



North Dakota Department of Public Instruction  
Kirsten Baesler, State Superintendent  
600 E Boulevard Ave, Dept. 201  
Bismarck, ND 58505-0440

## **APPLICATION FOR SELECTION OF CONTENT SPECIALIST COMMITTEE MEMBERS State Academic Content Standards in Computer and Cyber Science Education**

**June 28, 2018**

The North Dakota Department of Public Instruction, Office of Academic Support (STATE), invites you to submit an Application for Selection to serve as a Content Specialist Committee member to develop North Dakota state academic content standards in computer and cyber science education.

### **1. Program Summary**

The STATE is seeking qualified individuals who will serve as select content specialists from schools and school districts PreK-12 and institutions of higher education, to develop North Dakota K-12 academic content standards in computer and cyber science education (refer to [www.nd.gov/dpi/SchoolStaff/Standards](http://www.nd.gov/dpi/SchoolStaff/Standards)).

The STATE's intent is to establish a Content Committee for computer science and cybersecurity education. This committee will study the implementation of computer and cyber science education and draft inaugural standards while determining structure and content regarding the state's future academic content standards in this academic discipline. Once completed, any committee recommendations will be submitted to the STATE for final approval by the state superintendent.

Recommendations from the Content Committee and public comments will be reviewed for approval by the state superintendent, as specified in [NDCC § 15.1-02-04 \(3\)](#). If approved, the recommendations will result in adopting a new generation of academic content standards and will guide local school districts in the development/selection and use of local curricula. It is anticipated that this revision process will be completed in February of 2019.

### **2. Definitions**

<b>STATE</b>	North Dakota Department of Public Instruction, Office of Academic Support
<b>APPLICANT</b>	Licensed PreK-12 educator or authorized higher education faculty
<b>NDCC</b>	North Dakota Century Code
<b>NDAC</b>	North Dakota Administrative Code

### 3. Contact Information

Matt Scherbenske is the point of contact for this application process. Applicants must direct all communications regarding this Application for Selection to Matt Scherbenske. Unauthorized contact with other employees of the STATE regarding the application process may result in disqualifying the Applicant.

**Point of Contact:** Matt Scherbenske  
**Phone:** 701-328-2629  
**Fax:** 701-328-0203  
**Email:** [mscherbenske@nd.gov](mailto:mscherbenske@nd.gov)

### 4. Application Schedule

The following schedule lists the estimated dates the STATE will follow.

<b>Application for Selection Issued</b>	June 28, 2018
<b>Applications Due</b>	August 15, 2018
<b>Evaluation Completed by approximately</b>	August 24, 2018
<b>STATE issues Notification of Selection approximately</b>	August 31, 2018
<b>Contract Start Date</b>	September 10, 2018

### 5. Assistance to Applicants with a Disability

Applicants with a disability that need an accommodation should contact the point of contact for this application prior to the deadline for receipt of applications so reasonable accommodations can be made.

### 6. Specifications

The STATE seeks a content committee of approximately 15 computer science and cybersecurity content specialists for content-specific standards review and revision. The STATE seeks applicants from across PreK-12 schools and institutions of higher education who will represent communities and schools statewide by:

- approximating regions;
- demographics; and
- school size.

The committee hopes to involve the following groups, allowing for variation:

- Inclusion of content specialists from PreK-12 schools (including computer science, library media specialists, STEAM educators, CTE educators, etc.);
- Higher education;
- Elementary educators;
- Secondary educators;
- Special education specialists; and
- English language learner specialists.

The STATE seeks to form three grade-level strands for the Content Committee, consisting of comparable membership, representing the following:

- PreK-Grade 5
- Grades 6-8
- Grades 9-12

Members from institutions of higher education will participate in the Grades 9-12 strand.

## **7. Submission Information and Deadline for Receipt of Applications**

Applicants must submit **ONE (1) ELECTRONIC or PAPER COPY** of their application via mail or email to the point of contact for this Application. Applications must be submitted by the date specified in the Application Schedule above. Applications should be addressed as follows:

Matt Scherbenske, Academic Support  
Department of Public Instruction  
600 E Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440  
Email: [mscherbenske@nd.gov](mailto:mscherbenske@nd.gov)

Applicants assume the risk of the method of dispatch chosen. The STATE assumes no responsibility for delays caused by any electronic or physical mail delivery service. Failure to submit the application prior to the deadline may cause the application to be rejected. Late applications may not be accepted.

