



Iowa's Area
Education
Agencies

REQUEST FOR PROPOSAL

NOTICE TO VENDORS

Iowa Association of Area Education Agencies (IAAEA)

<http://www.iowaaea.org>

The Iowa Association of Area Education Agencies (IAAEA) is seeking proposals from higher education entities to provide graduate credit for our professional learning program across our statewide system of AEA's.

The partnership would begin with the 2019-20 academic year (July 1, 2019)

For information regarding this notice, interested service providers shall contact:

Ms. Sheila King

Chief Information Officer, Heartland AEA

sking@heartlandaea.org

I. Purpose and Background

The Iowa Association of Area Education Agencies (IAAEA) is seeking proposals for higher education vendors to provide graduate credit for our professional learning program across our statewide system of AEAs. The partnership would begin with the 2019-20 academic year.

This RFP is designed to provide Vendors with the information necessary for the preparation of competitive proposals. The RFP process is for IAAs benefit and is intended to provide competitive information to assist in the selection process. It is not intended to be comprehensive. Each Vendor is responsible for determining all factors necessary for submission of a comprehensive proposal.

The Iowa Area Education Agencies (AEAs) are intermediary units within the state, providing many services to local schools. One such service is the delivery of professional learning courses that are credit-bearing and may be used for educator relicensure. There are nine regional agencies in Iowa and one collaborative initiative for online professional learning that, while work in a collaborative manner, each have their own professional learning program and needs.

The IAAEA Governing Board of Directors reserves the right to reject any and all proposals or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of IAAEA and their efforts to provide professional learning services in Iowa.

II. Definitions

Iowa Association of Area Education Agencies, hereafter referred to as the IAAEA, are regional service agencies in Iowa which provide special education, educational, and media/technology services for students, families, teachers, administrators and their communities. Iowa's AEAs work as partners to provide these services to every Iowa public school district and accredited, nonpublic school to improve the learning outcomes and well-being of all children and youth.

Vendor Accredited higher education entity submitting a proposal in response to this RFP.

Awarded Vendor The higher education vendor awarded this bid as a result of this RFP.

Contract A fully executed copy of a written agreement, hereafter referred to as Contract, between IAAEA and Awarded Vendors.

Contract Prices Price of Awarded Vendor items and services IAAEA will purchase that remain firm throughout the period of the contract.

Contract Term The contract will run from the times noted in the Timeline.

Administrative Fee In an effort for IAAEA to cover costs associated with administration of the IAAEA professional learning program, Awarded Vendors will be charged an annual administrative fee.

III. Scope of the Project

After July 1, 2018 a new registration system was implemented, formalizing a statewide professional learning environment that utilizes common policies and procedures for program elements including participant fees, registration procedures, instructor pay and graduate partners.

To support the statewide system, IAAEA seeks to partner with **up to three higher education institutions** to serve as vendors to the statewide AEA professional learning system. The successful vendor will be responsible for providing a statewide contract that offers graduate credit for courses developed and delivered by IAAEA. The successful graduate partners will also maintain accreditation standards to offer graduate level coursework and courses that could lead to a degree. Graduate providers may also provide instructors to teach courses.

IV. Project Time Frame and Inquiries

The statewide Iowa AEA system Project Coordinators are Dr. Julie Davies and Ms. Sheila King.

