

ATTACHMENT A
SOLICITATION/EVENT NO. EV00000510

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). The intent of this Request for Proposal (RFP) is to select a qualified supplier to increase the number of businesses receiving evidence based professional development about employing individuals with disabilities and increase the hiring of students with disabilities within those businesses.

1. Contract Term and Renewal Options

The initial Contract term, which begins on October 1, 2024, to September 30, 2025. There are ten [10] one-year options to renew the Contract.

2. Solicitation Criterion

The Bid will be evaluated using a best value criterion, based on the following:

- I. Scope of Service Requirements
- II. Performance Activities
- III. Price

3. Mandatory Qualifications

- 3.1. The supplier must demonstrate they have produced and implemented evidence based professional development about the benefits and best practices for hiring individuals with disabilities for a minimum of two years.
- 3.2. The supplier must provide evidence of marketing and recruiting businesses to complete evidence-based professional development for a minimum of two years.

4. 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 the requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements.

- 4.1. The supplier must demonstrate an understanding of employment challenges for individuals with disabilities.
- 4.2. The supplier must demonstrate an ability to provide asynchronous and synchronous evidence-based professional development that promotes inclusive employment.
- 4.3. The supplier must demonstrate an ability to support business partners who implement inclusive business practices.
- 4.4. The supplier must demonstrate experience in business recruitment and training.
- 4.5. The successful supplier must demonstrate an understanding and ability to collect and report data for grant reporting purposes.

5. 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.

- 5.1. The successful supplier will develop and implement an asynchronous (virtual) evidence-based professional development to introduce rural and urban businesses to inclusive employment and its benefits.
- 5.2. The successful supplier will develop and implement synchronous (in person) evidenced- based professional development for rural and urban businesses to promote hiring and maintaining employment of students with disabilities to a minimum of 24 businesses annually.
- 5.3. The successful supplier will develop and implement ongoing technical assistance for all employers who complete training modules and hire individuals with disabilities.
- 5.4. The successful supplier will promote and recruit business partners.
- 5.5. The successful supplier will provide OSDE-SES a quarterly itemized accounting of all expenditures made pursuant to this contract within thirty days following each quarter.
- 5.6. The successful supplier will provide OSDE-SES quarterly reports within 30 days of quarters 1 ending September 30; quarter 2 ending December 31, quarter 3 ending March 31, and an annual report within 45 days following the fiscal year ending June 30 for the services and activities listed above. This must include the number of trainings conducted, the number of participants in each training, and the number of individuals supported through technical assistance by partner businesses.