## **8. Description of Specific Tasks**

Selected applicants will participate on the computer and cyber science education content committee and will be required to perform the following activities:

- Review the content and structure of the North Dakota's current academic content standards in the computer and cyber science education content area for appropriateness;
- Review the computer and cyber science education content standards from other states or content associations for possible preferable content and structure;
- Examine and set design for the proper articulation, breadth of inclusion, depth of knowledge, structural design, presentation of sequence, and support documentation of content standards;
- Draft new or amending content standards language, delineating a clear degree of partial or substantial approach to standards revision;
- Participate in discussions, analysis and drafting activities, and any votes required to resolve group decision-making;
- Prepare multiple drafts leading to a final draft, incorporating public comments, to prepare final supported document;
- Participate in any special preparation activities required, which may include reviewing materials outside of scheduled meeting dates if needed;
- Draft supporting instructional narratives and appendices, as required; and
- Document edits to current content standards.

## **9. Location of Work**

The work is to be performed, completed, and managed in Bismarck, ND. The STATE will determine locations by the time selections are announced. Applicants are required to bring personal laptop computers to expedite project activities and enhance participation.

## **10. Experience**

Applicants must meet prior experience requirements listed below. Applicant's failure to meet these requirements may cause the application to be rejected. Prior experience requirements are:

- a. Participation in previous state, district, or school-level standards/curriculum development, alignment or implementation activities;
- b. Delivery of classroom-level, standards-based instruction to students; and
- c. Participation in team-centered professional development activities.

## **11. Professional Requirements**

At the time specified by the deadline for submission of applications, the Applicant must have and maintain current any professional teaching licenses required by federal, state, and local laws for performance of the Application for Selection. Applicants who do not possess required teacher licenses (PreK-12 educators) and a Letter of Support at the time applications are due may be rejected.

Faculty members within institutions of higher education must demonstrate that they are recognized faculty members within the appropriate content-specific department, as evidenced through a Letter of Support from the department's dean or lead administrator. Applicants that do not possess the required Letter of Support at the time applications are due will be rejected.

## **12. Submission Requirements**

The STATE discourages overly lengthy applications; however, in order for the STATE to evaluate applications fairly and completely, applicants must follow the format set out in this Application for Selection and provide all information requested.

Applicants must provide all documents or other information specifically required in this Application for Selection including:

- Completed Application Form, Attachment A. Submission requirements: Responses to the three questions shall not exceed one 8.5 x 11 page for each question, if necessary. Additional pages or materials submitted will not be accepted.
- Evidence that applicant is a licensed North Dakota PreK-12 educator;
- Applicants from North Dakota institutions of higher education must provide evidence they are content-specialist faculty members within computer and cyber science; and
- Because the nature of this effort requires knowledgeable content specialists, the STATE seeks applications of qualified educators that are validated through a Letter of Support from designated educational leaders, including any of the following:
  1. Superintendents or assistant superintendents;
  2. Principals or assistant principals;
  3. School or district curriculum leaders;
  4. School or district assessment directors;
  5. School counselors;
  6. Higher education deans or department directors; or
  7. Other educational leaders (i.e., CTE Directors) responsible for the supervision of instructional staff.

## **13. Contract Dates**

Applicants selected, according to the requirements of the Application and evaluation outcome, will be contracted for a period beginning September 10, 2018 through March 8, 2019. Content specialists on the committee are expected to participate in each of four committee meetings, consisting of a total of six (6) days during the contract period. Contract dates are subject to change. Tentative meeting dates are as follows:

- September 17-18, 2018 (2 days)
- October 22-23, 2018 (2 days)
- January 14-15, 2019 (2 days)

#### **14. Contract Budget**

The STATE will provide a professional fee of \$225 per day plus reimbursement for meals, mileage, and lodging (if applicable) at North Dakota state rates, for applicants serving on the committee. The STATE will also reimburse substitute teacher pay up to \$110 per day, when applicable, to the school district upon receipt of a signed Expense Claim for Substitute Teacher form (SFN 58965) by a school official. For Applicant to receive reimbursement, Applicant must submit an Expense Claim for Non-department Employee form (SFN 9007) with applicable receipts. If Applicant does not already have a W-9 Form with the state, each Applicant is required to submit a completed W-9 Form along with their signed Contract.

