

Iowa e-Learning Central - Round 5 Content Developers & Content Expert Support
 Questions and Answers from Vendors
 March 21, 2023

#	Vendor Question	Answer
1	<p>I was in the process of completing the application as a content developer, hoping to complete 99% of it while waiting for my letters of recommendation. Unfortunately, I didn't realize my form was submitted prematurely. I was caught up in the application itself, forwarding through the process to see what else would be required, only to accidentally submit the form. I believe I am done with the application with this one omission. Is it possible for me to forward those letters at a later date? Or would it be more favorable for me to withdraw this first version and submit a subsequent application with the letter of recommendation?</p>	<p>If you are certain your application is complete you may leave it in submitted status and once received, send your letters to oiias@iowa.gov and reference your application. The letters must be received prior to bid closing. If you would like to review any part of your application, then please withdraw the first version and submit a subsequent application.</p>
2	<p>I noticed that for art it lists a K-12 span, does this mean content creators develop semester long courses for all of those grades or can they submit a proposal for only one grade within that span? Could a team of teachers submit a plan to complete multiple grades, such as K-5? Any other advice or things to consider would be appreciated. I am just trying to understand the options for proposals before applying.</p>	<p>K-8 Art will be developing units for each grade level while high school will be developing semester long courses. Applicants can apply as either individuals or as a team. Submitting a plan for only one grade level or multiple grade levels are both acceptable.</p>
3	<p>We are applying as a team, with one certified educator and one SME in our team. For the letter of recommendation, do you prefer one letter speaking to the qualifications of the primary applicant (the educator), a letter speaking to the qualifications of both team members, or two letters - one for each team member?</p>	<p>If you are applying as a team, please fill out the application for the lead of the team. The focus will be on the qualifications of the primary applicant, but references that include the qualifications of other, non-primary, team members are also acceptable.</p>
4	<p>If applying as a team, are both team members required to attend the training July 11-13?</p>	<p>All members of the team are required to attend the training July 11-13, 2023.</p>

#	Vendor Question	Answer
5	<p>According to the RFP, <i>an organization cannot bid as a developer. However, if an Iowa educator as a member of an organization is qualified and applies, the organization may support the educator(s) in any way it sees fit. Then the contract will be solely between the licensed teacher and the Iowa Department of Education.</i></p> <p>Our company has been sourcing educators for our customers' requirements - educators who work as developers, subject experts, assessment writers, and so on. Depending on the need and arrangement with our customer, our company can route these educators 1) via a contract between our company and the educator or 2) connect the educator with the customer, and if selected, the contract is signed between the customer and the educator. In the latter case, our company acts as an SME agency and charges the customer a nominal fee for acquiring the required resource (educator) with the expected qualifications. Please confirm if either of the above 2 options will work and if our company can bid for this opportunity.</p>	<p>Successful respondents to this bid must be an appropriately-licensed Iowa educator. A retired educator or an educator whose license has expired may apply. If chosen for this work, the contract will be between the educator and the Iowa Department of Education. Any contractual/monetary relationship between a respondent to this bid opportunity and an organization that would support them, is strictly between the respondent and that organization and outside the purview of the Department.</p>
6	<p>May I apply for both the content developer and content expert positions?</p>	<p>Yes, you can apply for both the content developer and content expert positions.</p>
7	<p>If applying for both positions, do I submit individual bids, or one that includes both positions?</p>	<p>You will submit one bid by completing the application. The application will ask you which position(s) you are applying for.</p>
8	<p>On page 5 of the Description of Bid Opportunity (Scope of Work) document under the <i>Application for Consideration</i> section, there is a statement that reads: "All individuals will need to complete a 2023 ILC Development Application." Is this application a special form that I have to complete, or does my bid proposal serve as the application?</p>	<p>The 2023 ILC Development Application is the form that must be completed to be considered for the bid. This form will ask you for all required documentation.</p>
9	<p>If the application is a special form, could you either send it to me via email, or send me the link to access this form. I have searched the DE Website and cannot locate it.</p>	<p>2023 ILC Development Application</p>

