

Request for Proposal (RFP) For The Minnesota Special Education Leader Foundation (MNSELF)

December 2016

The Minnesota Special Education Leaders Foundation (MNSELF) is a non-profit, 501c3 tax-exempt charitable corporation created for the purpose of raising funds in order to sponsor:

- Workshops to encourage and help individuals determine if they wish to pursue a career as a special education administrator.
- Training and mentorship for new special education administrators;
- Training and support activities for veteran special education administrators
- Training and support for others who provide leadership in educating Minnesota's children and youth with disabilities and
- Conduct research of the history of special education in Minnesota and the history of special education administration in Minnesota

Research Project Summary:

MNSELF is seeking qualified individuals to submit bids for the purpose of *Writing the History of Educating, Not Educating, Minnesota's Children with Disabilities*. This project is an on-going multi-phased effort to document *The History of Special Education In Minnesota* and is parallel to the research of *The History of Special Education Administration in Minnesota*.

"Those who cannot remember the past are condemned to repeat it." (George understandable format so that today's students, teachers, administrators, and policy makers will have an opportunity to know how the services and the public policies impacting children with disabilities developed over time and how we have arrived to the educational system we have today.

This project has been financed through the Minnesota Historical and Cultural Heritage Grant #1605-19594.

Project description and purpose of the project:

MNSELF is seeking an author to write the history of educating children with disabilities from 1840 – 1960. The research is completed. The project period is from November 1, 2016 to January 1, 2018 and will be carried out in accordance with the Minnesota Historical and Cultural Heritage Grants Manual. Proposals from research consultant(s) are due on or before January 19, 2017. Please submit bids electronically to Dawall70@yahoo.com

Phone inquires for additional information can be made to 651-357-4881.

The research may begin anytime after January 1, 2017 and the project completion date is January 1, 2018. The final report is due 30 days later. The final report must be completed electronically. The research consultant(s) must also provide the public and interested parties with the findings through a variety of avenues, such as news articles, interviews, and presentations of the final report.

Budget:

The grant budget is \$32,132.00. The bids must include a break down of budget line items to include research consultant fees, presentation fees, travel, supplies, printing and replication of photographs. Reimbursement will be made per an agreed upon contract between MNSELF and the contractor.

Author Consultant Qualifications

It is expected that bids would be submitted and an educational consultant will have the following qualifications to conduct the research:

- Significant knowledge and experience in the history of special education services in Minnesota and the impact of state and federal policies on those services;
- An understanding of special education sources of information available statewide (agencies, associations, educators, institutions, public school systems)
- An understanding of different levels of service and policy making
- Graduate training and experience in research methodology using original sources of information, historical data and other available documents
- Graduate training and experience in educational technical writing, data, professional and reports and/or books
- Graduate training and experience in accessing and providing legislative testimony and drafting of legislation to promulgate rules and other formal policies

Proposal Evaluation Criteria:

The MNSELF Board Members will review all bids submitted. Selection will be made based on the research consultant(s) qualifications and experience as outlined above. Knowledge of and experiences with the history of special education services in Minnesota is crucial. Training and experience in research methodology, historical data collection, and educational technical writing will also hold significant weight in the selection process. Bidders may also be asked to meet with the MNSELF Board prior to a final selection.