

## Scope of Work

### Personal Finance and Money Management Adoption 2023-24

#### Project Justification

Excerpt from: Title XL VIII K-20 EDUCATION CODE Chapter 1006 SUPPORT FOR LEARNING The district school board has the duty to provide adequate instructional materials for all students in accordance with the requirements of this part. The term "adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serve as the basis for instruction for each student in the core courses of mathematics, language arts, science, social studies, reading, and literature.

The district school board has the following specific duties:

- (a) Course of study; adoption: Adopt courses of study for use in the schools of the district.
- (b) Instructional materials: Provide for proper requisitioning, distribution, accounting, storage, care, and use of all instructional materials and furnish such other instructional materials as may be needed. The district school board shall ensure that instructional materials used in the district are consistent with the district goals and objectives and the course descriptions established in rule of the State Board of Education, as well as with the state and district performance standards provided for in s. 1001.03(1).
- (c) Other instructional materials: Provide such other teaching accessories and aids as are needed for the school district's educational program.

The district school superintendent has the following duties:

- (a) Recommend such plans for improving, providing, distributing, accounting for, and caring for instructional materials and other instructional aids as will result in general improvement of the district school system, as prescribed in this part, in accordance with adopted district school board rules prescribing the duties and responsibilities of the district school superintendent regarding the requisition, purchase, receipt, storage, distribution, use, conservation, records, and reports of, and management practices and property accountability concerning, instructional materials, and providing for an evaluation of any instructional materials to be requisitioned that have not been used previously in the district's schools. The district school superintendent must keep adequate records and accounts for all financial transactions for funds collected pursuant to subsections (3), as a component of the educational services delivery scope in a school district best financial management practices review under s. 1008.35.

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"The Orange County School Board is an equal opportunity agency."

(b) Each district school superintendent shall notify the department by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in his or her school district. The notification shall include a district school board plan for instructional materials used to assist in determining if adequate instructional materials have been requisitioned.

### **Project Product**

The selected vendor will provide initial, follow-up, and content-specific training to Personal Finance and Money Management teachers, leaders, and district instructional coaches in cadre groups, as well as train a team of trainers in the field for the life of the adoption. Training opportunities will include face-to-face, train the trainer, onsite follow-up coaching, and digital on-demand professional development. The vendor will create a scope of services and timeline for delivery including initial and follow up trainings for each of the above-named groups aligned to district initiatives. All training and curricular materials will be provided by the vendor as purchased and/or pre-determined in an agreement with Orange County Public Schools. The vendor will outline specific curriculum guidance documents to include alignment to [The Florida Department of Education](#).

### **Project Deliverables/Objectives**

Teachers will be able to transfer knowledge gained by professional development and coaching to the skills students will need within the Personal Finance classrooms as required by [The Florida Department of Education](#). Publisher will provide support/resources to assist with initial training of all school-based instructional coaches and district personnel to build capacity and ensure appropriate program implementation. Our objective is for OCPS students to exceed the state average for Personal Finance and Money Management proficiency on state-adopted assessments through the following:

Publisher will provide professional development aligned with:

- [The Florida Department of Education](#)
- District Initiatives
- Emphasis on digital curriculum

### **Professional Development Resources:**

- Publisher will provide ongoing follow-up training and support for various audiences including instructional and administrative personnel for the life of the adoption on print and digital resources
- Publisher will provide dedicated OCPS support through the duration of the adoption cycle for both fidelity of instruction, and stability of digital resources
- Publisher will record live virtual professional learning sessions for distribution to district personnel

### **Materials Requirements for Awarded Publishers:**

- All of the awarded publisher's adopted products will be available to purchase through the Florida School Book Depository (FSBD) for the duration of the adoption cycle, and have the option to ship through the FSBD
- The awarded publisher will provide both print and digital product purchasing options (wherever available) for all K-12 student materials to accommodate IEP/504 plans
- The awarded publisher will include an offline content access solution for all purchased or bundled core digital content
- Upon an ESE request for a student in need of adaptive technology, the awarded publisher will provide (in a timely manner) a reasonable solution, or a reasonable update, for any digital products that do not meet basic UDL requirements in adaptive technology (captions, compatibilities, etc.)
- The awarded publisher will provide temporary teacher digital access from March through September
- The awarded publisher pricing will include unlimited digital access for teachers and district personnel to access all content and learning platforms where the associated student products are purchased
- The awarded publisher will accommodate fluctuations in student enrollment over the course of the adoption cycle by providing a % of overage, or by allowing license counts to swap between grade levels of the related product
- The awarded publisher will notify OCPS in a proactive manner when rostered counts exceed the original purchased counts in order to avoid any interruption in service
- Awarded publishers must provide photo covershots of the front cover or top of the component for easy identification

### **Other:**

- The awarded publisher will provide the district with data analysis and constructive feedback on the fidelity of implementation as requested
- The awarded publisher will provide online formative assessments aligned to the new Florida Standards for the purpose of on-going progress monitoring

### **Technical Requirements:**

Please see the SSO/Digital Content Requirements Prescreen Form in EdCredible for a detailed description of digital platform requirements. Please indicate which scenario is being proposed and complete the system requirement section for discussion.

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### **Acceptance:**

As a representative of the publisher, this signature confirms that the information has been read and understood, and provides agreement to the requirements in this document.

Publisher Signature \_\_\_\_\_ Date \_\_\_\_\_