



R00R820069

**Lead Reviewers and Peer Reviewers for Grant Applications
for Maryland Charter Schools Program**

Release Date: May 4, 2018

Small, Minority and Veteran-owned businesses are encouraged to respond to this solicitation.

Issue Date: May 4, 2018

Title: Lead Reviewers and Peer Reviewers for Grant Applications for Maryland Charter Schools Program

Background:

Authorized by Title IV, Part C of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015, the Federal Charter Schools Program (CSP) provides funding to state education agencies and state entities for the purpose of increasing the number of high quality public charter schools available to students across the nation. This is accomplished by providing financial assistance for planning, start-up, and implementation of new and expanding public charter schools.

The Maryland State Department of Education (MSDE) received a competitive CSP grant under this federal program in September 2017 for a five-year grant period. Currently \$5.5 million has been awarded for a two year period to carry out the following objectives:

1. Create: Increase the number of high quality public charter schools in Maryland.
2. Strengthen: Strengthen the overall quality of Charter school authorizing in Maryland.
3. Share: Promote the high quality dissemination of Charter school best practices, increasing collaboration between Charter and traditional public schools.

To help carry out these objectives, the MSDE is offering a competitive grant opportunity to qualified charter school operators and developers for the planning and early years of implementation of new, expanded, or replicated charter schools.

Purpose:

The purpose of this solicitation is to acquire the services of consultants to assist the Maryland State Department of Education (MSDE) review and score grant proposals for potential grant awards under the Maryland Charter Schools Program.

Nature of Work:

Grant Review – Up to 5 hours per proposal

The MSDE is soliciting reviewers to read, score, and collaborate with other reviewers to determine a consensus score for each submitted grant proposal.

Selected grant reviewers shall be responsible for the following:

1. Participate in a webinar training to review the Request for Grant Applications and scoring rubric;

2. Read and individually score each assigned grant proposal using the rubric provided by the MSDE and reviewed in training;
3. Participate in a consensus session with other reviewers; and,
4. Complete required rubric and submit to MSDE.

Team Lead

In addition to the grant review responsibilities above, a Team Lead will convene all the reviewers for a proposal or set of proposals. This meeting may be in person or via conference call. The Lead will produce a consensus score for each proposal based on the scores and input from all reviewers, and list recommended follow-up questions that the MSDE can incorporate into interviews with grant applicants.

Timeline:

The following dates are for planning. Exact times may be different. Peer Reviewers will be provided with final dates at selection.

The Webinar for Peer Reviewers will take place the week of June 18, 2018.

The application review period is scheduled for July 16-23, 2018.

Consensus scores and questions will be provided by the Team Leader to the MSDE by August 1, 2018.

Offeror Qualifications:

A. Essential Requirements:

1. Knowledge of and/or direct experience in one or more the following areas:
 - a) Elementary or Secondary public education
 - b) Interventions to support educationally disadvantaged students
 - c) Special Education
 - d) Nonprofit management
 - e) Parent and Community Engagement
 - f) School Climate
 - g) School finance
2. Demonstrated ability to meet deadlines and work independently;
3. Proficient in Microsoft Word and access to working, up-to-date computer; and

B. Education Requirements:

1. Minimum of Bachelors' degree in Education, Counseling, Supervision, or related field.

Partial/Multiple Consultants:

The MSDE reserves the right to award contract to multiple consultants for the services and materials required in this RFQ. MSDE may select up to five Grant Review Team Leads. The

Bidders demonstrating the most experience reviewing grants shall be selected as Team Leads.

You must indicate on the Bid Form if you would like to be considered for Team Lead.

Non-Hiring of Employees:

No official or employee of the State of Maryland, as defined under State Government Article, §15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this contract, shall during the pendency and term of this contract and while serving as an official or employee of the State, become or be an employee of the Contractor or any entity that is a subcontractor on this contract.

Conflict of Interest:

No Bidder shall apply for this RFQ if they are currently employed or have been awarded a contract where it could be considered a Conflict of Interest. “In general, an official or employee may not participate in a matter if the Contractor has an interest in the matter or has a direct financial interest of which the Contractor reasonably may be expected to know ...: “ For the complete General Provision Code Annotated: 5-501, please see the Annotated Code of Maryland; General Provisions, Title 5. Maryland Public Ethics Law, Subtitle 5. Conflicts of Interest. Any potential conflict of interest must be reported to the Procurement Officer in the event of doubt.

As a reviewer, you will have a **conflict of interest** if:

1. You helped prepare an application, regardless of financial interest in the success or failure of that application.
2. You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project.
3. Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees or associates of the project applying for funding.

You have a conflict of interest, but one that does not necessarily disqualify you from reviewing, if:

1. You are affiliated with an organization that plans to submit an application, but you will not benefit financially from that application.
2. Your spouse is affiliated with an organization that plans to submit an application, but he or she will not benefit financially from that application.
3. An applicant names you as a consultant in an application without your prior knowledge.
4. A situation exists that may be perceived as a conflict, such as reviewing proposals from your City or County, reviewing proposals in which a family member (other than your spouse) stands to benefit financially, reviewing proposals from an organization or individual with whom you are negotiating employment, etc.

The Maryland State Department of Education will make a final determination about whether a conflict of interest prevents the bidder from reviewing all or some of the grant applications.

