

California Commission on Teacher Credentialing



Request for Proposals for an Evaluation of the California Classified School Employee Teacher Credentialing Program

Available Funding

A single contract award of \$250,000 is available for an independent evaluator to conduct an evaluation to determine the success of the California Classified School Employee Teacher Credentialing Program (“Classified Program”). The Classified Program was designed to support Local Education Agencies to recruit classified school employees into teaching careers and support their undergraduate education, professional teacher preparation and certification as credentialed California teachers.

Who is Eligible to Apply?

Eligible applicants for the California Classified School Employee Teacher Credentialing Program Evaluation contract are Local Education Agencies (LEAs), including California Community Colleges, with a proven record of experience in assessing teacher training programs. Local Education Agencies must either have a CDS Code (available on the [CDE Public School Directory](#)) or be an accredited California Community College.

Project Period

From June 2020 through June 2021, with a full report due to the Commission by June 1, 2021.

Due Date for Receipt of Proposals at the Commission Office

June 25, 2020 by 5 p.m. PDT

Proposals received after that date and time will not be accepted or considered.

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Request for Proposals for an Evaluation of the Classified Program

Section I: Introduction

Evaluation of the Classified Program

This Request for Proposal (RFP) provides an opportunity for a qualified LEA or California Community College to apply for an evaluation services contract. The contract award of \$250,000 is available for an independent evaluator with a proven record of experience in assessing teacher training programs to conduct an evaluation to determine the success of the Classified Program as mandated in Education Code Section 44393(e). The evaluation must be conducted by a Local Education Agency (LEA): school district, charter school, county office of education, or California Community College. Any LEA that is a current classified grant recipient is not eligible to apply. LEAs that are partners in a Classified grant program, but are not the grantee LEA itself, are eligible.

Description of the Classified Program

The Classified Program addresses the state’s teacher shortage by supporting LEAs to recruit classified school employees into teaching careers and support their undergraduate education, professional teacher preparation and certification as credentialed California teachers. The state budget allocated a total of \$20 million for a first round of funding for the Classified Program in July 2016; an additional \$25 million was approved for a second round of funding in July 2017. Classified staff at grantee LEAs who were selected to participate in the program (participants) received financial assistance for degree and credentialing related expenses such as tuition, fees, books, and examination costs; academic guidance; and other forms of individualized support to help them complete the undergraduate education, teacher preparation program, and transition to becoming credentialed teachers for the public schools. Altogether, the two rounds of funding for the Classified Program, which total \$45 million, are helping to support 2,260 classified school employees statewide to become credentialed classroom teachers for California’s public schools.

The November 2019 [Classified Annual Report to the Legislature](#) provides a complete summary of the Classified Program, program grantees, program participants, and outcomes to date.

Key Dates in the Application Process

Date	Activity
February 24, 2020	RFP issued
March 6, 2020	Written questions about the RFP due to the Commission
March 11, 2020	Intent to Apply due
March 11, 2020	Responses to written questions posted and distributed
June 25, 2020 by 5 p.m. PDT	RFP Proposals (electronic and paper copies) must be received by the Commission
June 26- July 10, 2020	Review of applications

Date	Activity
July 17, 2020	Announcement of Contract Award

Notice of Intent to Apply

Entities with an interest in responding to this RFP are encouraged to submit a Notice of Intent to Apply ([Appendix A](#)) via email to ClassifiedGrants@ctc.ca.gov by **March 11, 2020**. The purpose of this notice is to inform the Commission of interested applicants so that any additional information about the RFP may be provided, including responses to written questions (see below). Submission of an “Intent to Apply” form is not a promise or obligation to submit a proposal, and a lack of submitting an “Intent to Apply” form does not disqualify or preclude an applicant from submitting a proposal in response to this RFP.

How to Submit Written Questions about this RFP

Applicants who have questions about information contained in this RFP may submit questions via email with “Classified Evaluation RFP Question” in the subject line by **March 6, 2020** to ClassifiedGrants@ctc.ca.gov.

Responses to written questions submitted by the deadline will be distributed to those who have submitted the “Intent to Apply” form and will also be posted on the Commission’s website.

Section II: How to Respond to this RFP

Components to Address in the Applicant’s Response

Applicants interested in applying for the Classified Evaluation contract must provide a narrative response to this Request for Proposals (RFP) as described in the selection criteria below. In order to be considered, responses must include all of the components indicated. The response by each applicant will be evaluated based on the selection criteria detailed below. Responses to this RFP must reach the Commission on Teacher Credentialing according to the submission information provided in Section III not later than **5 p.m. PDT on June 25, 2020**.

