



## Mentors Matter Microcredential 2021 Request for Applications (RFA)

Tennessee Department of Education | April 2021

**Application Due Date: May 14, 2021**

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# General Information

## **Background**

In order to receive their initial teacher certification, teacher candidates typically complete clinical training, often referred to as “student teaching” or “residency,” in the classrooms of clinical mentors – P-12 teachers who coach them as they take on classroom teaching responsibilities. There is increasing evidence that clinical training in general, and mentors in particular, play an important role in candidate development (Goldhaber et al., 2020; Ronfeldt et al., 2018; Ronfeldt et al., 2020), yet most mentors report little or no training on how to serve as effective mentors (Matsko et al., 2020). Over the past two and a half years, the Tennessee Department of Education (TDOE) has conducted an initiative to train mentors to improve candidates’ clinical training experiences and outcomes. These efforts have been successful, and now a sustainable training course is being created to support mentors to utilize best practices in mentoring their teacher candidates, which directly, positively impacts students outcomes for both mentor and mentee.

## **Procurement Purpose**

As part of the process for attaining a TDOE certified microcredential that would be added to their teaching license as proof of additional mastery of educator skill and qualification, mentors would complete a training course focusing on best practices for strong mentor-mentee practices that research shows increase early-career teacher effectiveness and retention. Within that training course, videos of strong mentors in action with mentees would be utilized to set standards and norm on best practices in coaching and mentoring conversations and feedback loops. This solicitation is seeking mentors to create videos modeling strategies for effective teacher mentorship. The videos created under these contracts will provide the basis of learning in the training course that allows mentors to earn the microcredential. The maximum liability for this project is \$5,000 total to fund all contracts with the potential of awarding up to 4 contracts based on offering \$500 per video.

## **Scope of Work**

**Videos shall meet the following minimum requirements:**

- Videos are high quality recordings, clear audio and visual components
- Videos contain 2-3 examples of best practice components each
- Videos are timed and paced to view in under 7 minutes after editing
- Videos content fully addresses needed aspects of each learning focus, as seen in the chart below:

Video 1	Interview- how do you build a strong and trusting relationship with the teachers you mentor?
Video 2	Model- co planning conference

Video 3	Interview- what strategies do you find most effective for taking low inference evidence notes?
Video 4	Model- post observation conference (questioning and feedback focus)
Video 5	Model- real time coaching moves: banter and whisper

## Communications

Applicants must direct communications concerning this request for applications to the following person designated as the solicitation coordinator:

Zoë Beckham  
Office of Human Capital  
Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 11<sup>th</sup> Floor  
Nashville, TN 37243  
Zoe.Beckham@tn.gov

## Review Process

All complete application packages meeting the requirements (outlined below) and received by the department on or before the application deadline will be forwarded to a review committee. The committee will provide each application with a merit score based upon the review criteria and rubric. A copy of the scoring rubric can be found in [Attachment A](#). The overall score will serve as the basis for selection. Awardees will sign terms and conditions substantially similar to those in Attachment B Pro Forma Contract.

This request for applications by the department does not create rights, interests, or claims of entitlement in any applicant. The department reserves the right to reject any response. All contract award decisions are final. **All contracts are subject to the availability of funds and approval by state procurement offices.**

## Schedule

Event	Time (central time zone)	Date
RFA Released		
Application Deadline	5pm	5/14/21
Notice of Contract Award	5pm	5/21/21

Proposed Contract Start Date	8am	5/30/21
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## Application Procedures

The application must be completed and submitted via email to [zoe.beckham@tn.gov](mailto:zoe.beckham@tn.gov) by 5pm on Friday, May 14, 2021. **Paper copies of this application will not be accepted.**

### Steps to submitting an application:

Candidates should email digital copies of their resume and application task to [zoe.beckham@tn.gov](mailto:zoe.beckham@tn.gov).

## Application Components

- Strong candidates will have a minimum of 4 years of teaching experience, have previous experience as a teaching candidate mentor, and have completed the TDOE's Mentors Matter program.
- Each candidate will submit resume, cover letter describing their approach to mentoring other educators, and application task. A 1-3 page application task is a proposed action plan for creating and capturing the content of at least one of the five topics that will be completed under the contract (see below). Strong tasks will show high attention to detail, evidence of best practices, and model exceptional depth of instructional practice.

Video 1	Interview- how do you build a strong and trusting relationship with the teachers you mentor?
Video 2	Model- co planning conference
Video 3	Interview- what strategies do you find most effective for taking low inference evidence notes?
Video 4	Model- post observation conference (questioning and feedback focus)
Video 5	Model- real time coaching moves: banter and whisper

# Attachment A: Scoring Rubric

## Technical Response (15 Points)

[APPLICATION COMPONENT]	Maximum Points	Assigned Points
1. Years of teaching experience as a full-time teacher of record	5	
2. Mentorship experience: how many years have you been a mentor? What is your personal mentor philosophy?	5	
3. Previous successful completion of TDOE's Mentors Matter course	5	
4. Strength of applicant task (see application components for details)	5	
<b>SCORE (maximum possible score = (15))</b>		
<b>Evaluator Identification:</b>		

## APPENDIX A: Technical Response Rubric

SCORING VALUES	Not Addressed			Maximum Points
	0	1	2	3
Years of teaching experience as a full-time	Applicant is not, and has not previously been, a full-time	Applicant has been a full-time teacher of record for 1-3 years.	Applicant has been a full-time teacher of record for 3-5 years.	Applicant has been a full-time teacher of record for 6+ years.