Term of Contract:

Contract shall begin on or about **June 18, 2018** and terminate on or about **June 30, 2019**. This date shall be determined upon review of bids received.

Place of Work:

Training for grant reviewers will take place through webinar. Reviewers will work at their home offices.

Award Basis:

The State reserves the right to award the contract to the responsive and responsible bidder submitting the most favorable bid price for providing the goods and services, as specified in this RFQ. Refer to COMAR 21.05.07.06 D.

http://www.dsd.state.md.us/COMAR/title_search/Title_List.aspx

Questions:

Questions should be addressed in writing to the Procurement Officer. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be posted on “**eMarylandMarketplace**” as an **Addendum** after the due date of questions and in sufficient time for the answer to be taken into consideration in the Bid.

Please put the **RFQ # R00R820069** and Title in the subject line of your email. Submit your questions by 4:00 pm on May 30, 2018.

It is beneficial to be registered with “emarylandmarketplace” to access the addendums and any other pertinent information. There may be other opportunities from State agencies there. There shall be no mailing of the Addendums. The link to “<https://emaryland.buyspeed.com/bsa/>” to register is as follows:

<https://procurement.maryland.gov/>

Submission guidelines:

The Bidder **must** submit the following:

- a. A letter of interest.
- b. A resume that demonstrates the required qualifications for the services requested.

- c. The **signed** (using a blue ink pen) **bid form** (Exhibit A) to provide the service detailed in the Nature of Work.
- d. The **signed** (using a blue ink pen) **Conflict of Interest form** (Exhibit B) to disclose if a situation exists that may be perceived as a conflict in reviewing grant proposals.

If you have not done business with MSDE or the State of Maryland, or a significant amount of time has elapsed, please submit an updated **W-9** with your bid.

Bids will not be opened publicly.

Submission Due Date:

May 30, 2018 by 2:00 p.m. EST

Regina Jackson
Maryland State Department of Education
200 West Baltimore Street, 2nd Fl.
Baltimore, Maryland 21201
Email: reginaa.jackson@maryland.gov

Late bids shall not be accepted.

Faxed bids shall not be accepted.

Emailed bids will be accepted.

Shipping Instructions:

1. When shipping the bids to MSDE by courier, please use the address as follows:

ATTN: Receiving and Shipping Department
Mail Room – C/O Regina Jackson
Maryland State Department of Education
200 West Baltimore Street, 2nd Fl.
Baltimore, MD 21201

2. When hand delivered, please use the 6 North Liberty Street entrance of the building with the packages marked as follows:

ATTN: Mail Room – C/O Regina Jackson

Mail room hours are from 8:00 A.M. to 5:00 P.M.

All bids submitted shall be identified with the RFQ Number R00R820069, Title, and Due Date inscribed on the left-hand corner of the mailed envelope and or package under the return address. Bids shall not be accepted without this information including expressed packages, such as FedEx and UPS.

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**EXHIBIT A
 BID FORM**

Note: Exhibit A bid form shall not be altered.

DETAILED PRICE CATEGORY	# of Grant Proposals	Times	Price per Proposal	Total Price
Lead Grant Review Team **				\$100
Number of Grants to Review (5 grants maximum per team member)	<u> </u> (Write-in # of grants to review)	x	\$300	
TOTAL PRICE				

Please check below if applicable:

_____ I would like to be considered as a Team Lead.

****Lead reviewers will receive an additional \$100 for the entire review process plus \$300 for each proposal reviewed.**

Note: Exhibit A bid form shall not be altered.

VENDOR'S NAME: _____

PRINT

VENDOR'S ADDRESS: _____

City State Zip

VENDOR'S FEDERAL ID or SS# _____

NAME OF AUTHORIZED: _____

PRINT

SIGNATURE: _____

TITLE: _____

TELEPHONE NO: _____ DATE: _____

E-MAIL: _____

FAX NO. _____

ARE YOU A REGISTERED SMALL BUSINESS? YES ____ NO ____

IF YES: MARYLAND STATE CERTIFICATION # _____

IF YOU ARE NOT REGISTERED PLEASE VISIT THE FOLLOWING FOR MORE INFORMATION:

<https://goma.maryland.gov/Pages/sbr-Program.aspx>

ARE YOU A REGISTERED MINORITY BUSINESS ENTERPRISE? YES ____ NO ____

IF YES: MARYLAND STATE CERTIFICATION # _____

IF YOU ARE NOT REGISTERED PLEASE VISIT THE FOLLOWING FOR MORE INFORMATION:

<https://www.mdot.maryland.gov/>

ARE YOU A REGISTERED VETERAN-OWNED BUSINESS? (Note this is a Federal Program and you must be registered in Vet Biz.)

YES ____ NO ____

<https://www.vip.vetbiz.gov/>

For questions regarding any of Maryland's programs please contact Regina Jackson, Business Liaison at MSDE. Reginaa.jackson@maryland.gov

Contract Terms and Conditions:

EXHIBIT B
Conflict of Interest

As a reviewer, you will have a **conflict of interest** if:

1. You helped prepare an application, regardless of financial interest in the success or failure of that application.
2. You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project.
3. Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees or associates of the project applying for funding.

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3. An applicant names you as a consultant in an application without your prior knowledge.
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VENDOR NAME: _____

Organization/applicant with which I have a relationship that may present a conflict of interest:

Description of relationship with the organization/applicant that may present a conflict of interest:

Vendor Signature: _____

Date: _____