

Mental Health Survey RFP question responses

1. How many institutions must be surveyed, is it possible to conduct surveys from a representative sample of IHEs?
 - There are 53 institutions of higher education that offer chancellor approved educator preparation programs. Each of these institutions will need to be surveyed.
2. Can you specify who the respondents are and if there is an expected sample size for the survey?
 - The respondents are the 53 institutions of higher education that offer chancellor approved educator preparation programs. The title of the person responding at each institution may vary, but it should be the person in charge of the educator preparation program.
3. Has this survey been completed in the past?
 - No, this is a new survey required by Section 3333.0419 of the Ohio Revised Code. This section was enacted by Senate Bill 94 of the 135th General Assembly.
4. At this point, are institutions of higher education aware of this survey and associated reporting will be happening in spring 2025? Is there “buy-in” from these institutions for this effort?
 - This survey is required to be conducted by state law. Additional communication of the survey has occurred at the state’s Educator Preparation conference, OCTEO, and is shared at meetings with the deans of the public and private institutions.
5. Can all data collection and meetings be conducted virtually?
 - Yes
6. Does ODHE have contact information for all educator preparation programs and if so, will that be shared with the selected vendor for this study?
 - Yes, ODHE keeps a contact list of all educator preparation programs and will share with the selected entity.
7. Do organizations need to be in Ohio or have an Ohio business license to be eligible? If not, is there a preference for organizations located in Ohio?
 - Vendors will need to be eligible to conduct business in the state of Ohio. Vendors will need to have an Ohio Buys ID. More information can be found here: [Login: Ohio Buys](#)

8. If the number of people responding to the survey is low, would ODHE consider accepting added components like a landscape analysis that compiles existing information about program curricula as an approach to help bolster or supplement survey information?
 - This will not be necessary as the survey is required by law.
9. How are the institutional reports different from the state report in intended use, audience, and comprehensiveness?
 - For the institutional report, use the survey results to develop a summary of the instructional strategies, practices, and content of surveyed preparation programs, including institution-level summaries.
 - For the statewide report you will also need to develop a report that analyzes the survey's findings to make recommendations for evidence-based and evidence-informed strategies, practices, and content to address identified needs and equip educators to support student academic success and well-being from early childhood education through the twelfth grade.
10. Can you confirm that the vendor is responsible for creating 53 institutional reports and a comprehensive state report?
 - Yes
11. Are vendors allowed to provide incentives (e.g., gift cards) to respondents (i.e., IHE faculty/staff) who complete surveys? If so, are there limits on the amount or type of incentive allowed?
 - No
12. Where do we get a copy of the Vendor Certification Form to fill out?
 - There is no separate form, the vendor needs to respond to the prompts in section D of the Request for Proposals. After selection, the vendor will be required to enter into a contract with the Ohio Department of Higher Education. This contract will contain the standard State of Ohio terms and conditions.
13. There was a bullet point that included knowledge in the science of reading, is this necessary?
 - That was in error, please disregard.
14. Are there multiple places the budget needs to be addressed and does a spreadsheet need to be included?
 - The budget should appear in section 4 and include all the information requested in Exhibit I & II. Please note, the RFP portal only accepts one pdf for submission.

15. Can you confirm that the steps in the process that should be costed out in the budget would be: 1) creating the survey, 2) disseminating and collecting surveys, 3) cleaning and analyzing survey data, and 4) writing reports?

- Yes

16. Can the timeline be modified provided all work is completed by June 13, 2025?

- The selected vendor will be required to follow the timeline of the deliverables as noted in Exhibit 1 of the RFP. ODHE may, in the contract with the vendor, allow for those dates to be modified with the prior approval of ODHE.

17. Will IRB approval be required for this research? If so, does ODHE have a preferred IRB or human subjects review board?

- IRB approval is not required for this survey as it is about the educator preparation program curriculum and not research involving human subjects.

18. What are the insurance requirements for the vendor and any subcontractors?

- The contract will require that the vendor purchases and maintains liability insurance.

19. What are the IT and cybersecurity requirements for the vendor and any subcontractors?

- The vendor will be liable for any damages caused by their negligence regarding IT and cybersecurity.

20. Does ODHE intend to publish the results of this research in scholarly or peer-reviewed publications?

- No

21. Are the criteria that will be used to score the proposals available to review?

- Each proposal will be reviewed for responsiveness, thoroughness, and the entity's ability to perform the work responsibly.