#### **15. General Approval Information**

##### **A. Application Evaluations**

All applications will be reviewed to determine if they meet all of the requirements. An evaluation committee will evaluate applications.

##### **B. Notification of Selection**

Committee selections will be based solely on the evaluation outcome of scores received from the evaluation committee set forth in the Application for Selection. See Evaluation Criteria, Attachment B.

The STATE reserves the right to adjust the size of the final committee membership to provide optimal benefit to the STATE's interests.

The point of contact for the Application will issue a written Notification of Selection and send copies of the Notice to all applicants who submitted an application. The Notification of Selection will set out the names of all Applicants and identify those selected per the specifications in the Application for Selection. The scores and placement of Applicants will not be part of the Notification of Selection.

##### **C. Standard Contract Provisions**

Successful Applicants will receive an Agreement for Services (Contract) with the STATE. Applicants must review Attachment C, and notify the point of contact for the Application with any questions or objections before the application due date.

#### **16. Confidentiality**

Applicant shall not use or disclose any information it receives from STATE under the Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of the Contract or as authorized in advance by STATE. STATE shall not disclose any information it receives from Applicant that Applicant has previously identified as confidential and that STATE determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota public records law, [NDCC § 44-04](#). The duty of STATE and Applicant to maintain confidentiality of information under this section continues beyond the term of the Contract.

#### **17. Independent Entity**

Applicant is an independent entity under the Contract and is not a State employee for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law and the North Dakota Workforce Safety and Insurance Act. Applicant retains sole and absolute discretion in the manner and means of carrying out Applicant's activities and responsibilities under the Contract, except to the extent specified in the Contract.

## **18. Conflict of Interest**

Applicants must disclose any instances where any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the State of North Dakota). The STATE reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the applicant's response. The STATE's determination regarding any questions of conflict of interest is final.

## **19. Compliance with Public Records Laws**

Applicant understands that, in accordance with the Contract's Confidentiality clause (Section 16), STATE must disclose to the public upon request any records it receives from Applicant. Applicant further understands that any records obtained or generated by Applicant under the Contract, except for records that are confidential under the Contract, under certain circumstances, may be open to the public upon request under the North Dakota public records law. Applicant agrees to contact STATE promptly upon receiving a request for information under the public records law and to comply with STATE's instructions on how to respond to the request.

## **20. Right of Rejection**

The STATE reserves the right to reject any application, in whole or in part. The STATE may reject any application that does not meet all of the material and substantial terms, conditions, and performance requirements of the Application for Selection.

Applicants may not qualify their response nor restrict the rights of the STATE. If an Applicant does so, the STATE may determine the application to be a non-responsive counter-offer and the application may be rejected.

The STATE may waive minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other applicants;
- do not change the meaning or scope of the Application;
- are insignificant, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision.

The STATE reserves the right to reject any application determined not to be responsive, and to reject the application of an applicant determined not to be responsible. The STATE also reserves the right to refrain from entering into an agreement if it determines it to be in its best interest.

## **21. Clarification of Offers**

Communications by the point of contact for the Application or the evaluation committee are permitted with an Applicant to clarify uncertainties or eliminate confusion concerning the contents of an application and determine responsiveness to the Application for Selection. Clarifications may not result in a material or substantive change to the application. The initial evaluation may be adjusted because of a clarification under this section.



**III. PROFESSIONAL REFLECTIONS. PLEASE PROVIDE BRIEF NARRATIVE RESPONSES TO THE FOLLOWING QUESTIONS.**

Limited to one 8.5 x 11 size paper, no smaller than 10 point font for response to the following three questions. Additional pages or materials will not be accepted.

**1. Describe your participation in previous state, district, or school-level standards/curriculum development, alignment or implementation activities. Explain how this involvement has formed your understanding and practice of standards-based instruction.**

**2. Describe one specific instructional strategy you use to deliver classroom-level, standards-based instruction to students.**



**3. Describe how you advocate in your school, community, and/or state setting for the connection between computer and cyber sciences and academics.**

**Commitment**

Content specialists on the writing committee are expected to participate in each of four committee meetings, consisting of a total of six (6) days during the contract period. Contract dates are subject to change. Tentative meeting dates are as follows:

- September 17-18, 2018 (2 days)
- October 22-23, 2018 (2 days)
- January 14-15, 2019 (2 days)

**IV. SUPERVISOR'S LETTER OF SUPPORT.**

The STATE seeks assurances that every prospective Applicant demonstrates sufficient professional preparation and incorporates best-practice, standards-based instructional practices during the course of student instruction. The STATE requests the independent validation of each Applicant's application with the submission of a Letter of Support from the Applicant's supervisor. Supervisors may include district superintendents, assistant superintendents, principals, assistant principals, school or district curriculum leaders, school or district assessment directors, school counselors, higher education deans or department directors, or other educational leaders responsible for the supervision of instructional staff.

