



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

**APPLICATION FOR SELECTION OF
 REVIEW COMMITTEE MEMBERS
 State Academic Content Standards In
 Social Studies**

NOVEMBER 7, 2018

The North Dakota Department of Public Instruction, Office of Assessment (STATE) invites any eligible applicant to submit an Application for Selection to serve as a review committee member responsible for reviewing and providing comments on provisional drafts of the North Dakota state academic content standards in social studies, prepared by a separate committee of content specialists.

1. Program Summary

The STATE is seeking individuals to serve on one of the three different committees to review prospective drafts of state academic content standards in social studies, prepared by a separate committee of content specialists.

The STATE is searching for the involvement of representatives of business, industry and labor; community leaders; and the general public to serve on one of these three committees. The review committees will be divided into the following areas:

- a. Business, Industry and Labor
- b. Community Leaders
- c. General Public

Each committee may consist of up to five (5) individuals to serve on each individual area.

2. Definitions

STATE	North Dakota Department of Public Instruction, Office of Assessment
A. Business, Industry and Labor	Representatives of any non-governmental business, industry or labor interest, based in North Dakota, requiring or advancing the employment of a skilled work force.
B. Community Leaders	Any elected or appointed 1) public office holder, including members of the state’s Legislative Assembly, local public school boards or city/county officials; or 2) designated representative of a North Dakota community or educational-based association.
C. General Public	Any citizen of the state of North Dakota.

3. Contact Information

Patricia A. Laubach is the point of contact for this application process. Applicants must direct all communications regarding this Application for Selection to Patricia A. Laubach. Unauthorized contact with other employees of the STATE regarding the application process, may result in the disqualification of the Applicant.

Point of Contact: Patricia A. Laubach
Phone: 701-328-4525
Email: plaubach@nd.gov

4. Application Schedule

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

Application for Selection Issued	November 7, 2018
Applications Due	November 23, 2018
Evaluation Completed by approximately	November 29, 2018
STATE issues Notification of Selection approximately	December 3, 2018
Contract Start Date	December 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 for Selection prior to the deadline for receipt of applications so that reasonable accommodations can be made.

6. Specifications

The STATE seeks a total of up to 15 Review Committee members with up to 5 members in each of the three separate areas:

- Business, Industry and Labor
- Community Leaders
- General Public

The Review Committee will review the drafts proposed by the Content Development Committee and provide feedback to the Content Development Committee.

7. Submission Information and Deadline for Receipt of Applications

Applicants must submit **ONE (1) ELECTRONIC/PAPER COPY** of their application via Mail or Email to the point of contact for this Application. Applications must be submitted no later than the date specified in the Application Schedule above. Applications should be addressed as follows:

Patricia A. Laubach, Program Administrator
ND Department of Public Instruction
600 E Boulevard Ave, Dept 201, Bismarck ND 58505-0440
Email: plaubach@nd.gov

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

8. Location of Work

The work is to be performed, completed and managed in Bismarck, ND. STATE will determine review locations at a later date. Applicants are required to bring personal laptop computers to expedite project activities and enhance participation.

9. Submission Requirements

In order for STATE to evaluate applications fairly and completely, applicants must follow the format set out in this Application for Selection and provide all information requested as follows:

- a. Cover letter
- b. Completed Application Form, Attachment A

10. Review Committee Work Schedule

Applicants selected according to the requirements of the Application and evaluation outcome, will be expected to participate in one draft review of the proposed content standards. Tentative onsite meeting date is as follows:

- December 12, 2018

Should the committee decide, a representative(s) of the review committee may meet with the content specialists to communicate the committee findings on the proposed content standards.

11. Review Committee Member Reimbursement

The STATE will provide reimbursement for meals, mileage and lodging, if applicable, at North Dakota state rates. See *State Travel Reimbursement Policy for Non-employees*, Attachment C.

12. 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 responsive 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 NDDPI 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.

13. Confidentiality

Applicant shall not use or disclose any information it receives from STATE under this Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this 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 ch. 44 04. The duty of STATE and Applicant to maintain confidentiality of information under this section continues beyond the term of this activity.

14. 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 of the Review Committee, as specified in the Application for Selection.

15. 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 proposal. The STATE's determination regarding any questions of conflict of interest is final.

16. 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, may, under certain circumstances, 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.



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Application Form

Instructions for completing Application Form: The Application Form must be completed in its entirety. Section III is limited to one page (8.5x11 with no smaller than 10 point font) per response. Additional pages or materials, other than requested, will not be accepted.

I. BACKGROUND INFORMATION – All Information MUST be Filled In Completely

Name:	Home Address:
Business Name: (if applicable)	Business Address:
Home/Cell Phone Number:	Home Email Address:
Work Phone Number:	Work Email Address:

II. STAKEHOLDER INFORMATION

a. Identify the stakeholder group you are applying to represent (select one):

Business, Industry and Labor
 Community Leader **General Public**

b. Describe your role within the stakeholder group represented above.

III. PLEASE PROVIDE BRIEF NARRATIVE RESPONSES TO THE FOLLOWING QUESTIONS.

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

A. What role should state content standards serve in setting academic expectations, local curriculum and the delivery teaching strategies?

B. Identify examples where you have participated in committee-based strategic planning with team members of differing approaches and/or conflicting interests. How would fellow committee members describe your style and effectiveness of participation?

C. How do you view your role as a member of the Review Committee and how your involvement may effect the future of education in North Dakota?



North Dakota Department of Public Instruction

EVALUATION CRITERIA

APPLICATION FOR SELECTION OF REVIEW COMMITTEE MEMBERS State Academic Content Standards In Social Studies

Maximum Points Available is 90

Applicant Name: _____

Stakeholder Group: _____

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 meet all of the requirements. 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 Applicant's determined to be reasonable for award.

1. REQUIRED NARRATIVE 90 Points Maximum

Applicant will receive points for each of the three 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 procedural insight. Point distribution will be determined by the following criteria.

Point Value	Explanation
0-10	Limited narrative development. Narrative demonstrates a limited understanding of the question's content, a lack of clarity, and/or an insufficient development of procedural insight.
11-20	Moderate narrative development. Narrative demonstrates a general appreciation of the question's content, evidences clarity without providing detailed information, and/or provides adequate overall development of procedural insight.
21-30	Exemplary narrative development. Narrative demonstrates an in-depth understanding of the question's content, evidences clarity and provides detailed information, and/or provides specific, detailed development of procedural insight

A. What role should state content standards serve in setting academic expectations, local curriculum and the delivery teaching strategies?

Points Awarded_____

B. Identify examples where you have participated in committee-based strategic planning with team members of differing approaches and/or conflicting interests. How would fellow committee members describe your style and effectiveness of participation?

Points Awarded_____

C. How do you view your role as a member of the Review Committee and how your involvement may affect the future of education in North Dakota?

Points Awarded_____

EVALUATORS TOTAL POINTS AWARDED_____

OVERALL TOTAL POINTS_____

(Maximum 90 Points)



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

Effective October 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 Dakota	Per Diem for travel outside of North Dakota
The maximum meal allowance for each quarter: \$ 7.00 1 st Qtr, 6:00 am to 12:00 pm (20%) \$10.50 2 nd Qtr, 12:00 pm to 6:00 pm (30%) \$17.50 3 rd Qtr, 6:00 pm to 12:00 am (50%) \$35.00 Maximum per day reimbursement for meals	GSA meal allowance rates for city of destination: http://www.gsa.gov/portal/category/100120 . 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.

Amounts shown are 90% of 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.

City	Counties	2018			2019								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
All	All	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).