The following information provides guidance to applicants for organizing a complete response to the Selection Criteria of this RFP.

Responses must include a **Cover Page** ([Appendix B](#)) that identifies a contact person at the applicant entity, along with contact information by telephone, fax, and email, and the signature of the Superintendent/Chief Executive Office, or President of the applicant entity.

Important note: *The Commission will use the contact information provided on the cover page as the sole point of contact for each applicant. Please carefully select the individual who will be responsible for all communications relating to the evaluation application and, if successful, to the Classified Evaluation contract when funded.*

Following the cover page, applicants must provide a **Table of Contents** indicating where in the application each of the required responses can be found.

Selection Criteria for Applicant Responses

1. Applicant Capacity to Conduct the Evaluation (10 points)

Applicants must document their capacity to design, implement, and analyze the findings of the evaluation. Applicants must describe a description of the applicant's organizational structure, and how the proposed activity fits within the organizational structure. Applicants must provide this same information for any proposed subcontractors. **Note:** *If the applicant is a partner in a current classified program, the applicant must explain how it will conduct an independent, objective evaluation of the Classified Program.*

2. Experience in Assessing Teacher Preparation Programs (5 points)

Applicants must describe prior experience in assessing teacher preparation programs or conducting relevant education program-related evaluation studies that would allow reviewers to determine that the applicant has had qualifying prior experience for conducting an evaluation of the Classified program.

3. Evaluation Design and Implementation Plan (30 points)

The applicant must provide a description of the proposed evaluation design, activities, methodology, timeline, individuals responsible, method of analysis of findings, and an outline of the final report to be provided to the Commission. Applicants are expected to develop qualitative and quantitative evidence to determine the success of the Classified Program. Factors to consider include: program participants' experiences in the program and their satisfaction with the program services and outcomes; effectiveness of collaboration and transition for candidates between LEAs and IHEs; retention and attrition rate of program participants; and supports in place for program participants. These are examples; however, applicants must provide a detailed proposal indicating the evaluation questions they are planning to address to evaluate the success of the program. The applicant must provide a description and timeline of the implementation activities for the proposed evaluation. The following elements must be included, and may be provided in outline or chart format:

- a. Evaluation activities to be conducted and the purpose/rationale for each activity
- b. Person(s) responsible for each activity
- c. The time frame for completion of each activity
- d. Type of data to be collected and method(s) of analysis
- e. Progress report to the Commission as indicated in the Notice of Reporting Requirements below.

4. Data Analysis and Conclusion (15 points)

The applicant must describe the types of data that would be collected, analyzed, and reported, and how conclusions about the relative success of the Classified Program would be determined.

5. Key Staff (10 points)

The applicant must provide a chart that (a) identifies the key staff to be involved in the evaluation design, implementation, and analysis of data and (b) summarizes the qualifications of each key staff member.

6. Budget and Budget Narrative (30 points)

The applicant must provide a budget for the project period, using the budget form provided in [Appendix C](#). In addition, the applicant must provide a **budget narrative (Appendix C1)** that details for each budget category for which funding is allocated, what each expenditure includes and how each of these costs was calculated.

Notice of Reporting Requirements

The evaluation contractor must provide the Commission with progress reports three times during the project period, with reports due to the Commission on the following dates:

- October 30, 2020
- January 31, 2021
- April 30, 2021

A final report is due to the Commission by **June 1, 2021** on the findings of the evaluation. **The final report must be ADA compliant** per Section 508 of the Federal Rehabilitation act.

Summary Review of Selection Criteria

Proposal Components	Maximum Points
1. Applicant Capacity to Conduct the Evaluation	10
2. Experience in Assessing Teacher Preparation Programs	5
3. Evaluation Design and Implementation Plan	30
4. Data Analysis and Conclusions	15
5. Key Staff	10
6. Budget and Budget Narrative	30
Total Point Possible	100

Section III: Application Submission and Review Processes

How to Submit the Application

Applicants who wish to compete for funding for a Classified Program Evaluation contract must submit **ALL** of the following:

1. An electronic copy of the entire application
2. One paper copy of the entire application with original signatures

All Proposals (electronic and paper) must reach the Commission office by 5:00 p.m. PDT on June 25, 2020. Proposals received after this time will not be accepted, reviewed or evaluated.

