



Education Research Practice Partnership with the District of Columbia



Pre-Application Conference

December 18, 2019



Welcome & Agenda

Agenda

- Research Practice Partnership (RPP) Background
- RPP Objectives
- RPP Proposal Requirements
- Proposal Submission
- Proposal Review
- Q&A



General Information

Overview

- The District of Columbia Education Research Practice Partnership Establishment and Audit Act of 2018 effective March 28, 2019 (D.C. Law 22-268; D.C. Official Code § 38-785.01 *et seq.*) outlined a process for the creation of an Education Research Practice Partnership (RPP).
- The RPP shall conduct independent education-related research that will support improvement in the District's public schools and shall publicly report the findings of the research.
- The Office of the State Superintendent of Education (OSSE) is leading the search for a research partner to comply with local law.
- OSSE published a Notice of Invitation for proposals for a partner for the RPP on Dec. 13, 2019.
 - The notice of invitation may be found in two places:
 - District of Columbia Register
 - OSSE website at: <https://osse.dc.gov/page/research-practice-partnership>.

About the Notice of Invitation (NOI)

- Drafted by the Executive and transmitted to the Council for review and feedback.
- Purpose of the NOI is to provide:
 - Context and Background Information
 - Procedural Logistics
 - Proposal Requirements
- Divided into three broad sections:
 - General Information, Context
 - Background Education Research Practice Partnership
 - Proposal Requirements

Mission of the RPP

- The RPP shall conduct independent education-related research that will support improvement in the District's public schools, and shall publicly report the findings of the research.
- The Partnership will conduct research to:
 - Identify instructional practices that increase student achievement, educational equity, and school improvement based on rigorous research methods
 - Provide the research necessary to inform and assess instructional practices in District public schools
 - Evaluate existing instructional practices to determine their impact on student academic achievement and progress
 - Assist the District with research aimed to improve instruction and student outcomes in the District.
- Work with the Advisory Committee to develop and implement a research agenda.

Eligibility

- Eligible applicants for the partnership include a university, college, non-profit organization,

OR

- Consortium that combines university, college, non-profit organizations joined for the purposes of this partnership.
- Eligible applicants for the partnership shall demonstrate a commitment to enter into the partnership for no less than ten years.

Proposal Requirements

- Submitted proposals shall meet the following requirements:
 - The proposal shall not exceed 30 typed pages, excluding table of contents and appendices;
 - Any supporting documentation must be included in the appendices;
 - Pages must have 1” margins on all sides;
 - Pages shall be numbered and correspond to the table of contents;
 - The order of sections in the proposal shall correspond to the proposal requirements in section 3 of the NOI; and
 - Proposals, including all appendices and any supporting documents, shall be aggregated in a single PDF document and submitted as such.

Proposal Submission

- Proposals, including all supporting documentation, shall be submitted in required format.
- Submit proposals to educationrppnoi@dc.gov.
- The completed application package must be received no later than February 10, 2020 at 5:00 pm EDT.
- OSSE reserves the right to not consider incomplete submissions.



Proposal Review Panel

- The proposals will be reviewed by a six-person review panel, comprised of three representatives chosen by the Mayor and three representatives chosen by the Chairman of the Council.
- Evaluation of the plan is based on the following:
 - Entity's experience and expertise
 - Soundness of its proposed service delivery plan
 - The adequacy and reasonableness of proposed resources needed
 - Demonstrated capability for managing the proposed RPP
- The decision of the review panel is the District's final decision and not subject to appeal or further review.





Proposal Requirements

Executive Summary

- Briefly describe the independent, non-governmental entity and its proposed plan for leading the District of Columbia's education research practice partnership.



Information about the independent, non-governmental entity

- **Mission and History:** Provide the entity's mission statement, a description of its core programs, and explain the relevance of the entity's programmatic and operational activities to conducting research that has supported school instructional improvement and student achievement.
- **Period of Commitment:** Describe and demonstrate the entity's commitment to enter into the partnership with the District of Columbia for no less than 10 years, in order to ensure continuity and stability for the education research practice partnership. Provide an organizational history and describe the financial supports in place to uphold the commitment, specifically as it relates to conducting education research or partnering with government organizations for similar purposes.
- **Consortium:** If a group of organizations is applying as consortium, describe the consortium and why such collaboration between entities will be effective and beneficial in producing actionable, easily consumable, independent research to inform the instructional practices that will increase student success and school improvement in the District.

