



Cleveland Schools Book Fund

Request for Proposal for Systematic Review of Stakeholder Perspectives on the Cleveland Schools Book Fund

Date of Issue: February 6, 2015

Submission Deadline: February 27, 2015, 5:00 p.m. EST Electronic Submission only.

Note: Submissions received after 5:00 p.m. EST on February 27, 2015 will not be reviewed

Submit proposals to: rfp4csbf@gmail.com

Individuals and/or firms are invited to submit a proposal according to the guidelines detailed within.

Point of Contact: Sharon A. Brown, Ph.D.
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Email or set an appointment for a conversation by phone.

Timeline for RFP:

Issue: February 6, 2015

Deadline for Submission: February 27, 2015 5:00p.m. EST

Review of Proposals: March 1-6, 2015

Selection of Proposal: March 11, 2015

Notification: March 12, 2015

Duration: March 12-May 30, 2015

Draft Report Due: May 5, 2015

Final Report and Presentation to the Board: May 20, 2015 6:00 p.m. EST

Purpose:

The Cleveland Schools Book Fund as part of an ongoing strategic planning process, seeks to gather the thoughts and perspectives of stakeholders involved with the Cleveland Schools Book Fund. Stakeholders include the Advisory Board, the original founding donors, additional donors as appropriate, and a sample of teachers, and parents. The purpose of this process is to identify stakeholder perspectives on the activities of the Cleveland Schools Book Fund to date and to understand stakeholder interests and desires for future activities. The product of this RFP will be combined with other data collected and used to inform a strategic planning process.

RFP Process:

It is expected that (1) organization/individual will be selected as a result of the RFP, although The Cleveland Schools Book Fund is under no obligation to award a contract as a result of the RFP process.

Organization Background:

The Cleveland Schools Book Fund is an endowed program serving Cleveland Metropolitan Schools and administered by the Center for Excellence and Innovation in Education, Cleveland State University.

The mission statement for the Cleveland Schools Book Fund reads,

“To permanently fund, new, professional selected hardback story books for all the children in each classroom in the Cleveland Municipal School District (updated Cleveland Metropolitan School District), grade PreK-3. The goal is to assure that each teacher has enough classroom books to capture the interest of each student and give the teacher the tools needed to guide the student on the path to literacy. Its aim is to maintain a classroom library of 150 books in each PreK through 3 classroom in the 82 elementary schools.”

“The vision of the Book Fund includes a higher graduation rate for Cleveland’s students and more productive employment for them upon graduation. It further expresses a hope that all classroom books and increased appreciation for reading will portray the rewards of good citizenship and respect for others.”

Quoted from the original endowment document signed July 2006.

Further information is available: <http://clevelandschoolsbookfund.org/> .

A full report of Book Fund activities and history will be provided to the contracted party. It is expected that this will provide background information for the study.

Contract Term

March 12, 2015 – May 30, 2015

Scope of Work

Design and execute a research-based process of data collection that might but not necessarily include a combination of face-to-face and phone interviews, surveys and other data collection options. The final product is two-fold: a written report of the findings of the data collection and a report to the board based on those findings (Scheduled for May 20, 2015 at 6:00 p.m.).

Proposals will be reviewed for the soundness of the design, the timeline proposed, efficiency of resources and the degree to which the respondent meets to the qualifications listed below.

Minimum Qualifications of Respondent

- Demonstrated experience in data collection, evaluation and/or research methods
- Demonstrated experience in qualitative data collection specifically interviewing
- Demonstrated experience and sensitivity to working with a variety of stakeholder groups

Preferred Qualifications of Respondent

- Previous experience working in the field of evaluation for education
- Experience with instrument and/or interview protocol development
- Previous experience with and knowledge of Cleveland Metropolitan School District
- Understanding and sensitivity to the needs of donor relations in a non-profit environment

Restrictions: Employees of Cleveland State University, Cleveland Metropolitan School District, CSBF Board members or their family members may not apply.

Project Management

The selected party will work closely with the Director of the Center for Excellence and Innovation and selected staff members to insure timely progress and clarity of intent of the process. A draft of the written report will be collaboratively reviewed for clarity and focus.

Proposal Elements:

1. Description of organization/individual qualifications and experience providing similar services as required.
2. Provide a Vita/Resume of the Primary Investigator and any staff member who will participate in this process. Include notation of any licenses or certifications pertinent to the study.
3. Description of the protocol/instrument development, data collection and analysis process that is proposed. A limited amount of modification will be permissible as the study proceeds as long as any changes are discussed and verified in advance.
4. Budget for the study with maximum dollar figure along with a budget narrative. Efficiency in time and resources is important in this study and will be part of the review of the RFP.
5. Any possible (foreseeable) limitations or barriers to on-time and on-budget completion of the study.
6. Please provide three trade references for similar work including a contact name, address, phone number and email.