

ATTACHMENT A

SOLICITATION NO. 2650000381

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

Purpose

The Contract is awarded on behalf of the Oklahoma State Department of Education (OSDE) for services to support Oklahoma Migrant Education Program (OMEP) by engaging in a statewide sweep of the migrant student population.

1. Contract Term and Renewal Options

The initial Contract term begins on Date of Award through June 30, 2021, and there are five (5) one-year options to renew the Contract.

2. Contract Specifications:

A. Obligations of Supplier:

1. Establish a migrant interview team to conduct a strategic and research based interviews of new Migrant students and OSY to Oklahoma by (1) identifying geographic areas of migrant families; (2) identifying and interview eligible migrant children including pre-school and out of school youth; and (3) developing migrant student data reports. The supplier will establish a migrant interview team, who are trained in accordance with United States Department of Education (USDE) Migrant education program guidance and best practices. <https://results.ed.gov/curriculum>.
2. Determine the number of interviewers and/or other personnel needed for the OSDE Migrant interviews and will be responsible for all hiring procedures.
3. Conduct interview activities, including a full model of identification and recruitment. The model shall include (1) interviewer position descriptions; (2) interviewer training and professional development; (3) methods of identifying and recruiting migratory children including pre-school and out of school youth; and (4) method of documenting eligibility on the Certificate of Eligibility (COE).
4. Perform research and analysis of agricultural activities related to local regions and number of employees from agriculture companies as well as agriculture

services that are performed. Supplier is to also determine the optimal times(s) and place(s) to perform sweep(s).

5. Build a crop calendar encompassing the entire state. Interviewers will be able to use dates from the calendar to help identify migrant children including pre-school and out-of-school youth.
 - i. The crop calendar will show all dates for planting and harvesting all Oklahoma grown crops.
 - ii. All seasons should be included in the crop calendar as well as multiple crops from different regions of the state.
6. Build an Excel database of employers/companies that have qualifying work and note the employers who use qualifying immigrant workers who carries an agriculture work visa (H2A workers). Farmers and Agriculture companies should be included in the database with registered H2A workers as employees.
 - i. OSDE may evaluate employer database and suggest corrections when needed.
7. Review current and former migration trends (which includes a change of mobility patterns, moves to another residence within national boundaries, such as between states, cities, or school districts), by conducting research as well as using maps, tables and charts. Migration trends such as mobility patterns including moves to other residence within national boundaries and between states, cities and school districts.
8. Engage in pre-session planning and post-session reflection with OSDE program lead(s).
9. Schedule an initial meeting with OSDE to determine a timeline of events.
 - i. Timeline shall include a weekly communication with the OSDE (email, telephone, online meetings, in-person meetings, etc.).
10. Gather migrant related data and present to the Oklahoma Migrant Leadership Team the Action Plan for the State sweep of migrant students within sixty (60) calendar days after initial meeting with OSDE
 - i. The supplier must submit a plan for strategic recruitment efforts that will canvass the state.
 - ii. Submit to OSDE an action plan for review and approval. If needed, OSDE will modify, suggest changes, additions, and/or additional elaboration to the draft action plan as necessary in order to ensure services designed to produce a comprehensive action plan.

- iii. If needed the supplier will submit additional draft plans within five (5) business days of the agency's revisions to the previous draft action plan.
 - A. OSDE will within five (5) days after receiving the additional draft plans provide the supplier with any additional changes if needed to the draft action plan.
 - B. OSDE approval of the final action plan prior to the development of the state agency staff must be obtained.
11. Perform interview efforts to include, but not be limited to, canvassing the entire state searching for all migrant families, including the underage children, children attending school, and OSY.
 - i. Write paper COEs on all eligible families/children.
12. Produce written sweep recommendation reports for each Migrant district that include, but not be limited to, outlining results of research, sweep deployment procedures (including name, number and qualifications of recruiters) and sweep timeline.
13. Manage all aspects of sweep implementation, including, but not limited to, creation of deployment maps, travel arrangements, recruiter hiring and training, and coordination with local staff, and result tracking.
 - i. Establish a migrant team of interviewers, who are training in accordance with USDE Migrant education program guidance and best practices. <https://results.ed.gov/curriculum>.
 - ii. Determine the number of interviewers and/or other personnel needed for the OSDE Migrant Sweep and will be responsible for all hiring procedures.
14. Interviewers shall assist in proper and timely interviews of eligible migrant children and youth and will be responsible for the following:
 - i. Actively locate migratory families and children/youth.
 - ii. Identifying migrant children including pre-school and out of school youth to document their eligibility by completing a COE for everyone.
 - iii. Review, approval and verification of COE. COEs must be reviewed and acted upon (approve, reject, delete) within 24 hours of submission to the OSDE.
 - iv. Daily communication and reporting of interview efforts to the OSDE. The supplier will use an Excel spreadsheet that the OSDE will provide.
 - v. Promote parental and community understanding of participation in the Migrant Education Program.

15. Provide OSDE monthly written reports (e.g. charts, graphs, number of COEs, etc.) and attend meetings (as requested by OSDE) to provide updates and sweep progress reports.
16. Submit a final written report to OSDE outlining the results of migrant sweep within 30 days of completing the sweep.
 - i. Present to OSDE the plan/recommendations for recruitment models for the entire state, based on migrant populations, locations of migrant population activities and data found as a result of the sweep.