

# RFP 22-68693

## MANDATORY REQUIREMENTS

### ATTACHMENT J

The Mandatory Requirements indicate the mandatory requirements all Respondents must adhere to in order to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these mandatory requirements in their Transmittal Letter and in this attachment of their proposal. Failure to do so will be considered grounds for disqualification from further consideration. The Mandatory Requirements for this RFP are as follows:

**Instructions:** In the yellow shaded boxes, please confirm the Respondent's ability to meet each Mandatory Requirement. When submitting required documentation, reference the Mandatory Requirement number each document.

**Respondent's Name:**

Ivy Tech Community College

Mandatory Requirement	Respondent Meets Mandatory Requirement? (Yes/No)	Required Documentation
<p>1. <b>IC 11-10-5 Chapter 5.</b> Academic and Vocational Education IC 11-10-5-1 Implementation of academic and vocational education curricula and programs; funding Sec. 1.</p> <p><i>Sec. 1. The department shall, after consulting with the secretary of education and the Indiana commission on vocational and technical education of the department of workforce development, implement academic and vocational education curricula and programs for confined offenders, by utilizing qualified personnel employed by the department or by arranging for instruction to be given by public or private educational agencies in Indiana. The department shall include special education programs, which shall be governed under <u>IC 20-35-2</u>. To provide funding for development and implementation of academic and vocational education curricula and programs, the</i></p>	<p>Yes.</p> <p>Ivy Tech will implement academic and vocational education curricula and programs for confined offenders, by using qualified personnel employed by the department or by arranging for instruction to be provided through Ivy Tech Community College.</p> <p>Ivy Tech Community College will provide special education within its vocational</p>	

<p><i>department may accept gifts and apply for and receive grants from any source.</i></p> <p><i>As added by Acts 1979, P.L.120, SEC.3. Amended by P.L.217-1987, SEC.26; P.L.1-1990, SEC.161; P.L.135-1993, SEC.3; P.L.21-1995, SEC.13; P.L.1-2005, SEC.121; P.L.43-2021, SEC.35.</i></p> <p>2. In its provision of correction education services as a Contractor for IDOC, the Respondent is subject to all Indiana laws which regulate correctional education programs.</p>	<p>offerings.</p> <p>Ivy Tech Community College will support the IDOC in applying for gifts/grants in support of its vocational programs.</p> <p>Ivy Tech will provide academic and vocational offerings as a contractor for IDOC and is subject to IN laws.</p>	
<p>All Career Technical Education (CTE) programming offered in IDOC facilities is subject to State and Federal law governing educational and vocational and to the rules and requirements of those governmental bodies overseeing the implementation and administration of such programming, including but not limited to, the State and Federal Departments of Education, the State and Federal Departments of Workforce Development, the Indiana Governor's Office, the Indiana Attorney General's Office, and the State Legislature. Decisions or changes may be made by those bodies that affect the delivery of educational and vocational programs in IDOC facilities. These changes are outside the Department's control. Should such changes occur, the Respondent must be able to work with the Department and any other cognizant agencies to develop any needed transition or implementation plans and/or related materials, and to comply with all required changes, within the timeline provided to the Department by those oversight agencies while minimizing disruption to ongoing programming. Respondent will not initiate any changes to programming without prior approval from the IDOC Director of Education or his designee.</p>	<p>Yes.</p> <p>Should the need arise to make any changes to educational or vocational programs, Ivy Tech Community College will work with IDOC and any other agencies to develop transition or implementation plans and/or related materials. Ivy Tech will comply with all required changes, within the timeline provided to the IDOC by those oversight agencies while minimizing disruption to ongoing programming.</p> <p>Ivy Tech will not initiate any changes to programming without prior approval from the IDOC Director of Education or his designee.</p>	
<p>3. It is crucial to facility safety and</p>	<p>Yes.</p>	

