

Guidelines for Request for Applications (RFA) # 22-92400-00003

Assessment & Curriculum Digital Platform Support for Student Progress on State-Adopted Standards and Priority Standards

RFA Release Date: June 10, 2021

Final Submission Date: July 12, 2021 at 4:00 PM MT

Applications received after the final date will not be considered for funding.

This is a Request for Application (RFA) and does not constitute an award. This RFA is to support a Classroom-Based Digital Curriculum & Assessment Tool for school districts and charter schools. This RFA supports acquiring and utilizing MasteryConnect, an assessment & curriculum digital platform designed to show student progress relative to state-adopted standards and priority standards as identified in the New Mexico Instructional Scope (NMIS) in an intuitive and visual way.

Up to **\$1,300,000.00** will be awarded between eligible entities to utilize MasteryConnect. Eligible entities will be New Mexico school districts, New Mexico locally-chartered charter schools, and New Mexico state-chartered charter schools. MasteryConnect allows local educational agencies (LEAs) to identify priority content and select from a bank or build original assessment items to gauge student progress across multiple content areas.

Application Checklist

Please complete the checklist below to ensure that all required information and actions have been completed before emailing the submission to Lynn Vasquez, New Mexico Public Education Department.

- _____ Assurances/Cover Page (Page 7)
- _____ Template Completed (Scoring Guidelines 1--4)
- _____ Supporting Documents (Scoring Guideline: 5 & 6)

1.0 GOALS

The goals pertaining to this RFA are to support LEAs in carrying the following primary objectives for achieving accelerated learning as outlined in *New Mexico's Roadmap to Accelerated Learning and Renewal*:

- 1) Leverage data to determine unfinished learning, to determine potential gaps, and to ensure strategic movement to grade-level content.
- 2) Assure priority academic content and high-quality instructional materials undergird lessons and curriculum.
- 3) Employ intentional structures that are designed for interventions, such as high-dosage tutoring options for student supports.
- 4) Promote use and understanding of the New Mexico Instructional Scope (NMIS).
- 5) Promote collaboration among LEA staff that lead school districts' or charter schools' teaching, learning, & assessment initiatives.
- 6) Increase assessment literacy, in particular, the role of formative assessment data in relationship to instructional decision-making.

2.0 PARTNERING ORGANIZATION

School districts and charter schools will be required to acquire and utilize professional development services through Instructure, the parent company of MasteryConnect.

3.0 LEVEL OF FUNDING

The PED will award highest rated applicants based on scoring criteria in Section 8.0. PED will provide the following funding to the highest rated applicants:

- 1) Implementation Cost of \$2,550.00 per school district or charter school.
- 2) Cost for MasteryConnect of \$2.25 per student.
- 3) Cost of Item Banks of \$4.05 per student.

Those amounts will be paid directly from PED to Instructure, the parent company of MasteryConnect.

LEAs will need to separately cover the cost of professional development to be paid to Instructure, Inc.:

- 1) Cost per training will be \$2,000.00/day - Virtual training is a total six (6) hours, which can be utilized in segments; for example two (2) sessions at three (3) hours or four (4) sessions at 90 minutes.

- 2) The number of training days may vary per staff size. The minimum number of training days for LEAs new to MasteryConnect is two (2) days. How this requirement regarding hours will be met will need to be identified in Section 6 of the application.
- 3) Cost of professional development is to be paid by the LEA to Instructure as parent company of MasteryConnect.

4.0 LENGTH OF FUNDING

This RFA provides PED funding for the 2021-22 Academic School Year.

5.0 ELIGIBLE ENTITIES

New Mexico school districts and New Mexico charter schools, including locally-chartered charter schools, can apply for this RFA. Applicants must attend a MasteryConnect RFA Information Session, provided by the PED in partnership with MasteryConnect where RFA requirements are shared and a review or demonstration of MasteryConnect is provided. Registration for these MasteryConnect RFA Information Sessions is located at: <https://www.instructure.com/landing/new-mexico>

6.0 PROGRAM OVERSIGHT AND MANAGEMENT

Program oversight and management is assigned to: Lynn Vásquez, Division Director, New Mexico Public Education Department Assessment & Learning Management System Divisions.

7.0 APPLICATION REQUIREMENTS

The application must include the following components listed below. Details requirements for each component is identified Section 8.0.

- 1) Completed “Cover Page Form” (located on final page of RFA)
- 2) Electronic submission of the proposal, no more than a total of 12 (twelve) pages and separated into the following sections:
 - a. Roles and Responsibilities
 - b. Project Narrative
 - c. Project Impact
 - d. Staffing Plan
 - e. Project Timelines
 - f. Budget Overview
 - g. Supporting Documents

8.0 SCORING GUIDELINES

Each application will be scored across seven (7) application sections:

