

KnowledgeWorks Foundation

Request for Proposal (RFP)

July 2023

RFP Number	000100
RFP Description	Ohio Opportunity Analysis
Federal Award Identification Number	S425U210035
Federal Award Description	American Rescue Plan – Elementary and Secondary School Relief Fund (ARP-ESSER)
Grant Name	Ohio Personalized Learning Network
RFP Issue Date	July 26, 2023

Introduction

KnowledgeWorks seeks proposals from qualified organizations or individuals to conduct an in-depth policy scan, known as an opportunity analysis, within Ohio of 3 different policy areas that support sustainable, personalized, competency-based learning. Based on our [State Policy Framework for Personalized Learning](#), this project will include conducting research through document review and interviews and writing two reports (a summary and full-length version of the opportunity analysis).

The RFP includes 5 attachments. Please verify that you have a complete copy.

Organizational Background

KnowledgeWorks is a national nonprofit advancing a future of learning that ensures each student graduates ready for what's next. For more than 20 years, we've been partnering with states, communities and leaders across the country to imagine, build and sustain vibrant learning communities. Through evidence-based practices and a commitment to equitable outcomes, we're creating the future of learning, together.

While versions of personalized learning and competency-based learning have been around since the turn of the century, putting these approaches together at a system level has been in practice for less than a decade. The modern resurgence in popularity for these approaches comes as a response to the urgent need to improve students' postsecondary and career readiness, foster deeper learning and more equitable learning outcomes for each student and produce future-focused education systems.

In 2014, KnowledgeWorks released the [District Conditions for Scale: A Practical Guide to Scaling Personalized Learning](#), based on interviews with close to 30 leaders in the field. The *District Conditions* began to lay a blueprint for personalized, competency-based learning, an intentional and explicit combination of the two approaches. Starting with the district as the unit of change, KnowledgeWorks continued to build a systems-level approach in which policy conditions, vision-setting and supports at the state level complement multi-district initiatives.

KnowledgeWorks is now engaged in state-level implementation support of personalized, competency-based learning in Arizona, Ohio, North Dakota, South Carolina and Nevada. Each of these engagements began through a different set of definitional events, are in different stages of implementation and have different approaches to scale and spread.

The work in each of the states is built on a personalized, competency-based learning foundation that includes:

- **Prioritizing an equitable system of learning** for each learner, with an emphasis on the most marginalized learners
- Recognizing that a volatile present calls for a **strategic use of foresight** and future-oriented solutions
- **Advancing policies to assist learning communities and states** to meet the current uncertainties by building resiliency and flexibility into the system
- Creating a broader, **more well-rounded view of student achievement** that focuses on academic rigor and skills, as well as addresses future-ready skills, student agency and whole child indicators
- **Forging strong partnerships** with state, community, district, school and classroom leaders, and customizing timing order and types of support to meet their needs and interests
- **Assessing impact** throughout the engagement and using both formative and summative data to improve outcomes or make course corrections as necessary
- **Building the capacity of educators and leaders** to sustain long-term progress toward the vision

Project Overview

In 2022, KnowledgeWorks began a two-year arc of work in Ohio to advance the implementation of personalized learning. This effort includes policy supports, professional development for educators and evaluation.

A key step to delivering policy supports in Ohio is to conduct an in-depth policy scan, known as an opportunity analysis, of the current landscape in order to inform next steps for the state. Based on our [State Policy Framework for Personalized Learning](#), the opportunity analysis will cover three different policy strategy areas that should be aligned to support sustainable personalized, competency-based learning. This project will include conducting research through document review and interviews, writing two reports (a summary and full-length version of the opportunity analysis) and a potential meeting with state partners to discuss the findings of the opportunity analysis.

