



## Lac Courte Oreilles Ojibwe University

13466W Trepania Rd

Hayward, WI 54843

715-634-4790

### REQUEST FOR QUALIFICATIONS

#### Educational Methods Course Development

Due: April 12, 2024 by: 4:30pm (CST)

#### General Information:

Lac Courte Oreilles Ojibwe University (LCOOU) seeks an educational methods course developer to collaborate and assist the Education department. LCOOU Education department is becoming Wisconsin Department of Instruction certified to deliver teacher certification and training.

All projects will be funded in whole or in partially utilizing federal funds and as such will be subject to the corresponding rules and time limits regarding that funding's use.

#### Scope:

The selected individuals will provide the University's Education Department with course development services including but not limited to; developing a chosen methods course (art & music, science, physical education & health), maintain internal and external controls following rules policies and procedures of LCOOU, provide a course overview, and syllabus of course developed.

This shall include the following potential responsibilities/deliverables:

- Develop coursework utilizing LCOOU Course outline or Degree Proposal Form.
- Responsible for developing methods of science OR art & music OR social studies.
- Develop evidence of assessment
- Design lessons inclusive of exceptionalities, diversity and Ojibwe language and culture.
- Construct lessons in compliance with Wisconsin DPI and LCOOU requirements.
- Utilize project outcomes according to Wisconsin DPI Appendix B.
- Knowledge of curriculum and instruction

#### General Qualifications:

We seek skilled educators who have a master's degree in education or equivalent AND has a Wisconsin DPI certified licensure in K-9 education. We seek individuals knowledgeable of educational pedagogy and who has taught in the K9 classroom especially Native American students. The preferred education methods course developer will have elevated knowledge of indigenous education epistemology and Ojibwe ontology which includes but not limited to advanced Ojibwe language skills. The overall tasks



intended to be defined are application of; Blooms taxonomy, assessment, case studies, lesson planning, constructivist theory, project-based learning, cooperative learning, integrating with other subjects,

## **Qualification submission requirements and evaluation criteria:**

Each firm should present one (1) hard copy and one (1) electronic copy of the following information in its response to this request. Email copy to [kphillips@lco.edu](mailto:kphillips@lco.edu). Organizations will be evaluated on a range of criteria, including, but not limited to, these qualifications.

- Cover letter with the name, physical and e-email address, and phone number of the main point of contact.
- Details of educational experience in the classroom
- Evidence of developing higher learning courses
- Include content knowledge of methods course chosen to develop.
- Proposed payment structure and fee schedule.
- Provide resumes of the educational specialist who will be preparing the materials.
- List of previous experience with similar projects, specifically any prior work with institutions of higher education
- Description of current organizational workload.
- Examples of courses developed.
- Record of successfully completed projects without legal or technical problems.
- List of deliverables and presentation documents that you can produce if engaged.
- Proximity to and familiarity with Lac Courte Oreilles Ojibwe University.
- Other factors that may be appropriate for the project
- Licensures and other certifications that may be helpful for the project completion.

## **Important:**

LCOOU will evaluate submittals after which time a short list of organizations may be interviewed and/or invited for presentations.

Payment structure and fees will be negotiated with the successful organization. If LCOOU is unable to negotiate a satisfactory fee for the services to be provided, negotiations will be formally terminated. LCOOU will then undertake negotiations with the next most qualified organization.

The University reserves the right to reject any or all proposals for any reason it may determine to be in the best interest of LCOOU and to waive any irregularities therein. The University will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the Request for Qualifications and for any work performed prior to the issuance of a contract.

## **General Requirements:**

The selected firm must attest to all Federal Procurement requirements including but not limited to the following:



Odaawaa-zaaga'iganing  
Lac Courte Oreilles

Mashki-ziibiing  
Bad River

Waaswaaganing  
Lac du Flambeau

Miskwaabikong  
Red Cliff

- Certification that they are not Debarred or restricted from doing business with the US Federal Government. (Firms may check their status at [www.sam.gov](http://www.sam.gov))
- Disclosure of Lobbying Activities
- Any other form as required to ensure the selected firm is allowed to conduct business using Federal funds.

## **Delivery of Submittals:**

Responses to this Request for Qualifications must be received by April 12, 2024 at 4:30pm (CST), to be considered.

Send one original hard copy and one (1) electronic copy of the response. Email copy to [kphillips@lco.edu](mailto:kphillips@lco.edu).

Submittals are to be clearly marked on the outside of the envelope, “**Professional Development Specialist and Educational Department Services**” and delivered to:

Lac Courte Oreilles Ojibwe University  
Attention: Kristy Phillips, COO  
13466 W Trepania Rd Hayward, WI 54843

Late responses, responses in route, or those left at locations other than as stated above will not be considered.

Questions regarding this request for qualifications can be directed to Kristy Phillips, COO via email [kphillips@lco.edu](mailto:kphillips@lco.edu) or Tel. (715) 634-4790 extension 148 or Cell. (612)424-9741.

## **Native American and minority owned businesses preferences:**

The LCOOU hereby notifies all bidders that businesses owned and controlled by Native Americans, minorities or women will be afforded preferences as further defined by University Policy, Tribal Codes and Federal regulations.