

## SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division at [team@wvadmin.gov](mailto:team@wvadmin.gov) to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than December 12, 2007.

**Requisition Number: EDD282573**

**Department/Agency:**

West Virginia Department of Education on behalf of the West Virginia Board of Education

**Detailed Description of Project:**

For any organization, the conditions in which employees work drive their satisfaction and productivity. Yet, while businesses often focus on employee satisfaction, many schools struggle to address the working conditions of their teachers. Research indicates that many working conditions (teaching and learning conditions) are closely related to difficulties in recruiting and retaining teachers.

Teaching and learning conditions survey results provide individual districts and schools reliable data regarding both their own teachers' perspectives on their teaching and learning conditions and the impact of these conditions on student achievement. The data allows individual schools and communities to consider appropriate policies and programs to address the unique concerns of their teaching force.

The Teaching and Learning Conditions Survey is an initiative of the West Virginia Board of Education that will survey the entire teaching force of West Virginia's public schools. This survey is a natural progression of an information gathering process, which began with West Virginia's 2006 Teacher Forums, that has sought out the voice of teachers to ensure that West Virginia's schools are 21<sup>st</sup> century learning communities for teachers and students alike.

Partnering with representatives from the West Virginia Department of Education, WVEA, AFT-WV, WV Professional Educators, WVASSP, WVEMSP, WVASA, WVS Board Association, WVPTA, IHE, the Governor's Office, House and Senate Education Leadership, 21<sup>st</sup> Century Jobs Council, 21<sup>st</sup> Century

Superintendent's Advisory Group, WV 21<sup>st</sup> Century Partnership, the State Board of Education will survey 24,000 West Virginia teachers via an online survey to be conducted in January 2008.

**Proposed Sole Source Vendor:**

The New Teacher Center, University of California, Santa Cruz, CA; Mr. Eric Hirsch, Director of Teaching and Learning Conditions Survey (Mr. Hirsch is based in North Carolina.)

**Specific Eligibility Criteria:**

- Provide comparative data from additional states that have used the same survey
- Provide the experience of conducting, analyzing, and explaining working conditions survey results in the five states that have utilized the Teaching and Learning Conditions Survey
- Provide the expertise necessary to meet statewide response rates comparable to those achieved in the five states that have conducted the Teaching and Learning Conditions Survey (67% in Mississippi, 66% in North Carolina, 53% in both Kansas and Arizona, 50% in Clark County, NV)

**Specific Qualification Criteria:**

Working in partnership with the West Virginia Board of Education, the vendor will:

- Develop a survey instrument that assesses teaching and learning conditions customized for West Virginia and based on validated surveys from North Carolina, Mississippi, Kansas, Arizona, and Clark County, NV
  - Survey to include approximately 30 core questions in five key teaching and learning conditions domains: time, professional development, leadership, empowerment, facilities/resources
  - Survey to include core questions that have been validated from previous surveys
  - Survey may include added areas of focus that build additional validated questions from previous teaching and learning conditions surveys and other field tested instruments
- Provide online survey process for all educators
- Create web-based, searchable reports for each of the five domain areas for schools and districts with sufficient response rates and an aggregate state report that can either be posted online or password protected at school or district level
- Analyze teaching and learning conditions survey results and explore connections between teaching and learning conditions and other variables as identified as well as student achievement and retention
- Prepare interim written reports (school, district, state) to be available via the web approximately four weeks after the close of the online survey
- Prepare a final written report and create PowerPoint presentation that summarizes the initiative, primary findings and potential strategies to improve teaching and learning programs and policies at school, district, and state levels

- Final report will be available approximately three months from receipt of state student achievement and teacher retention data
  - Final report will be pdf file for web distribution
  - Additional vehicles for dissemination will be produced if necessary/requested
  - Prepare district data files at the request of the district for district's own analysis
  - Present findings and provide materials that can be used to develop professional development activities/processes to improve teaching and learning
  - Provide to West Virginia Board of Education and Department of Education unlimited access to data collected
    - with the understanding the vendor may use the data for further analysis, including cross-state comparisons, with all assurances of privacy of the respondents
    - with the understanding the vendor will never provide data to a third party without express permission from the contractor or his/her designee
    - with the understanding the vendor will never include demographic responses with the database in any dissemination of the data if requested
  - Assist with presentation of data upon issuance of final report to all relevant audiences
  - Assist with/host face-to-face in-state meetings/workshops for stakeholders and other education groups during preparation, implementation, and dissemination stages
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