THE NEW JERSEY STATE DEPARTMENT OF EDUCATION

REQUEST FOR QUALIFICATIONS (RFQ)
(WITHOUT FINANCIAL QUOTE)

PRINCIPAL PRACTICE INSTRUMENT RFQ

APPLICATION DEADLINE
FOR USE OF INSTRUMENT IN 2016-2017 SCHOOL YEAR:

AUGUST 1, 2016

INSTRUCTIONS:

Please use this specialized Microsoft® Word document for your response.
If you are viewing it on the Internet, be sure to ***save*** it to your computer.
Responses may be typed into fill-in areas *only*:
These areas will automatically expand, as needed, to accommodate text.
Some questions **(e.g., Yes / No)** require clicking on boxes, which look like: ☐

To begin, enter the ***Name of Applying Entity*** onto Form A.

The New Jersey State Department of Education does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation in its educational programs, services and activities.

1.0 GENERAL INFORMATION

1.1 PROGRAM SUMMARY

The New Jersey State Department of Education ("NJDOE" or "Department"), as part of its plan to implement annual professional performance reviews of principals, is soliciting qualification proposals for Principal Practice Evaluation Instruments. **THIS SOLICITATION WILL NOT RESULT IN A CONTRACT WITH THE STATE DEPARTMENT OF EDUCATION.** The NJDOE will use the specified criteria specified in section 2.0 to review proposals and prepare a list of *Approved Principal Practice Evaluation Instruments. The instruments are approved for use in local education agencies ("LEAs"), although LEAs must comply with the statutory (N.J.S.A. 18A:18A-4.1 et seq.) and regulatory (N.J.A.C. 5:34-4.1 et seq.) requirements in order to contract with any of the instrument providers on the list.*

All proposed instruments meeting the criteria specified in this Request for Qualifications (RFQ) and set forth in N.J.A.C. 6A:10-6.2, will be included on the Department's list of approved instrument providers. The list will be maintained by the NJDOE. *No funding is directly associated with this application for approval.*

There will be future application periods to allow new applicants the opportunity to demonstrate that their instrument meets the requirements on a schedule determined and published by the NJDOE. Providers of

principal practice evaluation instruments may also be removed from the list subject to the conditions specified within.

The NJDOE reviews the instruments submitted and evaluates them on their alignment with the requirements set forth in this RFQ. If approved, the entity that has submitted the instrument will be notified of the instrument's status and their instrument will be placed on the NJDOE list of *Approved Principal Practice Instruments.* It is anticipated that this list of instruments will be updated again on a schedule identified by the Department.

2.0 SPECIFICATIONS

2.1 ELIGIBLE APPLICANTS

This RFQ solicits submissions of instruments from all interested parties who are seeking to have an instrument placed on the Department's list of *Approved Principal Practice Instruments*. **LEAs seeking to utilize instruments other than those on the list approved for local use**, but who do not wish to have the proposed instrument placed on the list of *Approved Principal Practice Instruments* must indicate this preference by completing Appendix B.

Entities submitting instruments for Department review must : 1)complete the request form found in Appendix C, 2) submit all requisite documentation on behalf of the instrument provider that is needed for the instrument to be approved, and 3)include documentation of the instrument provider's permission to have the LEA submit the instrument for approval.

Entities eligible to submit Principal Practice Instruments may include, but are not limited to:

- State Departments of Education (other than New Jersey);
- LEAs;
- Community based organizations;
- Charter management organizations;
- Private companies;
- Institutions of higher education;
- Family literacy programs/even start programs;
- Teacher or administrator unions;
- Nonprofit organizations; and
- A partnership between eligible instrument provider entities.

Instrument providers contracting with any LEA will be responsible for meeting the terms of its agreement with the LEA. The instruments that are finally approved for use in LEAs must first be submitted and be approved by the NJDOE.

2.2 APPROVAL CRITERIA FOR PRINCIPAL PRACTICE INSTRUMENTS

The NJDOE will evaluate an eligible Principal Practice Instrument for inclusion on the Department's approved list pursuant to this RFQ process. Principal Practice Instruments will be included on the Department's approved list upon determination that an application satisfies each of the following criteria described below.