#	Vendor Question	Answer
10	In addition to an electronic submission of the bid, is the Department also expecting applicants to submit a hard copy, and if so, to whom and to what address is the hard copy to be sent?	The only required submission is the electronic submission through the application form.
11	<p>I am a current 3 year high school and middle counselor teaching 8grade careers and former high school social studies teacher of 6 years. I am interested in the content developer program position. I have a couple questions a of clarification :</p> <p>Is this position part time like in Addition to my full time counseling job, which I do not want to give up?</p> <p>Also, if I am qualified to develop lesson plans In the mentioned Areas above, which one do you think would have the most need? Would it be better to apply for both options?</p>	It is a requirement that this work for Iowa e-Learning Central be done on your own time outside of your regular contracted hours with your school district. Therefore, it is in addition to your full time counseling job. If you are interested, we would suggest you apply for both options, any work you deem yourself to be certified and qualified to do.
12	<p>Is this a remote position?</p> <p>Is it a part-time/full-time position?</p>	This is a remote position with an in-person training on July 11-13, 2023. The hours are flexible and work schedules will be determined by each individual.
13	<p>After checking the courses offered for content development, it has brought my attention Spanish language is not on the list. Only German and French are the only world languages available.</p> <p>It is my understanding Spanish language is one, if not the most, taught language in the state of Iowa, hence I'd like to know if such will be included/added to the list so Spanish educators like me have the chance to share our knowledge with our peers by creating new and engaging material and help out educators in all our state to be successful in all language teaching.</p>	Spanish is in development currently.
14	I see k-8 Computer Science listed. I would like to develop a 9-12 Introduction to Cybersecurity course for HS Computer Science, can that be part of this or is it outside of the scope?	We welcome your suggestion and will consider it. We encourage you to apply. If a 9-12 Introduction to Cybersecurity course for HS Computer Science is added to the coursework to be developed, and you are the most qualified

#	Vendor Question	Answer
		<p>candidate to develop the course it would be offered to you. If you apply and are selected as a qualified K-8 Computer Science applicant, you would have the opportunity to accept or decline any course development work offered to you.</p>
15	<p>I saw the posting for Content Developers for ILC. I previously worked on the financial literacy course in the first round of development. I was wondering if these new courses would again have an online resource to utilize. I am certified to teach math, so I was looking specifically at the Algebra Support or Modeling Our World with Math. I imagine the process has changed a little since I initially developed the course, but having an online resource was helpful. Will there also be specific standards that will be given to adhere to? Modeling seems like a large undertaking unless there is some direction. Is it also safe to assume that April Pforts will be overseeing the math developers? I am interested in applying, but I wanted to ask a few clarifying questions before spending time on the application.</p>	<p>All content areas will have resources to use; some will have Original Education Resources (OERs), and some will not. All content areas will have specific standards related to the unit/course to be developed. April Pforts will oversee the development of all math content.</p>
16	<p>A colleague and I both took part in ILC Round 4 completing two units each. We are going to apply for Round 5, and noticed you can apply as a team. Can you tell us what the difference is between the individual application compared to a team application? Thank you!</p>	<p>Through an individual application, the applicant, if selected, will contract directly with the Department to complete the assigned work and be compensated directly. Through a team application, a team lead must be designated and the Department will contract with the team lead who will receive the full compensation amount and be responsible for and keeping track of the compensation paid to other team members.</p> <p>You may also think about a team as a Content Developer-Content Expert Team approach where one person applies as a developer and one applies as an expert - indicating on the application that you prefer to work together. In this instance both the developer and the expert would have individual contracts, but would work as a team on their assigned unit/course.</p>
17	<p>I am a High School Spanish teacher in Eastern Iowa. I have been an instructor in the classroom and online for 25 years. I have experience teaching secondary and post secondary courses. I am wondering if you could</p>	<p>Spanish content is not currently a part of this Round 5 offering. Spanish is currently in development with candidates selected from both Round 2 and Round 4 solicitations.</p>