**Letter of Support** should provide brief statements validating the Applicant's engagement in any or all of the following attributes:

- a. Participation in previous state, district, or school-level standards/curriculum development or implementation activities.
- b. Delivery of classroom-level, standards-based instruction to students.
- c. Participation in team-centered professional development activities.
- d. Work in group setting/conflict-resolution setting.

The STATE seeks brief, general, or targeted statements of support. Letter of Support must be part of the Applicant's application form and included in the final submission.



## North Dakota Department of Public Instruction

### EVALUATION CRITERIA

#### APPLICATION FOR SELECTION OF CONTENT SPECIALIST COMMITTEE MEMBERS State Academic Content Standards in Computer and Cyber Science Education

Maximum Points Available = 100

Applicant Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

#### Evaluator:

I hereby certify that I do not have a conflict of interest with this Applicant. Neither I nor my immediate family members have a conflict of interest with regard to this Applicant who submitted an Application in response to this Application for Selection.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### APPLICATION EVALUATION

All applications will be reviewed to determine if they are responsive to the requirements of this Application for Selection. An evaluation committee will evaluate responsive applications. The evaluation will be based solely on the evaluation factors set forth in this Application for Selection. The evaluation will consider information obtained subsequent to any discussions with the Applicant and determined to be reasonable for award.

#### 1. PROFESSIONAL CONTENT AND STUDENT SUPPORT FOCUS

##### 10 Points Maximum

Applicant will receive up to 10 points total, proportional to the number of completed required elements. Each required element is worth 5 points.

- |                 |                      |
|-----------------|----------------------|
| a. Content Area | Points Awarded _____ |
| b. Grade Level  | Points Awarded _____ |

EVALUATOR'S TOTAL POINTS AWARDED \_\_\_\_\_

## PROFESSIONAL REFLECTIONS

### 75 Points Maximum

Applicant will receive up to 25 points for each of the narrative responses. Each narrative response will receive a score determined to be appropriate for demonstrated clarity, understanding of the question's subject matter, and depth of professional insight. Point distribution will be determined by the following criteria:

Point Value	Explanation
0-8	Limited narrative development. Narrative demonstrates a limited understanding of the question's content, a lack of clarity, and/or an insufficient development of professional practice.
9-17	Moderate narrative development. Narrative demonstrates a general appreciation of the question's content, clarity without providing detailed information, and/or adequate overall development of professional practices.
18-25	Exemplary narrative development. Narrative demonstrates an in-depth understanding of the question's content, evidences clarity and provides detailed information, and/or specific, detailed development of professional practices.

- a. Previous participation in standards/curriculum development

Points Awarded \_\_\_\_\_

- b. Instructional strategy in classroom.

Points Awarded \_\_\_\_\_

- c. Examples of connection between the computer and cyber science education and academics.

Points Awarded \_\_\_\_\_

**EVALUATOR'S TOTAL POINTS AWARDED** \_\_\_\_\_

## 2. SUPERVISORS' LETTER OF SUPPORT

### 15 Points Maximum

Applicant will receive 15 points for the required submission of a Letter of Support from their supervisor.