Vision for the District RPP

- **Vision:** Describe the entity's vision for the District's education research practice partnership. Explain how the entity would structure the partnership in accordance with the RPP Act and execute the responsibilities and duties set forth in Section 2.1.3 of this NOI.



Knowledge and Expertise

- **Expertise in Education Research for Urban School Districts and States:** Describe the entity's experience and expertise in conducting and disseminating quantitative and qualitative research on education topics relevant to state education systems and urban areas. Include description of prior research on education topics relevant to state education systems and urban school districts that it has conducted independently or in partnership with other entities, including a synopsis of the work, specific examples and artifacts related to the work, implementation time-frames, and the dates of the work was conducted; and lessons learned from past implementations regarding qualitative and quantitative research.
- **Expertise in Partnering with Government:** Describe the entity's experience and expertise in conducting research in collaboration with either the District of Columbia government or another government entity. Include detail on whether and how the entity and government partner jointly arrived at the research questions, provided interim deliverables, communicated in a meaningful way throughout the life of the project, adjusted the course of the project as needed in response to stakeholder feedback, provided results in multiple formats aligned with stakeholder need, and ensured that the work was useful and productive for the government partner, and, if not useful, what measures were taken to rectify the usefulness of the products either in the short or long term, and evidence of how this work intentionally built capacity for both researchers and government partners.
- **Plan to Leverage Best Practices of RPPs:** Along with the description of the RPP approach the entity plans to adopt, the entity should demonstrate knowledge of similar partnerships implemented in other states and cities nationwide and should include detail on how the entity plans to glean best practices and lessons learned from those models and apply them to the District context.

Knowledge and Expertise

- **Philosophy:** Describe the philosophy of the entity and the specific approach it will adopt for designing and maintaining an RPP. Describe previous research partnerships the entity has led or been a member of that are directly related to the proposed approach. Describe how this previous experience guides and provides a foundation for the proposed effort.
- **Networks:** List and describe existing entity partnerships or alliances with public and/or private entities that would provide benefits to the education research practice partnership, and provide associated documentation. Entities must also describe, in detail, their strategy for developing additional partnerships to further the goals of the research agenda, once developed. Documentation of existing partner relationships should include brief descriptions of existing MOUs, letters of support, and detailed plans for working relationships and shared responsibilities. Documentation of proposed or yet to be finalized agreements may include brief descriptions of the proposed partnerships.
- **Expertise in Coordinating and Conducting Community Outreach:** Describe the entity's experience and expertise in coordinating and conducting effective community outreach, including how the entity has or will engage diverse stakeholders, such as educators, families, education and business leaders, and policymakers, in soliciting research questions, sharing research findings, and translating findings to spur action. Provide examples of how the entity has communicated or will communicate research findings in employing multiple mediums and to diverse audiences.

Partnership Personnel and Collaboration

- **Current Personnel:** Describe the entity's current staffing level. Provide the entity's current organization chart; and counts of the full-time equivalent positions devoted to conducting qualitative or quantitative research in education.
- **Personnel Dedicated to the Partnership:** Provide a staffing plan of how the entity would fulfill the responsibilities for the Partnership, describe in detail how the entity will increase its capacity to fulfill its responsibilities if selected. Describe what staff will be responsible for management and administration of the partnership. Describe whether researchers conducting research for the Partnership will be full-time dedicated staff, whether staff shall be required to log a certain number of billable hours or be required to be faculty at the entity. Please provide the resumes and/or CVs of all personnel who will contribute to the work of the RPP.
- **Advisory Committee Collaboration:** Provide an explanation of what processes are in place or would be in place to collaborate effectively with a large and diverse advisory committee designed to be a partner in all research work. Provide a discussion of the philosophy of engagement with the Advisory Committee.
- **Consortium Coordination:** If more than one organization is applying as a consortium, describe the organizational structure including the roles and responsibilities of each organization for the purpose of the Partnership. Include a description of the role and responsibilities of the lead organization, and each participating organization, as well as a plan for governance and decision making within the consortium. Provide documentation of agreements and commitments between the organizations.

