Attachment A
Special Education Stakeholder Engagement
Education Service Center (ESC), Institute of Higher Education (IHE), or Nonprofit Organization
Response Form

Application Questions
• *Please answer the following questions as thoroughly as possible within the indicated page limit (Calibri, Size 11 font, single spaced). Refer to the Rubric Reference Guide for scoring criteria.*
• *Application not to exceed 9 total pages*
• *Each section of questions indicates a "Maximum Length" and each sub-section indicates a "Recommended Length." Although subsection lengths may vary, please do not exceed the "Maximum Length" limit*
• *When complete, send all Letter of Interest attachments to **sped@tea.texas.gov** with the subject line: Stakeholder Engagement LOI _ <INSERT ESC, IHE, or NonProfit NAME>; (example: Stakeholder Engagement LOI_ESC21)*

1. Quality of Program; *Maximum Length: 3 Pages*		*Possible Points:32*
1.1	*Recommended Length: 1 Page*	Possible Points
Facilitation and Logistics	**Describe, in detail, the plan that includes multiple methods for facilitation and logistics, addressing all agency required or requested stakeholder meetings described in the special education stakeholder engagement plan. These plans should include details regarding all aspects of the facilitation from the invitation to the follow-up and publication of agendas and minutes.**	10
Response:		
1.2	*Recommended Length: ½ Page*	Possible Points
Database Creation and Maintenance	**Describe the plan to create and maintain a database of stakeholders interested in engagement opportunities. The plan includes a proposed completion timeline, maintenance schedule, and marketing plan.**	7
Response:		
1.3	*Recommended Length: 1 Page*	Possible Points
Development of Partnerships	**Describe how the proposed program will identify and include new and diverse participants that reflect the demography of the state.**	8
Response:		
1.4	*Recommended Length: ½ Page*	Possible Points
Development of Rosters	**Describe the plan to develop suggested rosters of interested stakeholders representative of the state both geographically and demographically and the process by which TEA will request, review, and approve these rosters for various purposes.**	7
Response:		

2. Essential Components; *Maximum Length: 3 Pages*		*Possible Points: 48*
2.1	*Recommended Length: 1 Page*	Possible Points
Use of Technology	**Describe how the program will integrate technology for the involvement of larger audiences and increase engagement with stakeholders in isolated parts of the state.**	12
Response:		

2.2	*Recommended Length: ½ Page*	Possible Points
Coordination of Activities	**Describe the plan to create a deliverable or tool to coordinate activities regarding membership recruitment, agendas, meeting spaces, logistics, and the production of associated materials.**	12
Response:		

2.3	*Recommended Length: 1 Page*	Possible Points
Use of Information and Data	**Describe, in detail, how your organization's proposed program demonstrates plans for types of data and how they are to be collected, frequency of collection and review, and how information and data will be used to inform and empower stakeholders that will result in improved outcomes for students with disabilities in Texas.**	12
Response:		

2.4	*Recommended Length: ½ Page*	Possible Points
Dissemination of Information	**Describe how the proposed program will disseminate and assure stakeholder awareness of information that allows stakeholders to participate in meaningful ways (general information, agendas, goals, and presentations are made available).**	12
Response:		

3. Quality of Program Evaluation; *Maximum Length: 1 Page*		***Possible Points: 10***
3.1	*Recommended Length: 1 Page*	Possible Points
Methods of Evaluation	**Describe the evaluation plan to track measures of overall outcomes. Evaluation plan includes collection of feedback from stakeholder groups representative of the state. Additionally, the evaluation plan details a method for reporting and defining overall outcomes to TEA leadership and interested stakeholders.**	10
Response:		

4. Quality of Program Management; *Maximum Length: 1 Page*		***Possible Points: 5***
4.1	*Recommended Length: 1 Page*	Possible Points
Qualifications and Experience	**Clearly indicate the qualifications and levels of experience of the persons assigned to this project that impacts the effectiveness and sustainability of the proposed program. Additionally, describe the number of FTEs to be dedicated to this work.**	5
Response:		

5. Appropriateness of Budget; *Maximum Length: 1 Page*		***Possible Points: 5***
5.1	*Recommended Length: 1 Page*	Possible Points
Costs Commensurate with Expected Results	**Detail how the proposed budget is intended to sufficiently fund the program activities and does not duplicate efforts.**	5
Response:		

Miscellaneous	Please include any additional information that is critical to the decision of the TEA.	NA
Response:		