

Request for Proposal (RFP): Teacher Preparation Data Project

Project Description

Background

In order to train, recruit, hire, develop, and retain great teachers, teacher preparation programs (TPPs), local education agencies (LEAs), and state education agencies (SEAs) need consistent and reliable data on teacher talent. However, when it comes to teacher talent management data, particularly in the teacher preparation domain, data is scattered in multiple systems across organizations. Too often, TPPs, LEAs, and SEAs struggle to get the data they need to supply exceptional teachers for our nation's schools. Teacher preparation data management is not only a challenge internal to TPPs, LEAs, and SEAs, but also in the data exchange between these different types of organizations. To date, there has been little effort on understanding, inventorying, and prioritizing the data exchange use cases between TPPs, LEAs, and SEAs. In addition, improving interoperability across all sources of teacher talent data to make critical information available to TPPs, LEAs, and SEAs has not been achieved in the K-12 sector. Engaging key stakeholders to identify and prioritize data exchange use cases and developing relevant data interoperability intellectual property are the major goals of this request for proposal (RFP).

Overview

New Venture Fund invites proposals from consulting organization(s) for the Teacher Preparation Data Project.

The purpose of this RFP is to select an approach and vendor(s) to gather, document, and prioritize the ways in which stakeholders (including TPPs, LEAs, and SEAs) desire to use data to improve teacher preparation.

The selected vendor(s) would plan and execute stakeholder engagement sessions to understand and articulate teacher preparation data use cases from a group of TPPs, LEAs, and SEAs. These stakeholder programs will be identified by the funder group. The stakeholder engagement group will comprise roughly 30 organizations and 50 individuals. The research and stakeholder engagement conducted by the selected consultant(s) should result in a prioritized set of use cases that outline key questions stakeholders want to answer, metrics required for each use case, metric definitions, and the corresponding data needed. The selected vendor would gather information to identify the data sources required to fulfill priority use cases as well as any policy constraints that would inhibit gathering or sharing data required for priority use cases.

Ultimately, the goal of the project is to encourage the adoption of a shared teacher preparation data standard and reporting. In the interest of sustainability and ease of adoption, we assume the Ed-Fi data standard will be used as a starting point for this work and will be extended as needed to meet the agreed upon priority use cases. The vendor will create a consolidated list of data required to meet the priority use cases, do a gap analysis of the teacher prep data requirements against the Ed-Fi data standard, and propose extensions, where needed.

The funder group anticipates a group of early adopters TPPs, LEAs, and SEAs will emerge that will want to implement a data system to aggregate and report data for a subset of the priority use cases. As this early adopter group is identified, the selected vendor(s) would work with early adopters to document the scope of the early adopter implementation(s), propose solution options, and define a solution architecture appropriate for the early adopter implementation. It is assumed that the extended Ed-Fi data standard and Ed-Fi operational data store (ODS) will be used for data collection and aggregation in proposed solutions, where practical. The funder group does not envision a single shared solution that meets the needs of all TPPs, LEAs, and SEAs; rather, there may be a few locally implemented solutions. As the solution options are defined, the funder group will determine the viability of funding and implementing early adopter solutions.

Timeline

- Formal RFP released: April 28, 2016
- RFP due: May 18, 2016
- Interviews: May 24, 2016
- Vendor selection announcement: June 1, 2016
- Phase I: Project dates – Between June 1 and August 31, 2016
- Phase I: In-person stakeholder engagement session – July 11, 2016 (tentative)
- Phase II: Project dates – Between September 1 and November 30, 2016

Budget Estimates

- Total budget for both Phase I & Phase II is not to exceed \$1 million.
- Proposals can include lead consultant with relevant subcontract consultant(s).

Deliverables

Phase I. From June 1 through August 31, 2016 the consultant(s) will be responsible for the following deliverables:

1. **Design and facilitate stakeholder engagement sessions (with TPPs, LEAs, SEAs) to inform use case development.**
 - The project sponsors will bring together TPP, LEA, and SEA stakeholders for one in person meeting. We ask the consultant(s) propose a structured process that would identify the key questions stakeholders want to answer with data.
 - Prepare agendas, pre-reads, and meeting materials.
 - Determine necessary follow-up research or calls with stakeholders that might be needed after in person meeting.
 - Document findings from stakeholder engagement sessions.
2. **Develop and prioritize use cases.**
 - With insight from stakeholder engagement session and other research, develop clear data use cases that articulate TPP, LEA, and SEA data needs.
 - For each use case, document the specific metrics and domains of data required to fulfill use cases.