#	Vendor Question	Answer
	tell me more about this program and if Spanish content and development is what you are looking for in this opportunity that is posted.	
18	If your "proposal" is accepted, is this a paid project?	Yes, selected teachers will be independent contractors and compensated for completion of project work.
19	I just wanted to inquire about the timeline of the ILC round 5 contest developers. I just submitted my application and am very interested in this work. I have already developed two units within this work. I was wondering if you had any insight onto the timeline on when this round of developers would be decided upon?	We anticipate that reviews will be completed by the week of April 17th.
20	Is there a way to access all of the elements of the application form prior to submitting each step of the application on the Google Form? I've been on the application form, and as I work to compose a description of my teaching experience and collect a letter of recommendation, I have found I cannot see the next page of the application form. I'd love to know what each section of the application form seeks from applicants in order to submit a complete and thorough application. Is it possible to know what else is needed from applicants as I work on composing and collecting these elements?	The design of the application is to complete the required sections prior to moving on to the next page. Experience has taught us that information we need is not missed when the application is submitted. As you move through the application pages, it is always possible to go backwards and edit previous pages.
21	How long should the units created be?	Units are defined as any content within a subject that spans one month of instructional time (approximately 15 to 20 hours).
22	I am trying to ensure I can fully commit to the mandatory meetings July 11-13th. Could you please tell me the exact times that we would be meeting on those days?	At the current time, we anticipate the start/end times to be from 8:00-4:00 on Days 1 and 2, and 8:00-2:00 on Day 3.
23	If you have already attended the onboarding sessions (July dates) from a previous ILC contract do you need to go to it again?	Yes, everyone will be expected to attend. The purpose of this time is to provide everyone the same information at the same time (which is enough different from previous rounds to warrant attendance), as well as provide ample time for newly formed teams to establish the

#	Vendor Question	Answer
		foundational content/structure for continued unit/course development throughout 2023-2024.
24	Can you be awarded the opportunity to be both a content developer and content expert at the same time?	It is unlikely that we will award the opportunity to be both a content developer and a content expert, but there is nothing in the bid that would prevent us from doing so if a compelling case was made.
25	Can you submit... and be awarded... the opportunity to develop multiple areas of curriculum?	Yes, provided you are qualified in the curricular area(s) you are assigned.
26	Who is the audience these lessons are designed for? For instance, is the curriculum geared toward special education, accelerated learning, ELL students, credit recovery, home schooled or alternative settings, or to be used in general education settings to support traditional learning?	ILC content is to be used by Iowa educators. Any educator may use the materials and adapt them to their local context - and delivery format (online, face-to-face or hybrid). The units/courses are developed to use in the general education setting, and embed recommendations to support differentiated instruction.
27	Is it possible to apply for the Content Developer for one area and also apply as the Content Expert for another area? For example, can I apply as just a Content Expert for ASL, but also apply for either the Content Developer or Content Expert for HS English Language Arts? If yes, are there any special steps that I need to take for this?	If you are interested, we would suggest you apply for both options, any work you deem yourself to be certified and qualified to do. Due to the way the form is set up and that you are wanting two different content areas, you will need to submit two different applications.
28	<p>Before I begin the application process, what additional documents/attachments will I need to provide?</p> <ul style="list-style-type: none"> ● Letters of recommendation? (And if so, how many and what should they attest to?) ● Copy of Teaching License? ● Resume? ● Anything else? <p>What format will these documents need to be in?</p>	All applicants are required to upload one letter of recommendation speaking to the applicant's abilities to serve as a content developer or content expert. The applicant will be asked to provide their BOEE folder number and therefore will not need to supply a copy of their teaching license. Applicants are not required to submit a resume. Applicants who are applying for the content expert role are required to provide evidence of their curriculum and coaching experience. All documents must be in either document or pdf form.