Alignment with Overall New Jersey State Evaluation System

1. Incorporates domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium, incorporated herein by the reference available at: http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf
2. Includes scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion for the four categories: highly effective, effective, partially effective, and ineffective
3. Based on multiple sources of evidence collected throughout the year.
4. Incorporates an assessment of the principal's leadership for implementing a rigorous curriculum and assessment aligned to the New Jersey Core Curriculum Content Standards (NJCCCS)
5. Incorporates an assessment of the principal's leadership for high-quality instruction.
6. Includes an assessment of the principal's performance in evaluating teachers.
7. Includes an assessment of the principal's support for teachers' professional growth.

2.3 APPROVAL PERIOD OF INSTRUMENT PROVIDERS

A Principal Practice Instrument that is placed on the approved list shall remain on the list unless the instrument is disqualified pursuant to Section 2.4 of this RFQ.

If a new version of the instrument is released, or if a revision to the entire instrument or to a substantial aspect of the instrument is made by the provider, the instrument must be re-submitted for review in the next annual cycle in order to remain on the approved list.

2.4 DISQUALIFICATION OF INSTRUMENT

The Department will periodically review the approved instruments to ensure they continue to meet the criteria set forth in N.J.A.C 6A: 10-6.1(c). This may include, but not be limited to, the Commissioner's determination that the instrument **fails to**:

(i) is in noncompliance with one or more of the criteria for approval set forth in this RFQ, or is in noncompliance with the Department's regulations;

(ii) is not identifying meaningful and/or observable differences in performance levels across schools and classrooms; and/or

(iii) high-quality academic research calls into question the correlation between high performance on this instrument and positive student learning outcomes.

If the Department determines the instrument(s) fails to accomplish the above criteria, it will notify the instrument's sponsors or creators and they will have 30 calendar days to correct the deficiencies outlined. If deficiencies are not corrected, the Department will notify the LEA(s) using the instrument that it is no longer approved by the Department. The LEA will then have 90 calendar days to choose a new educator practice instrument.

2.5 APPLICANT REVIEW PROCESS

General Review and Scoring Process

Applications will each be independently reviewed and evaluated by two members of the Review Committee pursuant to the approval criteria specified below.

Applicant responses on Form B of the Technical Proposal (Section 4.0) will be used to determine the provider's adherence to the established approval criteria.

For each established criterion, an applicant will receive either a score of:

1 – *Evidence provided meets the established criterion*; or

0 - *Evidence provided does not meet the established criterion*.

I. Principal Practice Instruments (Review and Scoring)

In order to be approved as a provider of Principal Practice Instruments, an applicant must receive a score of 1 for *each* of the 7 approval criterion, including sub-criteria, below from *both* of the 2 assigned reviewers. Stated differently, each instrument must receive a total of 14 points in order to be approved for the Department's list of *Approved Principal Practice Instruments*. In cases where the two reviewers come to different scores for a given criterion, a third evaluator will make the final determination as to whether the Principal Practice Instrument demonstrates the established criterion in question. Terms used in the criteria to follow are defined in Appendix A of this document. Approved instruments will be placed within the Department's list of *Approved Principal Practice Instruments*.

1. Incorporates domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium, incorporated herein by the reference available at: http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf
2. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion for the four categories: highly effective, effective, partially effective, and ineffective
3. Based on multiple sources of evidence collected throughout the year.

4. Incorporates an assessment of the principal's leadership for implementing a rigorous curriculum and assessment aligned to the New Jersey Core Curriculum Content Standards (NJCCCS)
5. Incorporates an assessment of the principal's leadership for high-quality instruction.
6. Includes an assessment of the principal's performance in evaluating teachers.
7. Includes an assessment of the principal's support for teachers' professional growth.

If a Principal Practice Instrument is not approved for use, the entity or another may resubmit the Principal Practice Instrument for review during the annual submission period. At that time, the review panel will review it according to the criteria outlined at the time of submission. The entity should resubmit all required elements of the application in order for the instrument to be reviewed again.

