



Social Studies Consultants

2021 Request for Applications (RFA)

Tennessee Department of Education | [January 2021]

Application Due Date: February 3, 2021



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General Information

Background

The Tennessee Comprehensive Assessment Program (TCAP) tests all students per state and federal law in the State of Tennessee. Within this program lies the development of items, building of item banks, and using these approved items to form the tests given to students each year. The Tennessee Department of Education is seeking qualified consultants to review these items.

Procurement Purpose

The department is seeking two social studies consultants to aide in the approval of the development items for the TCAP testing program.

The budget for this project is \$20,000.00 (Speedchart number: ED0000034) which will include two \$10,000.00 purchase order contracts. The selected vendors must sign the State's purchase order terms and conditions prior to the start of work.

Communications

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

Tammy Billington, Budget Analyst
Office of Strategy
Department of Education
710 James Robertson Parkway
Andrew Johnson Tower,
Nashville, TN 37243
615-487-0174
tammy.billington@tn.gov

Review Process

All complete application packages meeting the requirements 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.

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		1/29/21
Application Deadline	6:00 P.M.	2/3/21
Notice of Contract Award		2/5/21
Proposed Contract Start Date		2/8/21

Application Procedures

The application must be completed and submitted via email to tammy.billington@tn.gov by 6:00 P.M. on 2/3/21 **Paper copies of this application will not be accepted.**

Steps to submitting an application:

Applications will be sent to e-mail specified above by 1/21/21 by 6:00 P.M.

Application Components

Applicants should have a complete working knowledge of the social studies standards. Applications demonstrating experience with social studies will be reviewed and determination of working knowledge will be evaluated.

Attachment A: Scoring Rubric

[APPLICATION COMPONENT]	Maximum Points	Assigned Points
1. Educational background	4	
2. Currently employed in TN School district	4	
3. Current role associated with specialized content area (social studies).	4	
4. Years of experience	4	
5. Previous work experience in state assessments.	4	
SCORE (maximum possible score =[20])		
Evaluator Identification:		