1. Inquiries
 - a. Questions concerning this RFP should be submitted electronically to Ms. Sheila King sking@heartlandaea.org by **February 22, 2019**.
 - b. All inquiry responses may be shared with the other vendors.
 - c. During the procurement, including any period of evaluation, the vendors shall contact only the issuing officer regarding this RFP.
 - d. Questions about IAAEA can be directed to the Executive Director, Dr. Tom Lane at Tnlane70@gmail.com.
2. **Interested parties are to respond to this RFP at their earliest convenience and no later than 4:30 p.m. (central time) on Friday, March 8, 2019 .**
 - a. No proposals will be considered which have not been received by the deadline set forth. IAAEA is not responsible for delays incurred by any delivery service or any other means of delivery employed by the graduate institution. **No paper, phone or fax proposals will be accepted.**
 - b. Submissions should be made electronically via email to Ms. Sheila King sking@heartlandaea.org.
3. On **Monday, March 11, 2019** we will begin the process of reviewing all properly submitted RFP's. In the event that the Iowa Association of Area Education Agencies has questions regarding the content of the proposal an email will be sent to the vendor. The vendor will have 72 hours to reply via email.
4. Iowa Association of Area Education Agencies Board of Directors will review the recommendation of the RFP panel and render a decision on or before **April 1, 2019**.
5. Completion of the signed statewide contracts will occur On or before **May 1, 2019 for implementation by July 1, 2019**.
6. Expected contract term is 3 years or through June 30, 2022, with the option to extend up to two additional years if mutually agreed between IAAEA and the Awarded Vendor.
7. A termination clause will be negotiated between IAAEA and the Awarded Vendor.

V. Specifications

The successful vendor:

1. must be an accredited university or college that offers educational coursework.
2. will provide graduate level courses.
3. will provide graduate level courses that can lead to a degree.
4. will provide easy access to affordable graduate credits.
5. will include the ability to integrate the following elements with our digital statewide professional learning registration system platform:
 - a. Course Review and Approval Process
 - i. Agree to graduate course requirements (EDMA)
 - ii. IAAEA will members submit courses and assume approval unless contacted by vendor within 10 business days, allowing for timely posting of AEA courses
 - b. Grading Requirements and process
 - i. IAAEA members will follow vendor grading requirements according (EDMA)
 - ii. Vendor will have to be able to receive grades electronically through our AEA Professional Learning Registration System
 - iii. Vendor will have to accept the participant BOEE folder number as the unique identifier for the AEA Professional Learning system. We do not collect SSN #
 - c. Transcript Process
 - i. Vendor will continue to follow their own policies about sending transcripts to participants.
 - ii. AEA Professional Learning will provide a transcript to all participants, which will reflect grad credits earned.
 - d. Invoicing Process
 - i. Vendor will invoice each AEA on a monthly basis based on the courses that ended the previous month. (Example - August closed classes come in September invoice)
6. Vendor must agree to the following:
 - a. IAAEA Instructor requirements
 - i. Instructors typically have a master's degrees, but AEAs will make exceptions for instructors of courses requiring specialized skills or qualifications.
 - ii. Instructors complete vitas that are reviewed and approved before they are able to submit courses for approval.
 - iii. Instructors update vitas for reapproval every 5 years.
 - b. Customer service and support
 - i. We appreciate timely responses to any communication.
 - ii. Potentially interact in our online system to review course proposals.
 - c. Common cost for credit to participants and AEA
 - i. We want to establish a statewide price for graduate credit. Please give your best price, as this is likely to be an area of negotiation.

- d. Adhering to the IAAEA data security and collection policy
 - i. Grad partner will have to accept the participant BOEE folder number as the unique identifier for the AEA Professional Learning system. We do not collect SSN #
- e. Administrative Fee
 - i. IAAEA will require an administrative fee from Awarded Vendors to offset the costs associated with administration of the IAAEA professional learning program. IAAEA administrative supports include but are not limited to: support staff, instructors, human resources/business office, registration system, marketing and facilities.
 - ii. The administrative fee payable to IAAEA will be billed annually at the rate of 5% of the Awarded Vendor tuition rate.

VI. Miscellaneous Requirements

1. All information provided in this RFP becomes the property of the Iowa Association of Area Education Agencies and shall not be returned to the Vendor. The information provided will be placed in the public domain and be open to inspection by interested parties subject to the exceptions provided in Iowa Code Chapter 22 or other applicable law. Any information a Vendor wishes to be confidential must meet the criteria provided in Iowa Code Chapter 22 for confidentiality.
2. By submitting information the vendor agrees that the AEA's may copy the information for the purposes of facilitating evaluation or to respond to requests for public records. The Vendor consents to such copying by submitting information and warrants that such copying will not violate the rights of a third party. The AEA's will have the right to use ideas or adaptations of ideas, which are presented in the information.
3. With the submission of information, each Vendor must certify that it is qualified to do business in the State of Iowa.