2.6 RESERVATION OF RIGHTS

NJDOE reserves the right to: (1) reject any or all proposals received in response to the RFQ; (2) withdraw the RFQ at any time, at the agency's sole discretion; (3) seek clarifications of applications; (4) use application information obtained through the state's investigation of a provider's qualifications, experience, ability, or financial standing, and any material or information submitted by the provider in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFQ; (5) during the application period, amend the RFQ specifications to correct errors or oversights, or to supply additional information, as it becomes available; (6) during the application period, direct providers to submit application modifications addressing subsequent RFQ amendments; (7) change any of the scheduled dates; (8) require clarification at any time during the qualification process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a provider's application and/or to determine a provider's compliance with the requirements of the RFQ; (9) request accurate and current estimates of provider costs.

3.0 APPLICATION PROCEDURES

Applicants should be advised that any information found in this application considered to be proprietary in nature should be marked accordingly as information contained in this application is subject to public release.

3.1 APPLICATION TIMELINE

All applicants shall submit all **required** materials. For inclusion in the Department's list of *Approved Principal Practice Instruments*, materials for applicants must be received by the New Jersey Department of Education at the address listed below.

The Department will review submissions received by the Monday, **August 1, 2016 deadline**, on an ongoing basis. The Department will notify all applicants of the status of their application no later than Monday, August 15, 2016.

3.2 APPLICATION SUBMISSION METHOD

Facsimiles and emailed submissions are not acceptable. Applicants must adhere to the submission method detailed below.

Acceptable Submission Method:

Completed application can be emailed to:

educatorevaluation@doe.state.nj.us

(please put Principal RFQ review in the subject line)

or mailed to:

New Jersey Department of Education
Office of Evaluation: RFQ Review
100 Riverview Plaza
Trenton, New Jersey 08625-0500

Questions can be addressed to:

educatorevaluation@doe.state.nj.us

(609)777-3788

ATTENTION: PRINCIPAL PRACTICE INSTRUMENTS

SUBMISSION DEADLINE: MONDAY, AUGUST 1, 2016

Any questions concerning this RFQ must be emailed to: educatorevaluation@doe.state.nj.us . **(NOTE: THIS EMAIL ADDRESS IS FOR QUESTIONS ONLY; DO NOT SUBMIT APPLICATION MATERIALS TO THIS ADDRESS.)** Questions must be received via email by the deadlines set below for the respective application periods. Responses to questions will be generated within 5 business days.

- **For application submissions for the Monday. August 1, 2016 deadline, questions must be received via email by Friday, July 8, 2016.**

An applicant **must present all the information required in this RFQ** in order to be considered for the New Jersey State Department of Education's list of *Approved Principal Practice Instruments*.

3.3 APPLICATION PACKAGE FORMAT

- All information should be submitted in the order indicated on the forms and in the instructions.
- Type size should be no smaller than 12 pt.
- The total number of pages in the Technical Proposal is limited to 25 pages, single spaced, if submitted as a stand-alone document (each page can be used in its entirety for your response).
- Appendices/Attachments are not included in the page maximums listed above and may contain resumes, letters of reference, printed brochures describing the services provided, certificates of incorporation or other legal documents, fiscal documents, tables, charts, graphs, scanned images, or photocopies.
- Additional appendices/attachments, such as CD presentations, videotapes or other multimedia productions should not be included.
- The ***Transmittal Letter*** and ***Form C*** require authorized signatures and therefore **MUST** be submitted via mail or hand-delivery. The original of each of these documents should be signed in **BLACK/BLUE INK**.

3.4 APPLICATION PACKAGE CHECKLIST

Please use the checklist below to ensure that you have submitted all required materials in the required format:

Submitted?	Component	Requirement/Format
☐	Transmittal Letter	An authorized individual must write a brief **Transmittal Letter** to formally submit/transmit the application, proposal, and other materials, on behalf of the applying entity, to the New Jersey Department of Education. The transmittal letter must be signed and dated by the authorized individual in black/blue ink.
☐	**FORM A**	The applicant must complete an **Application**.
☐	**FORM B**	The applicant must submit a **Plan/Narrative**.
☐	**FORM C**	The applicant should complete a **Request for Exemption from Open Public Records Act.**
☐	Appendices/ Attachments	The applicant must provide appropriate Appendices/Attachments. o A **copy** of the *Principal Practice Instrument* being submitted for qualification o Supporting documentation (Graphs or charts demonstrating achievement, resumes, certificates of incorporation, etc.)

