<center>**Request for Proposal (RFP)**</center>

Project Title: Teacher Training and Recruitment Infrastructure Development
Issuing Organization: Baltimore International Academy (BIA) INC.
Proposal Due Date: February 28, 2025

Introduction:

Baltimore International Academy provides a culturally and linguistically diverse education to children in Baltimore, Maryland. Students have a choice of French, Spanish, Chinese, Arabic and Russian as their language of instruction, thus ensuring that each of our students will have language competency in at least one language other than English. The goal of BIA is to give students who would otherwise not have access to immersion education, access to learning languages that will have a lasting impact on the trajectory of their lives.

Baltimore International Academy (BIA) seeks proposals from qualified contractors to develop a comprehensive teacher training and recruitment infrastructure. The selected contractor(s) will work on four interconnected projects aimed at enhancing BIA's capacity to recruit, train, and retain high-quality language immersion educators, particularly international talent, to ensure academic excellence across the academy's campuses. The following outlines the scope of work for each project:

Project 1: Employer Visa Sponsorship Application

Objective:
To support BIA's ability to hire international educators, the contractor will assist in completing the application process to become a visa sponsor. This will involve identifying the appropriate visa categories, preparing documentation, and submitting an application to the U.S. Department of Labor or relevant governmental agencies.

Scope of Work:

- Assess current hiring practices and BIA's readiness to sponsor international employees.
- Identify appropriate visa types for educators (e.g., H-1B, J-1, etc.).
- Prepare and submit the application to become a recognized visa sponsor.
- Ensure all compliance requirements are met.
- Advise on ongoing visa sponsorship management, renewals, and regulations.

Deliverables:

- Completed visa sponsorship application and any related documents.
- List of visa categories applicable to BIA's hiring needs.
- Guide for BIA to manage sponsorship post-approval.

Project 2: Alternative Teacher Certification Program Development

Objective:
To design an alternative teacher certification program that meets state requirements while addressing BIA's specific needs, especially for international educators or those entering the teaching profession with diverse backgrounds.

Scope of Work:

- Conduct a needs assessment to understand BIA's unique educational needs and the demographics of its educators.
- Collaborate with state education agencies to ensure the program meets state certification requirements.
- Design a tailored alternative certification program that includes required coursework, assessments, mentoring, and field experiences.
- Create a pathway for both international educators and domestic candidates to earn certification.
- Ensure program design includes flexibility to meet the needs of educators with varied prior experience.

Deliverables:

- Program outline and curriculum development.
- Certification requirements documentation.
- Timeline for program rollout.
- Assessment and evaluation plan for program effectiveness.

Project 3: Teacher Recruitment and Development Pipeline

Objective:
To create a sustainable teacher recruitment and development pipeline that attracts high-quality educators, fosters their growth, and supports retention over time.

Scope of Work:

- Analyze current teacher recruitment strategies and outcomes.
- Develop strategies for attracting diverse, high-quality educator candidates, including international educators.
- Design a year-round recruitment plan (targeted outreach, partnerships with universities, etc.).
- Develop a structured development program for new and existing teachers, focusing on professional growth and leadership development.
- Implement strategies to support teacher retention, including mentorship programs, regular professional development, and recognition initiatives.
- Establish metrics for success and retention.

Deliverables:

- Recruitment strategy document and outreach plan.
- Development and retention strategy.
- Professional development schedule and resources.
- Metrics for evaluating the pipeline's success.

Project 4: Charter Program Replication System

Objective:
To develop a replicable system for BIA's successful charter program, ensuring consistent educational excellence across new and existing schools in the BIA network.

Scope of Work:

- Study the current BIA charter program and identify key components that contribute to its success.
- Develop a scalable framework for replicating the program in new locations or educational settings.
- Create a system for monitoring and ensuring consistent educational quality across the network.
- Develop a training and support program for educators in new locations.
- Implement quality assurance measures and feedback mechanisms.

Deliverables:

- Detailed framework for replicating the charter program.
- System for monitoring program quality.
- Educator training materials for new locations.
- Quality assurance plan and feedback system.

Proposal Requirements:

Interested contractors must provide the following:

1. **Executive Summary** – Brief overview of the contractor's qualifications and experience in similar projects.
2. **Approach & Methodology** – Detailed plan for completing each project, including timelines, deliverables, and methodologies to be used.
3. **Experience & Expertise** – Information on previous experience with projects related to teacher recruitment, training, certification, and educational program development.
4. **Team Qualifications** – List of qualifications, and if applicable, team roles in the project.
5. **Budget Proposal** – Breakdown of costs for each project phase.
6. **Timeline** – Proposed timeline for completion of each project, including milestones and key deliverables.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- **Relevant Experience**: Demonstrated expertise in educational infrastructure, teacher recruitment, certification, and charter school replication.
- **Proposed Approach**: Clear, actionable, and comprehensive strategies for each project.
- **Team Qualifications**: Expertise of team members in relevant areas.
- **Cost-Effectiveness**: Competitive and clear budget proposal.
- **Timeline**: Feasibility of the proposed timeline and milestones.
- **References**: Positive feedback from previous clients.

Submission Instructions:

All proposals must be submitted by February 28, 2025 to Obadiah Swen at obelizswen@msn.com.