



TEACHER EDUCATION DIVISION OF THE COUNCIL FOR EXCEPTIONAL CHILDREN

Seeking Proposals for a Policy Advisor

Background Information

The Teacher Education Division of the Council for Exceptional Children is a professional organization that leads and supports teacher education on behalf of students with exceptionalities and their families.

We accomplish our mission by

- Maintaining robust membership
- Promoting equity
- Maintaining robust leadership structure
- Increasing visibility
- Ensuring fiscal responsibility

TED is overseen by an Executive Committee with an annual operating budget of approximately \$240,000.

Visit tedcec.org for more information about TED, including its membership, conferences, and resources. Please contact TED Executive Director at ted@exceptionalchildren.org with any questions.

Requirements

The Teacher Education Division (TED) is seeking proposals from qualified individuals for Policy Advisor to TED. The following Request for Proposals (RFP) describes the areas of expertise that are sought in support of TED policy work and related tasks. TED seeks to establish a contract with an individual with experience in providing policy support.

The TED Hiring Committee will conduct an evaluation of submitted proposals and will award a contract to the individual whose proposal is determined to be most advantageous to TED considering the evaluation factors set forth in this RFP.

Term of Contract

The initial contract resulting from the RFP will be effective after approval by the TED Hiring Committee to start on an agreed upon date for a period not to exceed three (3) years, with annual renewal contingent upon contractual requirements being satisfied based on an end-of-year review by the TED Executive Committee. TED will determine when it will be appropriate to issue a new RFP for policy services or to renew for a successive contract.

Scope of Contracted Work

The following information, provided to prospective individuals and firms, describes TED's expectations of the awarded contractor's responsibilities, as they relate to providing policy support to TED. The selected contractor will report directly to the TED Presidential Line and its Executive Director. The scope of contracted work includes, but is not limited, to:

Government Affairs and Lobbying

- Analyze and track the President's annual budget request, the annual appropriations bills and related Congressional activity.
- Identify, cultivate and set up meetings with key authorizing and appropriations Members of Congress/their staff, liaise regularly on TED's priorities, reporting back and making recommendations and conducting follow-up.
- Identify, cultivate and set up meetings with key staff in the Administration, liaise regularly on TED's priorities, reporting back and making recommendations and conducting follow-up.
- Closely monitor the policy and political climate: responding to Hill requests, attending hearings, events and other meetings, reporting back, making recommendations and conducting follow-up.
- Write letters, testimony, comments and other policy communications that align with TED's policy goals and priorities.

Thought Leadership and Communications

- Create messaging materials that tell TED's story and impact to policymakers, the press (as appropriate) as well as digitally with TED members and the public.
- Flag and support TED leaders engaging in opportunities to contribute to the national discussion regarding TED's policy priorities.
- Meet periodically with and/or provide written updates to TED's Board of Directors on relevant Federal activity and policy developments.
- Write weekly news for TED's *Washington Update*.
- Provide support as needed to TED members in key states to ensure they are aware of the organization's priorities and can effectively and succinctly communicate with state/local decision makers.
- In relation with the above work to support local TED Subdivisions in state level advocacy as needed
- Hold monthly fireside chats to discuss policy with TED Members
- Participate in meetings with relevant TED subgroups.
- Respond to TED member requests regarding Policy
- Share policy information via Social Media
- Support participation in CEC's Special Education Legislative Summit in the summer
- Participate in TED's annual convention as a speaker

Partnerships and Coalitions

- Help cultivate and foster new partnerships with stakeholders decided by Policy Advisor and TED Board Members to further TED's mission and policy agenda.
- Build relationships and collaborate with other national organizations and coalitions (including the Coalition for Teaching Quality and the Consortium for Citizens with Disabilities' Education Task Force) to amplify TED's policy goals and support broader goals of the education and disability communities
- Represent TED's positions externally with other nonprofits, public interest groups, coalitions, and other organizations

Special Program

- TED Short Course: Design and lead a 2-3 day course for Early Career TED members as an introduction to CEC's Special Education Legislative Summit (SELS). This course provides participants with the knowledge and skills to serve as a resource in the policy making process. A special focus will

lie on preparing participants to communicate their research and scholarship in ways that can be heard by policy makers.