#	Vendor Question	Answer
29	<p>My question is about compensation. I noticed that a "unit" is defined as providing instructional content for approximately one month of instructional time and getting compensated \$7500, however a "course" is defined as providing instructional content for 4 months/16 weeks of instruction but only getting \$15,000. Why is the compensation for creating a semester-long course which is 4 times as long as a unit only twice as much? What is the benefit of developing a full semester-long course instead of units?</p>	<p>Our experience, over the course of this grant work, is that developing a unit and developing a semester course are not congruent. A unit, though only 25% of the learning time of a semester course, must be able to stand on its own with a clear beginning and a clear end, independent of what it taught before, or after. A unit is a concise, specialized component of a content area. A semester course will be made up of several interconnected subdivisions building on prior learning inside and prior to the course, and preparing students for learning beyond the scope of the course. There is a benefit for us, as a state, to provide both units and courses for use in Iowa schools. The key for you is which do you prefer to do? Our experience with unit development indicates that you would spend substantially more time developing 4 units than you would developing a single semester course. Neither unit nor semester course development is easy work, which is why the compensation for each is significant, yet reasonable and appropriate for both units and semester courses.</p>
30	<p>I just completed my application to be a content developer with the Iowa e-Learning program. I am excited about this opportunity to contribute to Iowa Education through this process. I'm wondering if you will be looking for individuals to assist with oversight of content areas. If so, I would be excited to assist with oversight of the Social Studies work.</p>	<p>The DE social studies consultant will oversee the social studies development. There is the role of content expert that is part of this bid. The content expert will be part of the support team for the content developer by providing feedback focused on content and coherence of the scope and sequence.</p>
31	<p>I'm wondering if you will be looking for individuals to assist with implementation/ piloting of the new curriculum with students. If so, I would also be excited to be part of the online implementation process.</p>	<p>We hope to pilot units and courses in districts/schools in the near future. This information will be shared publicly if/when the opportunity is available.</p>
32	<p>I am interested in applying for one of these positions in the course/ unit of health. I am not a licensed Iowa educator; however, I am a Registered Dietitian. I write and design content, materials and maintain a resource library for a behavior change company and incorporate various behavior theories into my content. Much of my work centers around creating education materials along with lesson and web design for the Women, Infants, and Children (WIC) community. I am trained in ux design and am committed to creating material with the user's needs as a priority. I'm familiar with creating</p>	<p>Our grant agreement requires all content to be developed by licensed Iowa educators, therefore, though you possess the expertise you described, we are not able to consider you eligible for this work.</p>

#	Vendor Question	Answer
	responsive designs, providing seamless interactions between the mobile and desktop experience. Please let me know if you would consider my application for a position without being a licensed Iowa educator.	
33	I submitted my application last week, and I only applied to be a content developer. If there is a need for content experts too, I would be more than happy to help with that as well. Should another application be submitted to apply for Content Expert or is there a way to add to the application I already submitted?	Yes, we are looking for both content developers and content experts. Since the qualifications are different, please submit a 2nd application to be a content expert.
34	Do I understand the contract correctly...work would begin in April and hope to be done by January for \$9,000 total in payment? I have other online teaching commitments for next fall and am not sure of time commitments or if I'd primarily be working alone on this? or, have to travel and work with a team? It may depend on the curriculum being worked on?	Yes, you understand our timeframes and the current goal is to complete work by January 2024. Most of the work is done remotely and meeting with your support team virtually. The only travel requirement is the July meeting in Des Moines.
35	There is another teacher who has applied for a content expert's position that I've known for some time. Is there a way to "group" us together for partnering? I do understand it just depends on where you need the experience and leadership to complete all things.	We cannot guarantee that, but it makes sense to partner professionals that already have a connection if there is a match in need. You may want to mention this - and the specific person you are hoping to partner with - in your application materials.
36	My husband and I are both Iowa Teaching License holders. He taught for 18 years in the state of Iowa in Secondary English, and myself, I taught for 6 years in Secondary Art. We both hold a Masters degree and have ample experience in curriculum development both in person and online. We are both applying for the content development positions. My question has to do with applying for the team vs. individual. My expertise lies with Art and his with English, but we are very willing to collaborate. Is it preferable to apply as a team, where we each lead our suitable curriculum, but aid each other in development?	Since your expertise is in different content areas, I would suggest you both apply individually, you in Art and your husband in ELA. Though both of you, if selected, will have a support team through the grant, there would be no restriction prohibiting you from collaborating with him on his work or he with you on your work as well.
37	I am interested in applying to be a content developer for bid number ED-EG067-01. I am an elementary educator with experience in teaching both 1st and 2nd grade. If I were to apply to be a Round 5 content developer, would it be possible for me to develop only K-2 Computer Science units/courses, or would I be expected to develop K-8 content since that is what is listed on the bid?	We are looking to develop Computer Science units and courses specific to each grade so, if chosen, you could develop Computer Science content specific to Kindergarten, 1st, and/or 2nd grade. The same would hold true for Health. Lastly, the content K-5 general education subjects were all assigned for development in previous

