



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
English Language Arts/Literacy and Mathematics**

No. 201-7001-0506-146

May 6, 2016

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 English language arts/literacy and mathematics, prepared by separate committees 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 English language arts/literacy and mathematics, prepared by separate committees 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; and
- c. General Public

Each committee will consist of seven (7) individuals to serve on each individual area.

2. Definitions

STATE	North Dakota Department of Public Instruction, Office of Assessment
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.
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.
General Public	Any citizen of the state of North Dakota.

3. Contact Information

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

DPI Procurement Officer: Candice Tollefson
Phone: 701-328-2272
Fax: 701-328-2461
Email: ctollefson@nd.gov

4. Application Schedule

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

The approximate Application Schedule is:

Application for Selection Issued	May 6, 2016
Applications Due	June 13, 2016
Evaluation Completed by approximately	June 27, 2016
STATE issues Notification of Selection approximately	July 5, 2016
Contract Start Date	August 1, 2016

5. Assistance to Applicants with a Disability

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

6. Specifications

The STATE seeks a total of 21 review committee members of 7 members each in three separate areas:

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

Each of the committees will review the drafts proposed by the content specialists committees and provide feedback to the content specialist committees.

7. Submission Information and Deadline for Receipt of Applications

Applicants must submit **ONE (1) ELECTRONIC COPY** of their application via Email or Fax to the procurement officer. Applications must be submitted no later than **June 13, 2016, by 3:00 PM CDT**. Applications should be addressed as follows:

Candice Tollefson, DPI Procurement Officer
Department of Public Instruction
No. 201-7001-0506-146
Email: ctollefson@nd.gov
Fax No.: 701-328-2461

Applicants assume the risk of method of dispatch chosen. The STATE assumes no responsibility for delays caused by any electronic delivery service. Failure to submit its application prior to the deadline will cause the application to be rejected. Late applications or amendments will 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. Contract Period

Applicants will be contracted for a period beginning August 1, 2016 through March 31, 2017. It is expected that applicants will participate in at least two draft reviews of the proposed content standards.

11. Contract Budget

The STATE will provide reimbursement for meals, mileage and lodging, if applicable, at North Dakota state rates.

12. General Approval Information

A. Application Evaluations

All applications will be reviewed to determine if they are responsive to the requirements of this solicitation. An evaluation committee will evaluate responsive proposals according to the requirements in this Application for Selection and the evaluation criteria.

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 procurement officer will issue a written Notification of Selection of successful applicants 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.

15. 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 Contract.

16. 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.

17. 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.

18. 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?



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EVALUATION CRITERIA

**APPLICATION FOR SELECTION OF
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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. I further certify that I have reviewed the Request for Proposal Evaluators Guide and that 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, in accordance with [NDAC § 4-12-04-04.](#)

Signature _____ **Date** _____

APPLICATION EVALUATION

All applications will be reviewed to determine if they are responsive to the requirements of this solicitation. 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 effect the future of education in North Dakota?

Points Awarded_____

EVALUATORS TOTAL POINTS AWARDED_____

OVERALL TOTAL POINTS_____

(Maximum 90 Points)