

# Attachment A

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

## PURPOSE

The Contract is awarded on behalf of the Oklahoma State Department of Education (OSDE) for services to contract with a supplier that can provide asynchronous online learning modules about the science of reading, including word decoding strategies, for teachers in grades 4<sup>th</sup> through 8<sup>th</sup>. The supplier will also provide synchronous virtual meetings with a facilitator for participating teachers to reinforce their learning and identify and reflect on implementation applications. The program will tentatively begin with cadre 1 in August 2024 through December 2024 and continue with cadre 2 in January 2025 through May 2025, with up to 100 teacher participants per cadre.

### 1. **Contract Term and Renewal Options**

The initial contract term begins on **Date of Award** through one year with **five (5)** one-year options to renew the contract.

### 2. **Mandatory Requirements**

2.1. The supplier must have both asynchronous and synchronous delivery methods.

### 3. **Scope of Service**

3.1. Provide access to an online learning platform with at least fifteen asynchronous hours of learning modules about the science of reading, including word decoding strategies, for teachers of grades 4<sup>th</sup> through 8<sup>th</sup>. The platform should be able to track the hours of participant use. Each learning module should have a form of assessment or check for understanding.

3.2. Provide three synchronous one-hour virtual meetings per cadre with a facilitator for participants to process their learning from the online platform, develop application plans for classroom use, and reflect on classroom application of strategies.

- 3.3. Provide training and secure access to monitor platform data of teacher participants (including names, email addresses, module completion status, and assessment results) and provide access to OSDE to the reports within the module and allow exporting of the reports.
- 3.4. Provide access to data reports on the progress and engagement of the participants to OSDE through the module.

#### **4. Performance Activities**

- 4.1. Provide an overview of and access to the online learning platform to OSDE division liaison.
- 4.2. Collaborate with OSDE division liaison to identify the required online learning modules for participants.
- 4.3. Conduct participant satisfaction surveys at the conclusion of each cadre to identify quantitative and qualitative strengths and weaknesses of the online learning platform. Participant response rate shall be 80% or higher.
- 4.4. Share participation survey results and quantitative impact data with OSDE division liaison within 30 days of the conclusion of each cadre. Based on survey results, asynchronous modules and synchronous meetings can be adjusted.
- 4.5. Host a meeting with OSDE division liaison after each cadre to share any necessary modifications for program improvement based on participation surveys and quantitative impact data.