Email the electronic copy to: ClassifiedGrants@ctc.ca.gov

Mail or Deliver the original signed paper copy to:

Iyore Osamwonyi
Professional Services Division
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213

Format and Length of the Proposal

Proposals should be formatted to an 8 ½ x 11 page, with one-inch margins on all sides, using a font of not less than 12 point. Pages may be double or single spaced. The suggested maximum length of a proposal is not more than 40 double spaced or 20 single spaced pages.

Application Review and Award Process

Applications received by the submission deadline will be reviewed first for technical compliance with the application instructions and completeness of the application in responding to all required information. Applications that meet the initial technical compliance screening will then be read by a team of Commission staff members and rated according to the scoring criteria provided in this RFP.

A recommendation for awarding the contract will be made to the Executive Director and will result in a contract award letter from the Commission and contract acceptance conditions to be signed and returned by the contractor. Further information about the contract process will be provided to the successful evaluator following the awarding of the contract.

Funding Considerations

The evaluation contractor will be expected to make appropriate progress in implementing the program evaluation process according to the operational plan provided in the funded application and to provide progress reports throughout the contract period as specified, as well as providing a final report not later than June 1, 2021.

Definitions of Terms Applicable to the Classified School Employee Teacher Credentialing Program

Definitions of terms relating to this Program are provided in Education Code section 44392:

- a) **“Applicant”** means a school district, charter school, county office of education, or California community college applying for funds under the California Classified School Employee Teacher Credentialing Program Evaluation.
- b) **“Institutions of higher education”** means the California State University, the University of California, and private higher education institutions that offer a commission-approved teacher preparation program.
- c) **“Participant”** means a classified school employee who elects to participate in the California Classified School Employee Teacher Credentialing Program.
- d) **“Program”** means the California Classified School Employee Teacher Credentialing Program.
- e) **“Classified school employee”** means a non-certificated school employee currently working in a grantee LEA or a partner LEA, e.g., a classroom aide, bus driver, cafeteria worker.
- f) **“Teacher training program”** means an undergraduate or graduate program of instruction sponsored by a teacher preparation program approved by the Commission that includes instruction, coursework, and clearly defined that are designed to qualify participants enrolled in the Program for a teaching credential authorizing instruction in kindergarten and grades 1 to 12, inclusive.

Appendix A

Intent to Apply for the Evaluation of the Classified Program (Optional)

As indicated by the signature of the Superintendent, CEO, or President, it is the intent of the eligible applicant identified below to apply for a contract to develop and implement an evaluation of the Classified Program. The applicant understands that this Intent to Apply must be received by the Commission **by March 6, 2020** and that submission of this form does not require or otherwise obligate the entity to submit a proposal to the Commission. A scanned copy of the signed Intent to Apply form may be emailed to ClassifiedGrants@ctc.ca.gov or sent by postal mail to:

Iyore Osamwonyi
Professional Services Division
Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 95811-4213

Applicant:
CD/CDS Code:
Print Name:
Title:
Signature:
Date:

Appendix B
Application Cover Page
Evaluation of the California Classified School Employee Teacher Training
Program

Section 1: Applicant Information

Name of Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
CD/CDS Code if applicable: _____

Section 2: Contact Information

Contact Person: _____
Telephone: _____
Email: _____
Fax: _____

Section 3: Fiscal Agent Information for the Evaluation Contract

Name of Fiscal Agent: _____
Agency: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Email: _____
Fax: _____

Section 4: Administrative Approval

Name of Superintendent, CEO, or President: _____
Title: _____
Signature: _____
Date: _____

Section 5: Classified Program Partner

Are you a Classified Program partner? Yes No

If yes, please provide the name and grant number of the Classified Program grantee:

**Appendix C
Budget Form**

**Evaluation of the California Classified School Employee Teacher Training
Program**

Directions: Complete the worksheet using the budget categories as applicable. If additional categories are necessary, list these in spaces provided below. All categories must also be detailed in the budget narrative.

Budget Category (as applicable)	Amount
Personnel Salary	
Personnel Release time	
Personnel Stipend	
Travel	
Supplies	
Indirect cost (limited to 5%)	
Other (describe below)	
Total	

Appendix C1
Budget Narrative Form
Evaluation of the California Classified School Employee Teacher Training
Program

Directions: For each budget expenditure provided in Appendix C, explain how this cost was determined.

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