- For each use case, conduct a data landscape/inventory aligned to the use case scenarios to identify the relevant source systems' data. Create a map of source system vendors to required data domains.
- Inventory and create a market map of key vendors used by TPPs, LEAs, and SEAs for teacher talent management.
- For each use case, identify programmatic and policy opportunities and barriers for data access.
- Prioritize use case development based on TPP needs.
- Develop publicly sharable communications materials summarizing insight from stakeholder engagement sessions and prioritized use cases.

Phase II. From August 15 through October 31, 2016 the consultant(s) will be responsible for the following deliverables:

1. Develop technical artifacts.

- Define definitions of metrics and identify commonalities across use cases.
- Define the data elements required for each metric.
- Map the data to the most recent version of the Ed-Fi data standard. The Ed-Fi Alliance's current mapping spreadsheet is available [here](#).
- Build out technical artifacts for the extensions required including the XSD and ODS schema and supporting documentation. Ed-Fi XSD and ODS extensions are expected to follow the Ed-Fi Extensions Framework, ([XML Schema extensions](#) and [ODS Schema extensions](#)).
- Publish technical artifacts to the [Ed-Fi Exchange](#).

2. Propose solution options.

- Document the scope of at least three early adopter implementations including the use cases, domains of data, source systems, target end-users, and anticipated volumes of data.
- Develop solution options to meet early adopter implementations' scope.
- Review solution options with funder group and early adopter stakeholders.
- Develop solution architecture for selected solution option(s). This should include a diagram and description of the solution including major system components, data flows, and recommended technologies.

Proposal Requirements

Please include the following in your response to this RFP. Only completed proposals, as defined by this checklist, will be reviewed.

● **Organizational Description**

- Briefly describe the organization's history, key areas of expertise, and other relevant information. Also include a description for any subcontractor included in the proposal response.
- If you have a particular point of view, or theory of change, in education reform, stakeholder engagement, or technology development, please also include a detailed description in your response.

● **Applicant Capacity**

- Describe relevant project experience.
- Provide references, with contact names and telephone numbers, from three organizations with which the applicant has worked during the past five years on similar projects.
- If applicable, provide deliverable samples relevant to this project.

Within the range of project deliverables noted in the RFP, provide:

- **Proposed Project Design/Scope of Work**
 - Describe the approach to be used to complete the required deliverables.
- **Work Plan**
 - Provide a detailed work plan and timeline for completing each deliverable listed in the RFP.
 - Provide a summary of requirements of participating organizations in the stakeholder engagement session.
- **Staffing and Management Plan**
 - Describe the qualifications of the project team and the division of labor among key personnel. Include a resume for each individual identified.
- **Budget**
 - Provide a detailed budget for the proposed work in Excel format (applicant can also include a screenshot of budget in proposal narrative). The budget should be structured against the four main deliverables outlined in the RFP and include assumptions on hourly rates for associated project staff.
 - In written proposal include a narrative justification of proposed line items.
 - Please identify the timing of costs in order to define the project's cash flow requirements.
- **Organizational Due Diligence**
 - List of senior/executive staff
 - List of board of directors

You will also be asked to upload a completed W-9; a blank form is attached below or is available [HERE](#).

Proposal Submission

Please submit your proposal [via our online application portal](#). Proposals are due by 2:00 pm on May 18, 2016. An FAQ is located [HERE](#) and will be updated regularly.

For technical difficulties, email teacherprep@newventurefund.org.

For questions related to content, submit your questions [HERE](#). We will review your question and either (1) respond to your question via email if the question is specific to your organization, or (2) post the response to your question (with your individual information removed) so that other applicants can benefit from the information.

Please note this project is still in formation stage and as a result, the final start date may be adjusted and finalization of a contract will be subject to available funding.

Review Process

Complete proposals will be reviewed by an internal committee based on the following criteria:

- Technical and practical merit of project design
- Ability to execute project based on project plan and staff expertise from previous experience on similar projects
- Reasonableness of cost