

ATTACHMENT A

SOLICITATION NO. RW-380 (2HR V-SPEAKER)

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Oklahoma State Department of Education. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

The intent of this Request for Proposal (RFP) is to select a qualified supplier to provide a 2 hour keynote presentation on the topic of supporting students with challenging behaviors and creating systems of change at a statewide behavioral conference targeted toward K-12 grade school administrators, related service providers, general educators, and special educators.

1. Contract Term and Renewal Options

This contract will be effective the date of award through September 30, 2020, and may be renewed for four (4) additional one-year periods with the same terms and conditions upon the sole discretion of the Oklahoma State Department of Education (OSDE).

2. Definitions

- A. OSDE – Oklahoma State Department of Education
- B. IDEA-Individuals with Disabilities Act.

A. SOLICITATION SPECIFICATIONS

A.1. Statement of Purpose

The intent of this Request for Proposal (RFP) is to select a qualified supplier to provide a 2 (two) hour live virtual keynote presentation on the topic of supporting students with challenging behaviors and creating systems of change at a statewide behavioral conference targeted toward K-12 grade school administrators, related service providers, general educators, and special educators.

A.2. Mandatory Requirements

The supplier shall comply with all requirements in this section and provide proper documentation in its response to each Mandatory Qualification. The supplier's compliance with the requirements in this section shall be determined according to the sole unrestricted discretion of OSDE. Proposals failing to meet Mandatory Qualifications shall not be considered.

- A.2.1.** The supplier must hold at minimum a Master's Degree in Education, Behavioral Sciences, Psychology or related field.

A.3. Scope of Service

The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

- A.3.1.** The successful supplier will provide a live virtual 'Keynote' presentation on how teachers can support students with behavioral challenges, and will include information on evidence-based class-wide and individual student interventions. The virtual keynote address will take place on **September 25, 2020** and will last a minimum of 2 hours.

A.4. Performance Activities

The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

- A.4.1.** The successful supplier will provide detailed information on keynote topic and structure. The keynote presentation will fill two (2) hours via virtual platform, such as Zoom.
- A.4.2.** The successful supplier will provide the OSDE with handouts to be shared virtually with registered participants at least one (1) weeks prior to the event date. Ownership of the presentation materials will remain with the supplier.
- A.4.3.** The successful supplier will provide their own computer device, which will be equipped with a webcam, microphone, and a reliable internet connection, to allow for a virtual keynote delivery using a virtual platform, such as Zoom. The OSDE will provide the virtual platform for the keynote presentation. The successful supplier will be provided with a log-in link to access the platform. A member of The OSDE will be present during the presentation to assist with the chat box, relaying questions to the presenter, and to address any technical difficulties that may arise.

A.5. Additional Requirements

The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

- A.5.1.** The successful supplier will provide within their response to OSDE a detailed agenda of the proposed keynote presentation.