoring activities. These consultants need to be willing to travel Statewide to perform the required deliverables of this bid board.

These consultants shall be responsible for an analysis of early intervention and special education services, birth through age 21, and related services provided from targeted data accumulated through various monitoring activities. The following deliverables are anticipated:

1. Collect data from record reviews, interviews, observations, and other activities. Document the results to determine if procedures are compliant with IDEA Part C and Part B Regulations;
2. Review corresponding LSS', LITPs', and PAs' policies and procedures to determine compliance with federal and State Requirements;
3. Provide technical assistance to LSSs, LITPs, and PAs in the implementation of IDEA Part C and Part B Monitoring for Continuous Improvement and Results processes;
4. Review data for data analysis and report development;

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5. Prepare written reports for dissemination to LSSs, LITPs, and PAs;
6. Verify annual indicator data for consistency with the State Performance Plan indicators;
7. Provide staff development on the identification and correction of noncompliance;
8. Use technical resources in the collection and analysis of data; and
9. Maintain a monthly work log of activities to be submitted to the Monitoring and Accountability Section and with your monthly expense report, work log, and disbursement chart.

Offeror Qualifications:

A. Essential Requirements:

1. Working knowledge of the Final Regulations for the Reauthorized IDEA 2004, Part C and Part B as indicated in Letter of Interest and Resume;
2. Working knowledge of the requirements related to monitoring, technical assistance, and enforcement under the IDEA Regulations as indicated in Letter of Interest and Resume;
3. Working knowledge of the Part C and Part B Regulations related to monitoring LSSs, LITPs, and PAs for compliance with IDEA and the COMAR as indicated in Letter of Interest and Resume;
4. Knowledge of interagency collaboration as indicated in Letter of Interest and Resume;
5. Knowledge of general education, Maryland College and Career-Ready Standards, and the Maryland Statewide Assessment Program as indicated in Letter of Interest and Resume;
6. Possess excellent verbal and written communication skills;
7. Proficiency with Microsoft Office Word 2007 or higher;
8. Have access to a working, up-to-date computer; and
9. Have access to reliable transportation for travel to LSSs, LITPs, and PAs as needed.

B. Education and Experience Requirements:

1. Master's Degree in Special Education or related area; and
2. At least five years' experience monitoring records of students with disabilities in LSSs, LITPs, and/or PAs for compliance.

Partial/Multiple Consultants:

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

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Non-Hiring of Employees:

No official or employee of the State of Maryland, as defined under State Government Article, §15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this contract, shall during the pendency and term of this contract and while serving as an official or employee of the State, become or be an employee of the Contractor or any entity that is a subcontractor on this contract.

Non-Hiring of Consultants:

No official or employee of the State of Maryland, as defined under State Government Article, §15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this contract, shall during the pendency and term of this contract and while serving as an official or employee of the State, become or be an employee of the Contractor or any entity that is a subcontractor on this contract.

Term Of Contract:

Contract shall begin on, or about October 15, 2021 and terminate on October 14, 2022.

Place of Work:

Majority of the work will be completed at the Consultants Office or at the Maryland State Department of Education, Nancy S. Grasmick Building, 200 W. Baltimore Street, Baltimore, Maryland 21201. Travel to local infants and toddlers programs, local school systems, and public agencies as necessary to complete the job functions.

Additional Contract Terms and Conditions:

The terms and conditions for the State are referenced in Attachment A.

Award Basis:

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. Refer to COMAR 21.05.07.06 D.

http://www.dsd.state.md.us/COMAR/title_search/Title_List.aspx

Verification of Registration and Tax Payment:

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201. For registration information, visit <https://egov.maryland.gov/BusinessExpress/Account/LogOn> . It is strongly recommended that any potential Bidder complete registration prior to the Bid due date and time. The Bidder's failure to complete registration

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with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

Questions should be addressed in writing to the Procurement Officer. Do not wait until the due date of the RFQ to ask. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be posted on “eMaryland Marketplace Advantage” as an Addendum after the due date of questions and in sufficient time for the answer to be taken into consideration in the Bid.

Please put the RFQ # and Title in the subject line of your email. Submit your questions by **2:00 pm on October 1, 2021**.

It is beneficial to be registered with “eMaryland Marketplace Advantage” to access the addendums and any other pertinent information. There may be other opportunities from State agencies there. There shall be no mailing of the Addendums. The link to “eMaryland Marketplace Advantage” to register is as follows:

emma.maryland.gov

Submission Guidelines:

The Bidder **must** submit a letter of interest, resume that demonstrates the required qualifications for the services requested and the signed 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.

If you have not done business with MSDE or the State of Maryland, or a significant amount of time has elapsed, please submit an updated W-9 with your bid.

Bids will not be opened publicly.

Submission Due Date:

October 8, 2021 via 2:00 P.M. eMaryland Marketplace Advantage

Shareda Holifield, Procurement Officer
Maryland State Department of Education
200 West Baltimore Street, 2nd Floor
Baltimore, Maryland 21201
Email: shareda.holifield1@maryland.gov

- **Late bids shall not be accepted**
- **Emailed bids shall not be accepted**

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**EXHIBIT A
BID FORM**
Do not alter or amend this form.

DETAILED PRICING CATEGORY	Proposed # of Hours	Times	Cost per Hour	Total Cost
NATURE OF WORK	450	X	\$	\$
*TOTAL BID PRICE				\$

Note: Proposed # of hours are for evaluation purposes and are not a guaranteed number of hours.

*Submit this Exhibit A and all supportive itemized costs, a letter of interest and a resume.

➤ 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.

- **Late bids shall not be accepted.**
- **Faxed bids shall not be accepted.**
- **Emailed bids shall not be accepted.**

VENDOR'S NAME: _____

PRINT

VENDOR'S ADDRESS: _____

City

State

Zip

VENDOR'S FEDERAL ID # _____

NAME OF AUTHORIZED: _____

PRINT

SIGNATURE: _____

TITLE: _____

TELEPHONE NO: _____ DATE: _____

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EXHIBIT A
BID FORM (Continued)

E-MAIL ADDRESS: _____

eMARYLAND MARKETPLACE ADVANTAGE# _____

ARE YOU A REGISTERED SMALL BUSINESS: YES_____ NO_____

IF YES: eMARYLAND MARKETPLACE ADVANTAGE SBR CERTIFICATION #

IF YOU ARE NOT REGISTERED PLEASE VISIT THE FOLLOWING FOR MORE INFORMATION:

<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>

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.maryland.gov>

ARE YOU A REGISTERED VETERAN-OWNED BUSINESS? YES_____ NO_____

IF YES: eMARYLAND MARKETPLACE ADVANTAGE VSBE CERTIFICATION #

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