

I. Background:

As a recipient of Title I, Part C funds, the Louisiana Department of Education (LDOE) must meet the following statutory requirements:

- a. New student Identification and Recruitment (Title I Part C, Sections 1304(c)(7) and 1309(2).
- b. Reporting of student data through the MERIL2 database and facilitate interstate and intrastate coordination to ensure continuity of services for mobile migrant children, including records transfer (Title I, Part C, Sections 1303(e) and 1304(c)7 and (e).
- c. Parental involvement and Migrant Parent Advisory Council (MPAC) (Title I, Part C, Sections 1304(c) (7) and 1306(a) (1) (b) (ii).
- d. Program administration (Title I, Part C, Sections 1303(e), 1304(c) (7) and (e).
 - a. Implementing components of current State Service Delivery Plan to meet the needs of eligible migrant students; and
- e. Program Evaluation

II. Scope of Work:

The LDOE seeks to identify Louisiana public institutions of higher education with interest in assisting the LDOE in fulfilling its statutory and regulatory obligations under Title I, Part C, Migrant Education Program (MEP) in the areas of identification and recruitment, student data reporting, parental involvement, and program administration. Specifically, in coordination with the Louisiana Migrant Education Program (LMEP), the Louisiana public institution of higher education must be able to:

1. Coordinate effective and efficient identification and recruitment (ID&R) activities and procedures to identify and recruit all eligible migrant students in the state.
2. Coordinate procedures and processes designed to ensure the efficient and accurate electronic collection and reporting of data on identified migrant children in Louisiana's MERIL2 database and report minimum data elements (MDE) to the Migrant Student Information Exchange (MSIX);
3. Coordinate and implement strategies and procedures to ensure local and statewide compliance with regulations regarding Migrant Parent Advisory Councils (MPAC); and
4. Coordinate development of procedures and processes to ensure Delivery of MEP-funded services to eligible migratory children, including Out-of-School Youth in accordance with the LMEP's Comprehensive Needs Assessment (CNA) and Service Delivery Plan (SDP).

III. Qualifications:

Respondent's must:

- a. Have the capacity to employ and oversee adequate and experienced staff (for reference, the current contractor uses 4 full-time staff w/ benefits, 4 part-time, 1 IT consultant) and have capacity to hire additional experienced staff as needed to ensure effective and efficient execution of all activities outlined in the Scope of Work.
- b. Have the capacity to provide technical support to ensure efficient and effective use of electronic products needed by migrant staff. This may include:
 - i. Purchase of technology, including laptops;
 - ii. Provision of technical support to staff;
 - iii. Provision of licenses to required software.
- c. Assign a Project Management team to oversee execution of all activities outlined in the Scope of Work. At a minimum, Project Management team shall include staff members responsible for coordination of ID&R, service delivery, parental involvement, and data management.

IV. Background:

This Request for Information (RFI) is issued as a means of information gathering. This RFI is for planning purposes only, and should not be construed as a solicitation, nor should it be construed as an obligation on the part of the State to make any purchases or enter into any agreement.

1. Responding Louisiana public institutions of higher education should include the following:
 - a. Primary contact name, title, email address, and phone number;
 - b. List of relevant qualifications and/or experience
2. Inquiries and final responses should be submitted via email to **Melanie Mayeux** at Melanie.Mayeux@la.gov. Subject line of all emails should be: **MEP_ RFI**

V. Schedule of Events:

RFI posted to LaPAC	January 29, 2024
Inquiry Period	January 29, 2024 - February 12,2024
Deadline for Final Receipt of RFI Responses	February 21, 2024

VI. Additional Information:

1. *Liabilities of Agency*

This RFI is only a request for information about potential products/services and no obligation on behalf of the State whatsoever shall arise from the process. This RFI does not commit the Louisiana Department of Education to pay any cost incurred in the preparation or submission of any response to the RFI.

2. *Confidentiality and RFI Ownership*

All materials submitted in response to this RFI shall become the property of the State and will not be returned. Selection or rejection of a response shall not affect this right.

3. *Confidential Information, Trade Secrets, and Proprietary Information*

Only information, which is in the nature of legitimate trade secrets or non-published financial data, shall be deemed proprietary or confidential. Any material within a response identified as such must be clearly marked in the response and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any response marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.