We are seeking qualified organizations or individuals to lead the research and writing in three strategy areas:

- Building Capacity
- Empowering Student Learning
- Ensuring Quality

In addition to the research and writing in these areas, the selected organization or individual would do the following:

- Support the design and execution of interviews to gather additional information across policy strategy areas with the support from the KnowledgeWorks team in preparation and execution
- Support the preparation of materials for presentations with the state on these topics and attend one virtual meeting (if needed) with state partners to explore opportunity analysis findings

Using the State Policy Framework for Personalized Learning and accompanying documents for each policy condition, the chosen consultant will conduct an extensive review of state law, policy, priorities, funding, practices, etc.; support the design of focus groups to inform the research; produce an analysis of state efforts in each area; summarize evidence found; and identify strategic opportunities and barriers that pose challenges to the states progress toward a personalized, competency-based system. Throughout the research process, the chosen consultant will engage in periodic work sessions with the KnowledgeWorks team to share progress, highlight findings and focus on calibration of our analyses. These will include one-hour bi-weekly check in meetings and four two-hour meetings for calibration.

Requirements for Submission

KnowledgeWorks will accept responses to the RFP from July 26, 2023 until 11:45 p.m. EST on August 18, 2023. Proposals will be evaluated by an impartial evaluation committee in late August 2023. Successful and unsuccessful candidates will be contacted no later than late September 2023. We request that you do not contact any employee of KnowledgeWorks during the solicitation and review process.

For consideration, submit materials via <https://knowledgeworks.egnyte.com/ul/SYrbnhn5Zt> as 6 separate documents.

Filenames must include the RFP number and your organization's name. Be sure to include the main contact person for your team and her/his/their email address when uploading your materials. Please review the following expectations, project details and directions in order to submit your organization's qualifications for consideration. **Templates and additional resources needed for submission are available below each specific opportunity via knowledgeworks.org/partnership-opportunities/.**

Budget

Costs not to exceed \$40,000 (no travel will be needed).

Project Schedule and Deliverables

- September 2023 – Project Launch
- January 2024 – Research and First Draft of the Policy Conditions Complete
- March 2024 – Interviews Completed
- May 2024 – Final Draft of Policy Strategy Areas Complete
- June 2024 – Supporting Any Adjustments to Final Product

Application Materials

Your proposal must contain the following information and be submitted in separate PDF documents, one for each item detailed below.

1. Cover page that contains the following information:
 - a. Organization's legal name and address
 - b. List the RFP number as: 000100
 - c. Contact information (name, title, mailing address, email address, phone number) for:
 - i. The main contact for your proposal
 - ii. The main contact for delivering the scope of work
 - iii. The main contact for securing the contract
 - d. As a potential subcontractor of federal funds, you are required to have a Unique Entity Identifier (UEI)
 - i. The registration link is SAM.gov | Entity Registrations
 - ii. As a subcontractor, you are not applying directly to receive Federal Funds. You will, however, be conducting certain types of transactions, such as reporting, and will need to maintain an active registration status.
2. Narrative of no more than 400 words per question:
 - a. Please describe your understanding of the purpose of KnowledgeWorks' opportunity analysis tool.
 - b. Please describe your experience creating resources such as KnowledgeWorks' opportunity analysis.
 - c. Please describe your expertise scanning state policy contexts, including experience with state code and regulations.
 - d. Please describe your expertise in personalized, competency-based learning.
 - e. Please describe your expertise evaluating policy progress against a common rubric and recommending next steps.
 - f. Please describe your expertise calibrating with a team or researchers to ensure consistent quality of policy evaluation.

3. Expertise/experience for staff who will be assigned to this project, one paragraph per person, no more than 300 words each
4. Budget - see attached
5. Budget Narrative – see attached
6. Signed Attestation – see attached

Scoring Criteria

Submissions will be scored only if they include all necessary components, as detailed under Application Materials, and the submitted budget does not exceed the maximum allowance. Submissions that meet these requirements will then be assessed by an impartial evaluation committee based on the included RFP scoring rubric (see attached).

Submission Timeline

- RFP posted: July 26, 2023
- Questions due: August 7, 2023
- Final Q&A posted: August 10, 2023
- Proposals due: August 18, 2023 by 11:45 PM EST
- Decision communicated by early September 2023
- Contract finalization in September 2023 (estimated date)
- Work commences in September 2023 (estimated date)

Questions

We ask that you do not directly contact any employee of KnowledgeWorks about this RFP during the solicitation and review process. Questions regarding this RFP and scope of work should be submitted no later than August 7, 2023 by email to KWOpportunities@knowledgeworks.org. **Include the RFP number in the subject line of your email.** Answers to all questions will be posted by August 10, 2023 at knowledgeworks.org/partnership-opportunities/.