

**EDUCATION ASSESSMENT POLICY CONSULTANT
REQUEST FOR PROPOSAL
January 2025**

Objective

The Ho‘okāko‘o Corporation (Ho‘okāko‘o) is seeking proposals from consultants to provide expert analysis, research, and actionable recommendations on culturally relevant assessments and education policies. The goal is to enhance educational equity, improve systems, and achieve better outcomes in Hawai‘i.

We aim to engage both local and national experts, drawing on insights from historical and current educational movements to inform this work. This role will involve collaboration with government agencies, educational institutions, non-profit organizations, and other key stakeholders to develop and implement effective, culturally aligned education policies.

The proposed timeline for the process is February 2025 - December 2025.

Scope of Work

Ho‘okāko‘o seeks a consultant to lead a collaborative effort involving Hawaiian-focused charter schools - Kamaile Academy (“Kamaile”), Ke Kula ‘O Samuel M. Kamakau (“Kamakau”), Mālama Honua PCS (“Mālama Honua”), and Kanuikapono New Century Public Charter School (“Kanuikapono”) – in partnership with Kamehameha Schools.

The goal is to guide these partners through developing an Assessment Policy Action Plan aimed at improving existing culturally relevant performance assessment policies and/or creating new ones. This process may also explore relevant connections to other policy movements to inform and enhance this work.

1. Purpose

- Design an Assessment Policy Action Plan to improve existing culturally relevant performance assessment policies and/or create new policies.

2. Objectives

- Review and analyze current assessment policies (local, national, international).
- Identify gaps and areas for improvement.
- Develop new policies or update existing ones.
- Provide recommendations based on best practices and research.

3. Scope of Work

- Data Collection and Analysis: Gather and review relevant data, including existing policies, assessment results, stakeholder feedback, and regulatory requirements.
- Policy Review: Analyze current assessment policies to identify strengths, weaknesses, and areas for improvement.
- Stakeholder Engagement: Conduct interviews, focus groups, and surveys with key stakeholders (e.g., educators, administrators, students, parents).
- Benchmarking: Compare current policies with best practices and standards from similar institutions or organizations.
- Policy Development: Draft new policies or revisions to existing policies based on analysis and stakeholder input.

- Reporting: Prepare comprehensive reports detailing findings, recommendations, and proposed policy changes.
- Implementation Support: Assist with the rollout of new or revised policies, including training and communication strategies.

4. Deliverables

- Literature Review
 - A review that identifies gaps in current alternative assessment practices.
 - Includes connections, differences, and significance of similarities/differences to other alternative assessment movements.
 - Highlights where national policies have succeeded or failed (potentially drawing on The Australian National University (ANU) document group’s exploration, if applicable).
 - Guides subsequent policy research and analysis.
- Initial Assessment Report
 - A detailed summary of findings from the literature review and analysis of existing policies.
- Recommendations and Action Plan Report
 - A document with specific recommendations for policy improvements and a clear action plan for the next steps.
- Draft Policies
 - Proposed new policies or revisions to existing ones, addressing gaps identified in the review.
- Final Report
 - A comprehensive report consolidating all findings, recommendations, and finalized policies.
- Presentation
 - A summary presentation for stakeholders outlining the work conducted, key findings, and proposed policy changes.
- Implementation Support
 - Assistance in rolling out new assessment policies.
 - Training and support for educators, administrators, and other relevant staff.
 - Development of resources and materials to facilitate policy implementation.
- Compliance and Reporting
 - Ensuring all policies comply with local, state, and federal regulations.
 - Preparation and submission of necessary reports and documentation.
 - Continuous monitoring of legal and regulatory updates that impact assessment policies.

Background

This effort contributes to the national conversation on equity and the importance of supporting each student in reaching their full potential. It seeks to promote [‘āina, place, and project-based pedagogies](#) by grounding instruction and assessment in shared ways of being, knowing, and doing, tailored to meet the unique needs of every learner in Hawai‘i schools.

Through communities of practice, participating schools will build on existing program elements to refine a model that can inform practices in other schools and guide the Board of Education. Central to this work is the understanding that students are whole beings in the classroom. Their personal histories shape their identities as learners and influence their educational trajectories. These trajectories serve as a foundation for preparing students for cultural, college, career, and community readiness as graduates (Espania et al., 2019).

Proposal Requirements

Please submit a brief written proposal outlining your approach and theoretical concepts that meet the

scope of services outlined above and the following objectives:

1. Policy Development:
 - Design and develop assessment policies and frameworks.
 - Ensure policies comply with relevant laws, regulations, and standards.
 - Collaborate with stakeholders to align policies with organizational goals.
2. Research and Analysis:
 - Research current assessment methods and best practices.
 - Analyze the effectiveness of existing assessment policies.
 - Provide data-driven recommendations for policy improvements.
3. Implementation Support:
 - Assist in the implementation of new assessment policies.
 - Provide training and support to educators, administrators, or relevant staff.
 - Develop resources and materials to aid in policy implementation.
4. Evaluation and Monitoring:
 - Monitor and evaluate the impact of assessment policies.
 - Collect and analyze data to assess policy effectiveness.
 - Prepare reports and presentations on findings and recommendations.
5. Stakeholder Engagement:
 - Engage with stakeholders, including educators, administrators, government officials, and community members.
 - Facilitate workshops, focus groups, and meetings to gather input and feedback.
 - Communicate policy changes and updates effectively.
6. Compliance and Reporting:
 - Ensure compliance with local, state, and federal regulations.
 - Prepare and submit required reports and documentation.
 - Stay informed about changes in laws and regulations affecting assessment policies.

At a minimum, the written proposal must also include the following:

1. Consultant's contact information and details:
 - Name of firm
 - Contact name(s) and contact information
 - Provide a description of your experience and qualifications, along with a resume.
2. Consultant availability during the project period must be listed. The project timeline is from February 2025 to December 2025, with targeted deadlines and deliverables.
3. Cost projection with budget categories and total, including hourly and project-based rates.
4. Recommend an overall scope of work to execute the intended outcomes successfully on time and within budget.
5. Draft outline that describes stakeholder engagement processes that will utilize board, staff, and other resources.
6. At least three (3) professional references that can provide experience-based recommendations for

the consultant.

7. Optional: Attachments and other documents the consultant sees as having added value to the community.

The proposal must be presented in a conceptual, high-level format that is data-driven, considers short- and long-term needs and outcomes, is comprehensive and aligns with the mission and strategic priorities of Kamaile and Ho‘okāko‘o. The actual scope of work may be refined and finalized after consultant selection. The Ho‘okāko‘o Board and staff will work with the selected consultant to design the final inquiry process that aligns with Ho‘okāko‘o resources and constraints.

Process Timeframe:

- RFP posting date: January 3, 2025
- Submission deadline: January 17, 2025
- Selection and notification: January 25 204
- Project timeline: February 2025 - December 2025
- Final Report due: December 2025

Submission:

- Submission deadline: January 17, 2025, at 4:00 PM HST

Ho‘okāko‘o Corporation
c/o Ho‘okāko‘o Governing Board
David Y. Gibson, Executive Director
dgibson@hookakoo.org

Award Notification:

Award notification will be provided by January 25, 2025

Inquiries:

Email inquiries to David Y. Gibson, Executive Director, at dgibson@hookakoo.org. To ensure equity, responses to all inquiries will be communicated publicly on the Ho‘okāko‘o and Kamaile Academy Websites.