<p>security, and to the success of the educational programs transition between Respondents be minimally disruptive to facility operations, including educational and vocational programming. The Respondent will employ all currently licensed teaching staff for a minimum transition period of <u>one hundred twenty (120) days</u> during which evaluations can be made. IDOC is willing to consider exceptions to this, for cause, on a case-by-case basis. Removal of any licensed teaching staff during the transition period shall require advance approval by the IDOC Director of Education or his designee. This mandatory transition period shall not apply to administrative or support staff.</p>	<p>Ivy Tech will honor the mandatory 120 day transition period for all currently licensed teachers. Ivy Tech will use the 120 day period to evaluate existing employees serving in the teacher roles.</p>	
<p>4. Respondent shall employ staff to cover a regular school term of 248 days. This term does not include holidays off determined using State holidays as indicated in the holiday calendar published by the State of Indiana. The IDOC reserves the right to reduce the length of the school year provided it has given the Respondent 180 days' notice. The Respondent shall agree to any increase or decrease in the school term when such decrease or increase is pursuant to state or federal law.</p> <p>Respondent will ensure that in the case of a teacher's absence, a qualified substitute teacher is proved to cover the absent teacher's class.</p>	<p>Yes.</p> <p>Ivy Tech will employ educators to teach 248 days. Ivy Tech proposes to use the approved Adult Education academic calendar for 21-22.</p>	<p>Please see Technical Proposal 2.4.5. for plans related to substitute teachers.</p>
<p>5. Respondent shall ensure that its employees and any contract staff working at the facility complete any orientation to the facility and training for person working in IDOC facilities, as required by the facility. IDOC will provide the training. However, the Respondent will be responsible for salaries of the Respondent's staff during any such training.</p> <p>Respondent shall remove, at the request of the IDOC, any employee of the Respondent from assignment to the facility, School, or any</p>	<p>Yes.</p> <p>The College will ensure employees and contract staff complete orientation and training required to work in an IDOC facility and will cover salaries during training. Training includes prohibitions against fraternization,</p>	

<p>place where the Respondent's employee is working with the IDOC's juvenile offenders, if the IDOC's provides documentation that an employee of the Respondent's employee has violated the IDOC's policy and procedures. If such a request is granted, the Respondent will have the sole discretion to discipline or re-assign its employee.</p> <p>IDOC will have the right to refuse entry onto the facility grounds by an employee of the Respondent who has been found to be in violation of the facility's policies and procedures; charged or adjudicated in violation of state law in connection with the employee's conduct toward a juvenile offender of the facility; prohibited from working with children pursuant to I.C. 4-13-2-7 et seq., or under investigation for violation of state law in connection with the employee's conduct toward an offender of the facility.</p>	<p>improper relationships, and trafficking. In addition, new employees receive personal protection training, pre-service training and OJT. Finally, new employees will receive CPR/AED training, and if necessary for their jobs, annual TABE and TASC training.</p> <p>The College will use IDOC's learning management system or its own LMS (Canvas/Ivy Learn) to deliver, track, and document employee learning.</p> <p>Additionally, all Ivy Tech new hires complete a series of College mandated online training sessions related to diversity, safety, privacy, and security.</p>	
<p>6. The IDOC expects respondents to adhere to the Workforce Innovation and Opportunity Act (WIOA). The guidance, to date, requires IDOC CTE programs to provide education and training that is specifically job-driven.</p> <p>a. Workforce Prep Activities – Activities, programs, or services designed to help an individual acquire a combination of basic academic, critical thinking, digital literacy, and self-management skills. This includes competencies in utilizing resources and using</p>	<p>Yes.</p> <p>Ivy Tech will comply with the requirements of this specification and adhere to the Workforce Innovation and Opportunity Act (WIOA) including: Workforce Preparation activities and Integrated Education and Training (IET).</p>	<p>For scoring proposes and documentation of compliance see: Technical Proposal 2.4.11</p>

<p>information, and acquiring other skills necessary for successful transition into postsecondary education, training, and/or employment.</p> <p>b. Integrated Education and Training (IET) -- All IDOC education programs will be a service-based approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training.</p>		
<p>7. The Respondent shall comply with Indiana's Article 7 in providing services and materials to eligible students with disabilities. The respondent is obligated to provide or pay for services that are considered special education or related special education services for those eligible students enrolled in educational programs. The respondent will provide the student with services based on a legally constituted Individualized Education Plan (IEP).</p> <p>8. Thirty-percent of the incarcerated adults under the age of 22 have previously received services as a child with a disability while attending the last public school of record. The Respondent will be obligated under the contract terms to not illegally discriminate against any inmate based on disability.</p>	<p>Yes.</p> <p>Ivy Tech will comply with this requirement to provide special education services to eligible students.</p> <p>Ivy Tech will not discriminate against any inmate based on disability.</p>	<p>For scoring proposes and documentation of compliance see: Technical Proposal 2.4.2.</p>
<p>9. The Respondent's staff, when requested by the IDOC, will participate in any meetings in which the IDOC evaluates the progress of the student with regard to general rehabilitation. At such meetings, the Respondent's staff shall provide input as the student's behavior and academic progress in the School and classroom.</p> <p>The respondent's staff must maintain comprehensive records which indicate a</p>	<p>Yes.</p> <p>Ivy Tech will participate in any meetings in which the IDOC evaluates the progress of the student with regard to general rehabilitation.</p> <p>Ivy Tech will maintain</p>	<p>For scoring proposes and documentation of compliance see: Technical Proposal 2.4.19.</p> <p>In summary, Ivy Tech is a registered DWD Adult Education provider in Evansville and Bloomington and successfully provides Adult</p>

