

Request for Information



State of Alaska
Department of Education & Early Development
Division of Finance & Support Services
801 West 10th Street, Suite 200
PO Box 110500
Juneau, Alaska 99811-0500

Date Issued: December 28, 2022

REQUEST FOR INFORMATION: ASSESSMENT OUTREACH FACILITATION

Introduction:

The Department of Education & Early Development (DEED) is seeking a full-service vendor that will provide support services for stakeholder input and feedback related to Alaska's Balanced Assessment System including the National Assessment of Educational Progress (NAEP) and to garner stakeholder support of the National Indian Education Study (NIES).

The vendor will be required to:

- Document what aspects of the statewide assessment system are meeting stakeholder needs under the current design, what changes are needed and why, what would be the goal or outcome of making changes. Identify challenges, describe issues.
- Produce one report outlining concerns, ideas, desired assessment design and outcomes, and ideas regarding National Indian Education Study, NAEP, assessment bias, cultural needs.
- Through the engagement process committee members are highly likely to bring up topics and content that are relevant to other state assessments, curriculum, and instruction. These concerns, ideas, and recommendations should be documented.
- A successful proposal will articulate how the proposed project will establish a plan to facilitate a stakeholder group meeting to solicit input and feedback on the balanced assessment system and NIES as separate components. A successful proposal will include how Alaska Native/American Indian Tribal representation and involvement will be integrated throughout the project from the outset. Also, strongly considered is how the proposal will ensure that at-risk and historically under or misrepresented people will be accurately and respectfully represented and involved throughout the project and in the final product.

Background or Project Information:

The National Indian Education Study (NIES) was conducted in Alaska between 2005-2011 as part of the National Assessment of Education Progress (NAEP). In 2013, Alaska opted students out of the NIES because the reporting threshold needed was not met due to Alaska Statute 14.03.110 which states that surveys cannot be given to students without their parents' consent. With Tribal Compacting being signed into law ([SB 34](#)), the assessment team has developed a timeline to meet with stakeholders. The goals of these meetings are to listen and gather feedback about the full scope of assessments in Alaska and outline benefits of participating in various assessments, including the NIES. Having a neutral facilitator to guide

discussion and document this process will ensure that DEED is responsive to stakeholder input and guide the work that will commence thereafter.

These services consist of, but not limited to:

- DEED is considering initiating a facilitation contract for six months from approximately January-June 2023. DEED seeks a vendor to support targeted stakeholder feedback and input on Alaska's Balanced Assessment System and NIES. Coordinate stakeholder communications, meetings, develop a report on findings, suggestions, messaging. An initial list of potential stakeholders will be provided by DEED to the selected vendor, but DEED welcomes input from respondents on stakeholders to be included.
- The vendor will be required to secure a meeting place, coordinate travel for stakeholders, and secure appropriate accommodations for the meetings that are held in person in Anchorage.
- The vendor will be required to produce a report that outlines stakeholder concerns, feedback, suggestions, desired outcomes, as well as document the benefits of participation outlined by DEED.
- The vendor must be familiar with Alaska's various cultures, tribes, languages, and be able to facilitate positive meetings, guide discussion, keep discussion productive, solution oriented.
- The selected vendor will develop and facilitate two meetings and produce the report on assessment topics with the deadlines below. Suggested Timeline for project:

Outreach, meetings, and report	Deadline
Kickoff meeting- vendor and DEED	2/1/23
Invitation to stakeholders	2/28/23
Stakeholder meeting in Anchorage	3/24/23
Report to DEED	4/14/23
Follow up meeting (virtual)	5/5/23

Additional Information:

- <https://education.alaska.gov/assessments>
- <https://nces.ed.gov/nationsreportcard/nies/>

Minimum Experience Required:

- Vendor must provide evidence of successful experience managing state initiatives requiring broad community input and feedback.
- Vendor must demonstrate that assigned staff have at least three years of relevant project management and education experience necessary to inform the project.
- Vendor must demonstrate experience with racial equity, experience successfully working with Alaska Native Tribes, and demonstrated understanding of Alaska Native history and cultures.

Budget: \$40,000.00-\$50,000.00

Response Information:

Interested parties are invited to submit responses to the following:

1. Detailed information on how you meet or exceed the minimum experience required
2. Detailed information describing your proposed plan for this project

Interested parties must submit a written response by **January 13, 2023, at 3:00 p.m. ADT**. Responses must be sent to the Procurement Officer via email with the RFI Title in the subject line. Late submissions will be rejected.

Important Notice:

This Request for Information does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services, nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This Request for Information is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a solicitation in the future, most likely a request for quote or an informal request for proposal.

Procurement Officer contact information:

All questions must be directed to the person listed below in writing via email with the RFI Title in the subject line.

Kathy Blomquist
Procurement Officer
Email: eed.procurement@alaska.gov

Please note: The State does not accept responsibility for failed e-mailed response deliveries. It is the responsibility of the interested party to follow up with the individual listed above to ensure your response was received prior to the deadline specified above. Late submissions will be rejected.