

*Project Name or Description: MSDE Migrant Education program*  
*Company Name: Migrant Education Program*  
*Address: 700 Glasgow Street*  
*City, State, Zip Code: Cambridge, Maryland 21613*  
*Procurement Contact Person: Michele Hampton*  
*Telephone Number of PCP: 410-221-0151*  
*Email Address of PCP: [michele.hampton@maryland.gov](mailto:michele.hampton@maryland.gov)*

June 5, 2019

### **1. Background/Introduction**

Migrant Education Program. is a branch of the Maryland State Department of Education. The office is housed at the Dorchester County board of Education located in Cambridge, Maryland.

### **2. Project Goals and Scope of Services**

*Migrant Education Program* is seeking a bid for our training for the Migrant Education Program. The training will include skill development for Maryland Migrant Education staff. Topics to be included on the agenda are policy updates, recruitment strategies, re-interviews for migratory families, and evaluation of the Migrant Education Program. The staff training will be held at Dorchester County Public Schools in Cambridge, MD on July 1 and 2, 2019. Staff training for program evaluation will be held on September 23 and 24, 2019 in Ocean City, MD.

The selected consultant will be responsible for providing the MEP training for approximately 40 staff in September for the MD Migrant Education program, as well as, 3 recruiters in July for recruitment training.

### **3. Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

Request for RFP: June 6, 2019

Deadline for Bidders to Submit Questions: June 24, 2019

MEP Responds to Bidder Questions: June 25, 2019

Selection of Top Bidders / Notification to Unsuccessful Bidders: June 27, 2019

Start of Negotiation: June 26, 2019

Contract Award / Notification to Unsuccessful Bidders: June 29, 2019

#### **4. Time and Place of Submission of Proposals**

Respondents to this RFP must submit one original and five copies of their proposal. Responses must be received no later than June 28, 2019. Responses should be clearly marked "RFP-2019 Migrant Education Staff Training" and mailed or delivered to the contact person listed above.

#### **5. Budget**

MEP.'s budget for the project is \$800.00-\$900.00 per day.