4.0 TECHNICAL PROPOSAL

In the Technical Proposal, applicants must describe in detail the *Principal Practice Instrument* they are submitting for approval. The Technical Proposal, which will be reviewed by the New Jersey Department of Education Review Committee, is described below.

The Technical Proposal is divided into ***four*** sections:

Section I – Application (*Form A*)

In this section, the applicant shall identify the nature of the teaching practice observation instrument being submitted.

Section II – Principal Practice Evaluation Instrument Narrative (***Form B***)

In this section, the applicant shall describe in detail the nature of the *Principal Practice Instrument* and services they will provide.

Section III – Request for Exemption from Disclosure Pursuant to the Open Public Records Act (Form *C*)

The applicant must complete a **Request for Exemption** form in order to identify any proprietary materials submitted as part of, or in support of, an applicant's proposal, which applicant considers confidential or otherwise excepted from disclosure under the Open Public Records Act.

Section IV – Appendices

The applicant shall provide a copy of the instrument being submitted for approval. The applicant shall also provide any supporting documentation that has been requested in this RFQ or which has been referenced by the provider in the completed Technical Proposal.

PRINCIPAL PRACTICE INSTRUMENT PROVIDERS

TECHNICAL PROPOSAL - APPLICATION

Name of Entity	
Address	
City, State Zip	
Phone	
Fax	
E-mail	
Name and Title of Authorized Contact	
Address (if different from above)	
City, State Zip	
Phone	
Fax	
E-mail ***(REQUIRED)***	
URL ***(REQUIRED)***	

The organization is: (Please indicate by clicking on the appropriate boxes below:)

Local Educational Agency (LEA)	☐	
For-profit corporation.	☐	
Non-profit corporation	☐	
Limited Liability Company (LLC)	☐	
Other	☐	Please specify:

PRINCIPAL PRACTICE INSTRUMENT PROVIDERS
TECHNICAL PROPOSAL - NARRATIVE

Principal Practice Instrument Narrative:

In this section, the applicant must describe in detail the nature of the *Principal Practice Instrument* services they will provide. **Please be advised that your responses will be thoroughly reviewed and rated on a point-based evaluation system.** We strongly encourage you to be as complete and detailed as possible in your responses. *If you are attaching supporting documentation, please do not simply indicate "see attached" in the response fields.*

Approval Criteria *This instrument:*	**Please thoroughly describe any evidence to support the instrument's alignment with the categories listed. If the instrument does not align with the category listed, please indicate "N/A."**
Incorporates domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium. (1 point)	
Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion for the four categories: highly effective, effective, partially effective, and ineffective. (1 point)	
Based on multiple sources of evidence collected throughout the year. (1 point)	
Incorporates an assessment of the principal's leadership for implementing a rigorous curriculum and assessment aligned to the New Jersey Core Curriculum Content standards (NJCCCS). (1 point)	

Incorporates an assessment of the principal's leadership for high-quality instruction. (1 point)	
Includes an assessment of the principal's performance in evaluating teachers. (1 point)	
Includes an assessment of the principal's support for teachers' professional growth. (1 point)	

Request for Exemption from Disclosure
Pursuant to the Freedom of Information Law

New Jersey Open Public Records Act (OPRA) and the common law, require that each agency shall make available all records maintained by said agency, except that agencies may deny access to records or portions thereof that fall within the scope of the exceptions listed in OPRA or established under the common law.

Any proprietary materials submitted as part of, or in support of, an applicant's proposal, which applicant considers confidential or otherwise excepted from disclosure under the OPRA or the common law, must be specifically so identified, and the basis for such confidentiality or other exception must be specifically set forth.

Please list **all** such documents for every portion of the proposal on the form below, and include a copy of this document with each separate portion of the proposal. Materials which are not indicated below may be released in their entirety upon request without notice to you.

According to law, the entity requesting exemption from disclosure has the burden of establishing entitlement to confidentiality. Submission of this form does not necessarily guarantee that a request for exemption from disclosure will be granted. If necessary, NJDOE will make a determination regarding the requested exemptions, in accordance with the process set forth in OPRA or common law.