Data Use & Protection / Research Methods

- **Expertise in Data Security:** Describe the entity's experience, expertise, and current capacity to collect, maintain, store, clean, de-identify, use, interpret, translate and publish any data provided to it in a safe, secure, accountable, and confidential manner, consistent with relevant federal and local laws and regulations, including section 438 of the Family Educational Rights & Privacy Act of 1974, approved August 21, 1974 (88 Stat. 571; 20 U.S.C. § 1232g et seq.) and its implementing regulations, 34 C.F.R. Part 99.
- **Data Management and Security Plan:** Submit a Data Management and Security Plan that describes how data supplied by District agencies and/or LEAs will be managed by the entity and what measures will be taken to ensure that no persons, other than those authorized by the Master Research Services Agreement, can have access to any data shared by the District pursuant to this partnership. The data management and security plan applies to all data supplied by District agencies or LEAs, as well as any copies made by the research team and any new data derived from the data supplied by District agencies. The plan should be aligned with industry standards and best practices and should include all relevant artifacts that appropriately describe the information and data architecture that will be used by the entity. The plan should also include information about the technology platform(s) that will be used to store, analyze, and securely disseminate or provide access to data among research team members. The plan must include the information security model that will be implemented to ensure that necessary security policies will be applied and research members will be able to access only the data that is appropriate to their research. This should also include methods of data destruction when specific data are no longer needed.

Data Use & Protection / Research Methods

- **Validity:** Describe the entity's internal review processes and protocols to ensure the validity of research methods and outcomes. Include detail on whether the entity is supported by an Institutional Review Board (IRB), which is responsible for reviewing and approving all research projects and associated methodologies. Whether or not the entity is supported by an IRB, describe how the entity's internal review processes compare to best practices for similar partnerships, and whether the entity's research outcomes have been challenged based on the validity of the research methods.
- **Data Quality:** Provide a detailed description of the entity's processes and protocols concerning the reliability and validity of data and statistical analyses, including approach to handling challenges and variation in data quality among source data. Describe the standard quality review process(es) applied both to the execution of data analysis and research as well as to the creation of research outputs and deliverables.
- **Independence:** Provide an explanation of what processes are in place or would be in place to ensure accountability and transparency of Partnership work and independence with regard to funders, the public, and government entities.

Financial Management and Proposed Budget

- **Financial Management:** Describe the financial management and internal accounting procedures of the entity that will be used to ensure proper financial management of the Partnership.
- **Potential Funding Sources:** Provide potential sources of funding, including funds contributed by the entity, funds anticipated from named and anticipated private sources, and funds, if any, needed from the District for the initial start-up costs and annual operations of the Partnership. Provide documentation of committed internal and external funding, or plans for securing additional funds and support.
- **Proposed Budget:** Provide a proposed budget for initial start-up cost to establish the Partnership and the annual costs needed to operate the Partnership, include a narrative description of how line items in the budget are necessary to fulfil its responsibilities of leading the Partnership.
- **Institutional Support:** Describe what types and level of institutional support the entity will provide to the Partnership, including any in-kind donations or administrative and professional services.



Next Steps

Questions

- Questions from potential applicants regarding this solicitation may be submitted to educationrppnoi@dc.gov.
- You may submit questions until January 31, 2020.
- Responses to questions will be responded to via email.
- Answers to questions will be published on the following website throughout the application window:
<https://osse.dc.gov/page/research-practice-partnership>.

Key Dates

Action	Date/Timeline
Notice of Invitation Posted	Dec. 13, 2019
Question submission deadline (please send to educationrppnoi@dc.gov)	Jan. 31, 2020
Proposals Due	Feb. 10, 2020 at 5 PM, EST



Thank you!