Response Format & Proposal Instructions

Responses must include the following information that will serve as the basis for rating demonstrated qualifications of the individual/firm in this RFP. In the review process, TED will evaluate proposals on the basis of the following information that must be submitted in each response:

1. **Executive Summary:** Condense and highlight the contents of the proposal. The summary should provide the TED Hiring Committee with an overall understanding of the proposal and the individual's approach.
2. Evidence of the individual's ability to provide association policy services, including background and history.
3. Individuals must address the following requests:
 - a. Identify how you will manage, service and support TED.
 - b. Describe your individual experience with similar clients/associations, including approximate budget level.
 - c. Present a detailed process for your services and how those components will benefit TED.
4. Individuals should include resumes or other descriptions of relevant past experience and qualifications.
5. Individuals must list at least three (3) references for similar work that includes the following information:
 - a. Company name, Address and Phone number
 - b. Contact name, title and e-mail
 - c. Website address (If applicable)
 - d. TED may contact the individuals listed to validate the nature of the individuals experience.
6. **Fee Structure:** Detail the fees associated with providing the detailed Scope of Work and any additional costs associated with fulfilling this RFP and policy of TED.
7. Individuals may also provide any additional information that may be germane to the proposal and the evaluation of the individuals experience.

Submission and General Instructions

Individuals responding to this announcement shall submit their proposal by email to TED Executive Director by **September 9, 2022**. Late proposals will not be accepted.

Important Dates	Deadline
1. RFP Notice – Open for Submission	August 8, 2022
2. Deadline for Questions	August 12, 2022
3. Proposal Submission Deadline	September 9, 2022
4. TED Hiring Committee Review	September 12, 2022 – September 30, 2022
5. Oral Presentations and Interviews	October 3, 2022 – October 14, 2022
6. Approval by TED Hiring Committee	October, 17 2022
7. Contacting finalist and finalizing contract	October 18-24, 2022
8. Let TED Membership know	November 8, 2022 at Opening Reception of TED

All proposals should be submitted as a Word document or as a PDF. Submitted proposals should not exceed 10 printed pages in length in their entirety, inclusive of appendices and other reference material. Please note that any additional information, other than the 10-page submission and resumes, will not be reviewed. Font size for basic narrative descriptions must be no smaller than 10-point Arial or 12-point Times New Roman. The subject line should read: TED Proposal for Policy Advisor

Questions may be sent to Ted@exceptionalchildren.org by Friday, August 12, 2022. All questions will be reviewed and answers sent to interested individuals by Friday, August 19, 2022.

Evaluation and Selection Process

The TED Hiring Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in this RFP and will identify the proposal that is most advantageous to TED. Evaluations will be used to identify strengths and weaknesses of proposals and to establish a ranking based on the following criteria:

- Demonstrated experience in Policy
- Demonstrated focus specifically on Special Education Policy
- Ability to provide support for association activities
- Ability to provide a benefit to TEDs member, with a drive and innovation to propel TED policy further.
- Pricing
- Individuals experience, qualifications and the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance

Proposals that are incomplete in terms of the requirements of this RFP will not be considered. Individuals should not assume that they will have an opportunity for oral presentations, so they should submit their most favorable proposals as their initial proposal. The oral presentation and interview may be held for purposes of clarification of proposal content and to ensure the full understanding of and responsiveness to RFP requirements. Individuals will not be provided an opportunity for proposal revisions.

All individuals must meet the minimum requirements established by this RFP to be eligible for award. TED reserves the right to reject any and all proposals or parts thereof. Proposals resulting from this solicitation shall be available for use by TED.