teacher of record	teacher of record.			
Mentorship experience: how many years have you been a mentor? What is your personal mentor philosophy?	Applicant has not been a mentor previously and does not have a developed personal mentor philosophy.	Applicant has at least 1 year of experience as a mentor teacher and has a developed personal mentor philosophy that includes impact on EITHER student outcomes OR teacher retention.	Applicant has 2-5 years of experience as a mentor teacher and has a developed personal mentor philosophy that includes impact on EITHER student outcomes OR teacher retention.	Applicant has 5+ years experience as a mentor teacher and has a developed personal mentor philosophy that includes impact on both student outcomes and teacher retention.
Previous successful completion of TDOE's Mentors Matter course	Applicant has not completed TDOE's Mentors Matter course or any other mentor program.	Applicant has not completed TDOE's Mentors Matter course but has completed another mentor prep program.	Applicant has participated but not completed TDOE's Mentors Matter course but has completed another mentor prep program.	Applicant has completed TDOE's Mentors Matter course.
Strength of applicant task (see application components for details)	Task does not contain basic requirements.	Task meets basic requirements and demonstrates below average content mastery.	Task meets all requirements and includes strong planning OR content mastery components.	Task meets all requirements and includes strong planning AND content mastery components.



# Attachment B: Pro Forma Contract

## Terms and Conditions

### **A. Standard Terms and Conditions**

1. Total Purchase Order Amount. In no event shall the liability of the State under this Purchase Order exceed the Total Purchase Order Amount.
2. Inspection and Acceptance. The State shall have the right to inspect all goods or services provided by Vendor under this Purchase Order. If, upon inspection, the State determines that the goods or services are defective, the State shall notify Vendor, and Vendor shall re-deliver the goods or provide the services at no additional cost to the State. If after a period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any defects, the goods or services shall be deemed to have been accepted by the State.
3. Modification, Amendment or Change Order. This Purchase Order may be modified only by a written amendment or change order signed by the State and the Vendor.
4. Limitation of Liability. The State shall have no liability except as specifically provided in this Purchase Order. In no event shall the State be liable to the Vendor or any other party for any lost revenues, lost profits, loss of business, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise. The State's total liability under this Purchase Order or otherwise shall under no circumstances exceed the Total Purchase Order Amount.
5. Limitation of Vendor's Liability. The Vendor's liability for all claims arising under this Purchase Order shall be limited to an amount equal to two (2) times the Total Purchase Order Amount. In no event shall this Section limit the Vendor's liability for intentional torts, criminal acts, fraudulent conduct, or omissions that result in personal injuries or death.
6. Termination for Convenience. The State shall have the right to immediately terminate this Purchase Order, without cause and for any reason, upon written notice to the Vendor, delivered by mail or electronic means. The State's notice of termination is effective upon the State's issuance.
7. Subject to Funds Availability. The State's payment of this Purchase Order is subject to the appropriation and availability of State or federal funds. In the event that funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Purchase Order, effective immediately, upon written notice to the Vendor. If the State terminates this Purchase Order due to lack of funds availability, the Vendor shall be entitled to compensation for all conforming goods requested and accepted by the State and for all satisfactory and authorized services completed as of the termination date.
8. Payment of Purchase Order. A payment by the State shall not prejudice the State's right to object to or question any payment, invoice, or other matter. A payment by the State shall not be construed



as acceptance of goods delivered, any part of the services provided, or as approval of any amount invoiced.

9. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Vendor, under any contract between the Vendor and the State.

10. Hold Harmless. The Vendor agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omission, or negligence on the party of the Vendor, its employees, or any other person acting for or on its or their behalf relating to this Purchase Order. The Vendor further agrees it shall be liable for the reasonable costs of attorneys for the State to enforce the terms of this Purchase Order.

In the event of any suit or claim, the State and Vendor shall give each other immediate notice and provide all necessary assistance to respond. The State's failure to give notice shall only relieve the Vendor of its obligations under this Section to the extent that the Vendor can demonstrate actual prejudice arising from the failure to give notice. This Section shall not grant the Vendor, through its attorneys, the right to represent the State in any legal matter, as the right to represent the State is governed by Tenn. Code Ann. § 8-6-106.

11. State and Federal Compliance. The Vendor shall comply with all applicable state and federal laws and regulations in the provision of goods or services under this Purchase Order.

12. Governing Law. This Purchase Order shall be governed by and construed in accordance with the laws of the State of Tennessee. The Tennessee Claims Commission or the state or federal courts in Tennessee shall be the venue for all claims, disputes, or disagreements arising under this Purchase Order. The Vendor acknowledges and agrees that any rights, claims, or remedies against the State of Tennessee or its employees arising under this Purchase Order shall be subject to and limited to those rights and remedies available under Tenn. Code Ann. §§ 9-8-101 through 9-8-407.

13. Entire Agreement. This Purchase Order contains the entire understanding between the State and the Vendor relating to its subject matter, including all terms and conditions of the parties' agreement. This Purchase Order supersedes any and all prior understandings, representations, negotiations, and agreements between the State and the Vendor, whether written or oral.

## **B. Special Terms and Conditions**

14. Conflicting Terms and Conditions. Should any of these Special Terms and Conditions in Section B conflict with the Standard Terms and Conditions in Section A, the Standard Terms and Conditions shall control.

15. Federal Awards Procurement Standards. If applicable, Contractor agrees to comply with the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards including, but not limited to the Procurement Standards at 2 C.F.R. §§ 200.317 to 200.326.

16. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons with investment activities in Iran, shall be a material provision of this Contract. The Contractor agrees, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

17. All work products developed or produced by the Contractor under this Contract (e.g. videos) shall constitute “works made for hire” or have similar status under relevant intellectual property law. The State shall have full, final, and perpetual ownership rights to all work products provided customized by the Contractor for the State under this Contract.