

Charitable Leadership Foundation

REQUEST FOR PROPOSALS

Charitable Leadership Foundation (“CLF”) is a private foundation that supports programs and organizations addressing problems in the areas of education, housing (especially low-income) and medical affairs. CLF is seeking proposals from qualified individuals who can assist in interpreting numerical data regarding literacy achievement that is collected from elementary students as part of CLF’s Sustaining Educational Achievement in Literacy (“SEAL”) initiative. As with all CLF programs, through our grants we are seeking measurable results that have a significant impact on and provide long-term solutions to early childhood illiteracy.

Background information on SEAL and the assessments we use:

The SEAL initiative began in September 2004 in several local school districts. Over the past three years, we have collected literacy achievement data from three schools: Middleburgh Elementary School (Middleburgh Central School District), Van Rensselaer Elementary School (Rensselaer City School District) and Zoller Elementary School (Schenectady City School District). Each of these schools has approximately 500 students, in pre-kindergarten or kindergarten through fifth grade. The schools have varying demographics.

Zoller Elementary has approximately 100 students at each grade level and our work has focused on grades K-2. Van Rensselaer and Middleburgh each have approximately 75-80 students at each grade level and our work in both schools has focused on grades K-4. We have data for Zoller for 2 full years, grades K-2, data for Van Rensselaer for 2 full years, grades K-4, and data for Middleburgh for 2 full years, grades K-4. All of the assessment information is in an Excel database.

The type of assessment depends on the level of ability of the students. For students who cannot yet read text (early readers), we have used a reading assessment that looks at items such as letter and letter sound knowledge, phonemic awareness, concepts about print and sight word capability. Once students are able to read simple texts (emerging readers), we use the Rigby PM Benchmark assessment, which requires the student to read a text, and answer certain questions. The student then receives a score consisting of the level of text they are able to read (from levels 1-30) and a numerical score for reading accuracy (a percentage), comprehension and fluency. As student reading progresses, they move on to the WRAP assessment (which generally begins in 3rd grade and also has them read a

text and answer certain questions, and provides the level they have read, plus numerical scores for reading accuracy and comprehension).

What we are looking for:

We are looking for a statistician to look at our assessment information and help us with the following:

1. One of our objectives is to see how students are progressing throughout the year, by using a scattergraph to show us, for each grade at each school, which students are at/above grade level and which are below grade level, using established benchmarks.
2. We also want to look for aberrations in our data, to help us determine if there are areas we need to troubleshoot (one example is a teacher who is not scoring consistently with peers). Our thought is that a graph for each class, showing the distribution of student scores along a bell curve, together with a standard deviation chart for each class may achieve this.
3. We are working with our educational consultant to try to “normalize” the existing data, to allow us to harmonize student progress (for example, a kindergarten student begins with a letter score, then has a sight word score, then has a Rigby score). Once this is completed, we will need assistance on an ongoing basis to adjust our existing database for these variations.

Your proposal should include:

1. Curriculum vitae or similar description of the qualifications of the key personnel who will be involved in this project.
2. A proposed timeline for completing items 1 and 2 above.
3. A budget including any set fees, estimated hours and hourly rates for this project, as well as any other expenses you anticipate for the project.
4. If you think that our objectives in items 1 and 2 above would be better served through an alternate means of reviewing/presenting the data, please identify this in your proposal and provide us with a brief description of how our objectives would be better served.

All proposals should be received, either by mail or electronically, by **November 30, 2007**.

If you need additional information or have any questions regarding what should be included in the proposal or what we are looking for, please contact us and we would be happy to assist you in any way possible. We are eager to address any questions or concerns in order for this process to move as smoothly as possible.

Charitable Leadership Foundation
747 Pierce Road
Clifton Park, NY 12065
Telefax: (518) 877-6546

Inquiries may be addressed to:

Danielle R. P. Kinsey
Junior Program Officer – Education
Telephone: (518) 877-6701, ext. 313
dkinsey@charitableleadership.org

Thank you for reviewing the request for proposals and we look forward to receiving a proposal from you.