#	Vendor Question	Answer
	<p>In the same vein, would I be able to develop only K-2 Health units/courses, or would I be expected to develop K-12 content since that is what is listed on the bid?</p> <p>One final question - are there any K-5 general education subjects (i.e. Mathematics, English Language Arts, Social Studies, Science) that still need developed, or have those all been completed in previous rounds?</p>	<p>rounds. There are no Round 5 opportunities for K-5 Math, ELA, Social Studies, or Math.</p>
38	<p>I applied for the e-learning content developer position recently and was wondering what the timeline is for interview process.</p>	<p>There is no interview process. Contract decisions will be based on a review and scoring of your application and materials submitted. We anticipate that reviews will be completed by the week of April 17th.</p>
39	<p>I had one quick question about signing up as a team. My coworker and I were interested in working together, but I was curious about how pay would work. Would we need to split the stipend or would we each get the stipend? This will help us determine whether or not to sign up as a team. My coworker is fabulous, but she doesn't have much teaching experience and I would still like to be considered as an individual if she isn't qualified.</p>	<p>A team must select a team lead who contracts with the Department. The team lead invoices for and receives all payments. Payments to members of the team are at the discretion of the team lead, including and paperwork related to taxes.</p> <p>You may also think about a team as a Content Developer-Content Expert Team approach where one person applies as a developer and one applies as an expert - indicating on the application that you prefer to work together. In this instance both the developer and the expert would have individual contracts, but would work as a team on their assigned unit/course.</p>
40	<p>I am an instructor at Iowa State University and would like to apply for the process. I would be doing the work apart from my job at Iowa State University so when it comes to making an account for this process, I don't know what to do when it comes to listing a company. If you have guidance, thank you or please let me know if I should contact someone different.</p>	<p>The application process does not require you to create an account. All applicants must complete the 2023 ILC Development Application. As a part of the application, it does ask for your current employer which would be Iowa State University.</p>
41	<p>I recently submitted my proposal for the Iowa e-Learning Central.</p> <p>My submission question:</p> <p>Is it possible for me to return to my submitted proposal to make additions and revisions.</p>	<p>It is not possible to return to your submitted application, however, you can provide a “fuller explanation in those responses that you reduced” by creating and attaching a PDF document, emailing that attachment to oiias@iowa.gov, and asking it to be added to your file.</p>

#	Vendor Question	Answer
	<ul style="list-style-type: none"> ● If I am allowed to return to my submission, I can possibly offer a fuller explanation in those responses that I reduced. ● If this is not possible, I truly understand. 	
42	And they'll be making determinations in May as to who gets chosen?	We anticipate that reviews will be completed by the week of April 17th. Determinations and notifications will occur between then and sometime in May 2023.