- 1) *Roles and Responsibilities*: An organizational chart establishing roles and responsibilities within the LEA is provided in the submission. The chart clearly identifies the responsibility of each member in relationship to the project proposal and use of MasteryConnect. (10 points)
- 2) *Project Narrative*: A detailed narrative articulating the intended goals for use of MasteryConnect as part of a local system of assessment is provided in the submission. The narrative details how MasteryConnect will be used to support local New Mexico Data, Accountability, Sustainability, and High Achievement (NMDASH) goals, the district's or charter school's plan for accelerated learning and for addressing priority standards. The narrative addresses a vision to utilize MasteryConnect as part of a system of assessments to address other local and state accountability needs, such as Multi-Layered Systems of Support (MLSS). (10 points)
- 3) *Project Impact*: A clear articulation of total number of students served, student populations served, and total number of staff participating in professional development is provided in the submission. The LEA articulates goals have been established for student learning and provides articulated plan on how MasteryConnect data will be utilized to track students' academic progress. (10 points)
- 4) *Staffing Plan*: A clear articulation of timeline and planning for staff professional development is provided in the submission. In addition, a detailed description of how a cross-section of curriculum and content leads, and assessment staff members will collaborate on implementation and utilization of MasteryConnect is provided. (10 points)
- 5) *Project Timeline*: Timeline detailing expected program progress through June 30, 2022 is provided in the submission. The timeline includes intervals (e.g., weekly, monthly, quarterly) when progress monitoring will occur. (10 points)
6. Budget Overview – A detailed overview of the amount of funding requested base don requirements in Section 3.0, to carry out the LEA's plan through June 30, 2022.
7. *Supporting Documents*: The submission includes professional development budget; letter of commitment from Superintendent or Charter Director; joint letter of commitment from district test coordinator, data literacy coach and curriculum lead. (5 points)

Either a score of '0' or 'no submission' of the above sections or any of the components of the application will result in a disqualification of the application.

9.0 TIMELINE

The PED program managers will make efforts to adhere to the following schedule:

Action	Responsible Party	Due Dates (and Specified Times Where Applicable)
Issue of RFA	PED	June 10, 2021
Deadline to Submit Questions	Potential Applicant	July 5, 2021, 4:00 pm MST
Response to Questions	PED	July 7, 2021
Submission of Applications	Applicants	July 12, 2021, 4:00 pm MST
Evaluation of Applications	Review Panel	July 13- July 15, 2021
Selection of Awardees	Review Panel	July 16, 2021
Finalize agreements	PED/Grantee(s)	July 23, 2021
Awards Announced	PED/Grantee(s)	July 23, 2021

Deadlines listed for Applicants are requirements to remain eligible for consideration.

10.0 EXPLANATION OF EVENTS

Issuance of RFA

This RFA is being issued on behalf of the New Mexico Public Education Department on the date specified in the above timeline.

Deadline to Submit Questions

Potential grantees may submit clarifying questions regarding the RFA to Lynn Vasquez Lynn.Vasquez@state.nm.us through 4:00pm MST on July 5, 2021, as indicated in the timeline above. Questions shall be clearly labeled and shall cite the relevant sections of the RFA or any other attending document.

Responses to Questions

Responses to questions will be distributed to the Applicant making the submission as indicated in the timeline above and according to the order in which the questions were received. The responses to questions will be distributed to other remaining Applicants if the response substantively clarifies or modifies the requirements of the RFA, as determined solely by the PED.

Submission of Application

Applications must be submitted to Lynn.Vasquez@state.nm.us no later than 4:00 pm MST, July 12, 2021.

Evaluation of Applications

The Evaluation Committee will perform the evaluation of applications. The process will take place as indicated in the timeline above depending on the number of applications received. During this time, the PED may initiate discussions with Applicants that submit applications requiring clarification. Discussions may not be initiated by Applicants.

Selection of Awardees

As referenced in the timeline above, the Evaluation Committee plans to notify the Applicants of the decision on their application by July 23, 2021, or earlier. Feedback and final application scores will be distributed to Applicants not selected. Each application will be scored by the panelists individually and then discussed at a meeting of the entire panel in order to arrive at final scores for each component. For more detail on the scoring guidelines, see “Scoring Guidelines” section above.

Finalize Agreements

During the window of time stipulated in the timeline above, the PED will work directly with successful grantees to establish terms for the award.

Awards Announced

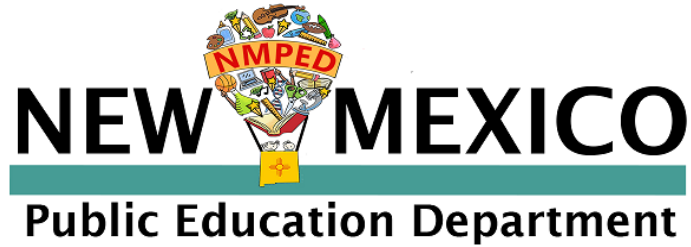
After review of the Evaluation Committee Report, and the signed contractual agreement, the Agency will award as per the schedule in the timeline above. This date is subject to change at the discretion of the PED. Awards will be made to the Applicants taking into consideration the evaluation factors set forth in this RFA.

11.0 REPORTING

Awardees will work together with the PED to establish a reporting and monitoring schedule focused on the school district’s or charter school’s progress towards furthering or meeting the goals identified in the narrative.

12.0 EVALUATION COMMITTEE COMPOSITION

The committee tasked with the evaluation of applications will have a broad level of experience with assessment systems and the use of assessment data to drive instruction. The members will represent a variety of perspectives and seniority in the field of education in New Mexico.



Assessment and Learning Management Systems

Administrative Assurances

**Assessment & Curriculum Digital Platform Support for Student
Progress on State-Adopted Standards and Priority Standards**

Cover Page

Date Submitted:

Name of District or Charter:

Name of Individual Submitting:

Title of Individual Submitting:

Email of Individual Submitting:

By signing below I certify to the best of my knowledge and belief that the information contained in the submitted application is complete and correct and that I am duly authorized to submit this application on behalf of the institute or district named above.

_____ - Signature line