Material for which Exemption is Requested	Location / Page Number(s)	Basis for Request

APPENDIX A
Definitions and Explanations

The following words and terms shall have the following meanings:

"Accuracy" in scoring teacher observations means that observers' scores are consistent with master coders and therefore observers assign the correct or accurate score to the teaching practices being observed. Correct scores must be obtained through a judgment process, most preferably with experts or master coders who complete a master-coding process and reach consensus on the final score, evidence, connection with the scoring guide and score level, and rationale.

"Concurrent validity" means the degree to which one type of measure correlates well with another related measure that previously has been validated. When applied to a teaching practice evaluation instrument, concurrent validity means that higher instructional ratings as measured by the instrument are related to higher student learning achievement or gains as shown by collected data sets or research study results.

"Construct validity" means the degree to which an instrument measures what it is intended to measure. When applied to an educator practice evaluation instrument, construct validity means that the dimensions and categories described by the instrument are appropriate for measuring whether or not the practice is successful, and that the dimensions are associated with each other in the ways anticipated and possibly related to other generally-accepted measures of professional effectiveness. In addition, the instrument should sample from a sufficient range of professional actions to fully represent the set of desirable behaviors. The establishment of such claim must be attested by knowledgeable practitioners or experts in the content.

"Evaluation system" means the overarching system in New Jersey of all processes and components of educator evaluation that are used to generate an "annual summative evaluation rating" for teaching staff members. It is an integrated system that encompasses measures of professional practice and measures of student performance, and all aspects of implementation, such as training and calibration. In turn, New Jersey's evaluation system is composed of "district-specific educator evaluation rubrics," defined herein only for teachers, principals, assistant principals and vice principals, which delineate the processes and measures to be used in each district, including the professional practice measures and student performance measures. Within the evaluation rubrics are: (a) "educator evaluation instruments," defined herein, which are the assessment tools used to assess measures of professional practice and (b) protocols and specific assessments for measuring student performance.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument or the principal practice instrument, whenever applicable, are components of the teaching staff member's evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

"Evaluation rubrics" mean a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student out comes. Each district board of education will have an evaluation rubric specifically for teachers, another specifically for principals, assistant principals, and vice principals, and evaluation rubrics for other categories of teaching staff members.

"Observation" means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative rating and shall be conducted by an individual employed in the school district in a supervisory role and possessing a school administrator, principal, or supervisor endorsement as defined in N.J.A.C 6A:9.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments must include a scoring guide that an observer uses to guide his or her assessments and ratings of professional practice.

"Teaching staff member" means a member of the professional staff of any district or regional board of education, or any county vocational school district board of education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. An instructional certificate (holders of this certificate are referred to in this chap-ter as "teachers");
2. An administrative certificate; and
3. An educational services certificate.

“Validity” means the extent to which evidence and theory support an interpretation of scores from a measurement instrument for a particular use of the instrument. In the context of evaluating educator practice, this means that the evidence gathered using the instrument supports correct and useful inferences and decisions about the effectiveness of the practice observed

APPENDIX B

LEAs seeking to utilize instruments other than those on the list approved for local use, but who do **not** wish to be placed on the list of *Approved Principal Practice Instruments* for Statewide use must indicate this preference by submitting this dated and signed form with their application.

It is the _____ District's request to seek approval of use of the Principal Practice Evaluation Instrument herein described **for this district's use only**. It is requested that this instrument **NOT** be placed on the list of *Approved Principal Practice Instruments* for statewide use.

_____ _____

Official – LEA/Applicant Agency DATE

APPENDIX C
Request for Review

Entities proposing that instruments other than those currently on the *Approved Principal Practice Instrument* list be reviewed by the Department must complete this request form.

It is the _____ District's request that NJDOE review the following teacher practice observation instrument for possible inclusion on the *Approved Principal Practice Instruments* for Statewide use.

Name of Instrument:_____

Developer/Publisher:_____

Contact Information for Developer/Publisher:

_____

_____

_____

_____

_____ _____
Official – LEA/Applicant Agency DATE