<p>student's participation and progress related to CTE programming, this includes but is not limited to; attendance, conduct, participation, testing, in class assessments, assignment grades and any homework completed related to CTE coursework.</p>	<p>comprehensive records as described in this specification.</p>	<p>Education in accordance with all WIOA policies.</p> <p>In addition, Ivy Tech partners with River Valley Resources, a community-based adult education provider, to provide four IET programs at IDOC's Madison Correctional Unit.</p>
<p><b>22.</b> In order to provide appropriate educational services and programming, the Respondent must demonstrate the capacity to collect, retain, and use information about individual students. Simultaneously, the Respondent will provide a plan and guidelines to safeguard student's privacy and restrict access to student's personally identifiable information.</p> <p>The Respondent will be responsible maintaining all educational records of all students attending the School. The Respondent's collection and usage of information will mirror the Department's Adult Policy and Procedure, 01-01-101, which currently requires the following:</p> <p>Maintenance of Educational Records and Offender Records:</p> <p>1. Facility educational cumulative and individual offender records portfolio shall be maintained and shall include, at a minimum:</p> <ul style="list-style-type: none"> <li>a. Program profile data;</li> <li>b. Rosters;</li> <li>c. Attendance data;</li> <li>d. Social and demographic data;</li> <li>e. Program participation;</li> <li>f. Performance (process and outcome) measures;</li> <li>g. Testing and placement data;</li> <li>h. Progress data;</li> <li>i. Offender academic gains, achievement and assessment data;</li> </ul>	<p>Yes.</p> <p>Ivy Tech will comply with this requirement to collect, retain, and use information about students.</p> <p>The College has plans and guidelines in place to safeguard student privacy and restrict access to identifiable student data. The College currently provides ABE services and meets this requirement.</p> <p>Ivy Tech also houses millions of student records in compliance with FERPA.</p>	<p>For scoring proposes and documentation of compliance see: Technical Proposal 2.4.2 and 2.4.20.</p> <p>As the contractor to the IDOC to provide Adult Education services, Ivy Tech provides special education and/or related special education services for eligible students enrolled in educational programs. The provided services are based on an Individualized Education Plan (IEP) for each eligible student. Under this contract, Ivy Tech recruits and hires licensed teachers with special education endorsements.</p>

<p>j. Behavioral data;  k. Performance data;  l. Waiting list data;  m. Student exit data;  n. Library usage;  o. Transcript data; and,  p. Verification of  education/vocation/substance abuse  programs</p> <p>Such information shall be maintained in a  cumulative record and submitted in a format  and timeframe authorized by the Director of  Education.</p> <p>2. Offender records shall be kept in  compliance with Department administrative  procedures/rules for access, storage, right to  privacy, confidentiality, and, where applicable,</p> <p>1. Student records shall be kept in  compliance with departmental administrative  procedures/rules for access, storage, and  confidentiality, and, where applicable,  promulgated rules of external agencies.</p> <p>2. Upon release, with adherence to  FERPA (Family Educational Rights and Privacy  Act) regulations and 511 IAC 7-38-1, copies of  appropriate student records shall be  forwarded to the school of attendance.</p> <p>10. More information about the  requirements listed above can be found in the  following code citations: I.C. 31-39-2-13.8, I.C.  5-14-3-4(c), I.C. 20-8.1-3-17.5, I.C. 20-10.1-  22.4, 20-10.1-29, 34 C.F.R. Part 99, 20 U.S.C.  Section 1232g, 20 U.S.C. 7908, 26 U.S.C. 152,  The Family Educational Rights and Privacy Act  of 1974 93-380, Individuals with Disabilities  Education Act, 20 U.S.C. 1400 et seq.</p>		
--	--	--