**EVALUATOR'S TOTAL POINTS AWARDED** \_\_\_\_\_

**OVERALL TOTAL POINTS AWARDED** \_\_\_\_\_



# Agreement for Services

Contractor			
Address		Phone Number	
Email Address		Dates of Service	
<p><b>Scope of Service</b>                  Contractor Shall use its expertise and professional judgment serving as a Content Committee member to review and revise North Dakota state academic content standards in computer and cyber science education.</p> <p>The Contractor and the Department of Public Instruction as specified above enter into this Agreement. The Contractor agrees to implement the tasks delineated in the Contract and will comply with all referenced terms and conditions of the Contract and Addendum.</p>			
<p><b>Terms of Payment</b>  <input checked="" type="checkbox"/> Professional Fee <a href="#">\$225 per day up to 6 days</a>  <input checked="" type="checkbox"/> Travel – Contractor will be reimbursed at North Dakota State rates for meals, mileage and lodging expenses incurred during the performance of service (if applicable). (See State Travel Reimbursement Policy)  <input checked="" type="checkbox"/> Other – <a href="#">Substitute Teacher pay up to \$110 per day (if applicable)</a>. Any additional costs will be the Contractor's obligation.  <b>RENEWAL:</b> This Professional Service Agreement will not renew.                  Contractors must submit Expense Claim for Non-Department Employee (SFN 9007), with the necessary receipts, to receive payment (Refer to State Travel Reimbursement Policy). All claims must be submitted within 30 days of service.  <b>Special Note:</b> Reimbursement claims for services provided in June of any year must be submitted by July 15th.</p>			
<b>CONTRACTOR'S</b>		<b>DEPARTMENT OF PUBLIC INSTRUCTION</b>	
<b>ACCEPTANCE</b>		<b>ACCEPTANCE</b>	
Contractor Printed Name and Title		Printed Unit Authorized Name	
Contractor Signature	Date	Authorized Signature	Date

**North Dakota Department of Public Instruction  
State Travel Reimbursement Policy for Non-employees**

Effective January 1, 2018

Travel reimbursement will be made according to ND OMB Policies 502-516 as outlined below. Payment for travel expenses that exceed the agreed upon budget must be approved by State's project manager.

**Per Diem (Meal Allowance):**

A contractor shall be reimbursed per diem for meals paid by the contractor while traveling at the request of the State, up to the allowable rates established below (meal receipts are not required.) A contractor will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the contractor must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. No meals are reimbursed if total travel status is less than 4 hours. Meals in the city of residence/employment and meals provided by a conference are not reimbursable.

Per Diem for travel within North	Per Diem for travel outside of North Dakota
The maximum meal allowance for each quarter: \$ 7.00 1 <sup>st</sup> Qtr, 6:00 am to 12:00 pm (20%) \$10.50 2 <sup>nd</sup> Qtr, 12:00 pm to 6:00 pm (30%) \$17.50 3 <sup>rd</sup> Qtr, 6:00 pm to 12:00 am (50%) <b>\$35.00</b> Maximum per day reimbursement for meals	GSA meal allowance rates for city of destination: <a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> . Same quarterly breakdown as in-state allowance.

**Lodging:**

Copies of itemized lodging receipts are required. State will not reimburse incidental expenses (e.g. movies, phone, etc), however, applicable taxes are reimbursed. Travelers need to exercise diligence in securing hotel rooms at the best possible rate.

In-State Lodging	Out-of-State Lodging
Lodging costs should follow the same rates as State employees whenever possible: see State rates below.	Lodging costs are reimbursed at actual costs.

<b>Exception: Amounts shown below are 90% of the published GSA rates, and the maximum reimbursable rate that can be claimed, plus applicable state and local taxes. Rates are dependent upon location of stay.</b>													
City	Counties	2017			2018								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
All	All other	83.7	83.7	83.7	83.7	83.7	83.7	83.7	83.7	83.7	83.7	83.7	83.7
Williston	Williams, Mountrail	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60

**Transportation:**

- ❖ In-state mileage for personal car use is reimbursed at \$.54.5 per mile.
- ❖ Reimbursements for airline ticket or other travel must be specified in the contract. Contractor will be reimbursed for coach class tickets and must exercise diligence in securing the best possible rates. Receipts showing flight itinerary are required.
- ❖ Luggage fee will be reimbursed only for the first piece of checked luggage unless specified in the contract.
- ❖ **Car rental is not an allowable expense.**

**Misc:**

- ❖ All allowable travel expenses (other than meal per diem) greater than \$10 must be documented with itemized receipts (luggage, taxi etc.)
- ❖ Parking fees at a motel/hotel or an airport require a receipt and will only be reimbursed for overnight travel.
- ❖ Contractors are requested to submit reimbursement claims within 30 days of travel. Due to year-end accounting requirements, June travel expenses must be submitted to NDDPI no later than July 14th of any year.
- ❖ Contractors submit reimbursement claims on State form # SFN 9007; include dates of travel and, if claiming per diem, include time of departure from home (office) and time of return to home (office).