

# Idaho Literacy Tools Approved Vendor List Guidance for Vendors for Secondary Product Considerations

Per [Idaho Code 33-1807](#), vendors who operate “adaptive learning technology literacy intervention tools” that are computer-based and used for interventions for student in kindergarten through third grade may apply to be on the Literacy Tools Approved Vendor List. Once on the Approved Vendor List for a school year, vendors are required to participate in an annual Effectiveness Review to determine if the vendor and program may remain on the Approved Vendor List. This document provides guidance for vendors who have been approved for a product who wish to have an additional product considered for the Approved Vendor List.

## I. INTRODUCTION

### **VENDORS VS. PROGRAM**

The Approved Vendor List identifies the vendor and program currently approved. While the vendor is approved for that program, any additional programs require separate consideration.

### **ADJUSTED RFP RESPONSE EXPECTATIONS**

The Literacy Intervention Tools RFP (#202001) is continuously open and was designed with the concept of a single vendor and program / product. However, OSBE recognizes that some vendors may have more than one product they want considered for the list and some aspects of the RFP response are not necessary in any responses for consideration of additional programs. As a result, OSBE is setting adjusted RFP response expectations for vendors who have been previously approved for a product who are seeking consideration of additional product(s).

## II. PROCESS

### **PRE-PROPOSAL**

Idaho’s Literacy Intervention Tools Approved Vendor RFP Response Reviewers (reviewers) are Idaho educators who volunteer their time. There is no permanent review committee; reviewers are gathered on an as-needed basis.

We request advance notification from any company with a product on the Approved Vendor List when they intend to request consideration of an additional product. Additionally, we appreciate an estimate of when OSBE can expect to receive the new RFP Response. This can be done via e-mail to the OSBE Program Manager overseeing the project.

## **REVIEW AND DECISION**

### **Pre-review**

- The OSBE Program Manager will reach out to educators and assemble a team of reviewers.
- The OSBE Program Manager conducts Reviewer Training and will discuss the proposed review timeline with the reviewers. Consideration will be given to the number of vendors/products included in that review cycle and educators' commitments to their LEAs.
- The OSBE Program Manager will confirm the timeline and send it to the vendor(s) included in that review cycle.

### **Review**

- Reviewers will be given time to conduct their review(s) of the vendor(s) / product(s) in that review cycle. Reviewers will use the appropriate scoring rubric, dependent on whether the submission is the vendor's first response or is a subsequent response from an already-approved vendor. The Literacy Intervention Tools Vendor Subsequent Program(s) RFP Response Scoring Rubric is provided as Appendix A.
- Reviewers will submit their individual review results to the OSBE Program Manager.
- The OSBE Program Manager will reach out to the references provided by the vendor.
- The OSBE Program Manager will average the reviewers scores and will follow-up with reviewers as needed in cases of substantial scoring discrepancies.

### **Decision**

- The OSBE Program Manager will finalize the combined Scoring Rubric (with averaged scores) and will determine if the vendor / product qualifies for inclusion on the Approved Vendor List.
- The OSBE Program Manager will notify the vendor of the decision and will provide the vendor with the Scoring Rubric.
- The OSBE Program Manager will update the Approved Vendor List, if applicable.

## **III. REQUIRED SECTIONS OF THE RFP**

### **PROPOSAL ORGANIZATION**

The following RFP sections are required in responses submitted by a previously approved for subsequent product(s):

- Cover Page
- Table of Contents
- Response to Requirements
- Implementation Plan
- Pricing
- References

The Literacy Intervention Tools Vendor Subsequent Program(s) RFP Response Scoring Rubric, as provided as Appendix A, will be used to score the submitted sections, and may be reviewed by vendors in advance of submission to clarify their understanding of the information expected to be included in their RFP response.