

# RFA for a Subscription Online Writing Program

## 1. SUMMARY AND BACKGROUND

The purpose of this Request for Application (RFA) is to solicit applications from various candidate organizations, conduct a fair evaluation based on criteria listed herein, and select the candidate(s) who best represents the goals and objectives listed in the Regional Application for Migrant Education Region V.

Migrant Education Program Region V is a program listed under Kern County Superintendent of Schools Office. The program serves approximately 7,000 students. The program is authorized under ESSA: The Every Student Succeeds Act.

## 2. APPLICATION GUIDELINES

This Request for Application represents the requirements for an open and competitive process. Applications will be accepted until 4:30 pm PST April 20, 2018. Any applications received after this date and time will be returned to the sender. All applications must be signed by an official agent or representative of the company submitting the application.

If the organization submitting an application must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the application. Additionally, all costs contained in applications must be all-inclusive to include any outsourced or contracted work. Any applications which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFA. All contractual terms and conditions will be subject to review by Schools Legal Services and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 3. PROJECT PURPOSE AND DESCRIPTION

The purpose of having an online subscription writing program for 3<sup>rd</sup>-high school migrant students is to prepare them to meet the Common Core State Standards in writing. The online program will support English Learners with writing tasks that align to state standardized testing. Writing instructional tasks in areas: inference, main idea, revision, research and full writes will provide support with targeted standards. The online program will be engaging with fictional and nonfictional genres, be motivational and be user friendly. In turn the program will provide feedback to the instructor for the purpose of "reteach" with instructional ideas and strategies. The online program will produce pre and post results for continuous observation and support for student growth. Such online program will provide the Region V with data driven reports regarding student assessment results, student growth and services rendered. Migrant Education Program Region V has the option of renewing the contract for an additional three years contingent upon funding and program needs.

**Project Description:**

In the Migrant Program Region V, the subscription online writing program will support the instruction from 3<sup>rd</sup> through 12<sup>th</sup> grade in the Extended Day, Extended Summer, Saturday School, winter and spring Academies.

**4 PROJECT SCOPE**

All applications need to include a scope and sequence that is aligned to the goals and objectives listed in the Region V Migrant Education Program Regional Application. In addition, online subscription writing program should support writing for secondary students grades 9<sup>th</sup>-12<sup>th</sup>. All employees need to comply with fingerprint and criminal background check.

**5 REQUEST FOR Proposal AND PROJECT TIMELINE**

Request for Application Timeline:

All applications in response to this RFA are due no later than 4:30 pm PST April 20, 2018.

Evaluation of applications will be conducted from April 23, 2018. If additional information or discussions are needed with any bidder, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than April 24, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Contract negotiations will be completed by April 27, 2018.

Notifications to bidders who were not selected will be completed by April 24, 2018.

**6. BUDGET**

Submit an itemized budget.

**7. CONTACT INFORMATION**

Any questions or information pertaining to this RFA should be directed to:

Lourdes Lule-Licea, Coordinator

Kern County Superintendent of Schools, Migrant Education, Region V

Phone: (661) 636-4776 or E-mail: [lolulelicea@kern.org](mailto:lolulelicea@kern.org)

