



REQUEST FOR PROPOSALS

Curriculum Development Services

The Ohio Association of School Business Officials (OASBO) is seeking qualified individuals (the Consultant) to submit proposals for curriculum development services for OASBO's Essentials Courses.

Section I. Background

OASBO is a statewide organization representing over 1,500 Ohio school business officials including public school district treasurer/CFOs, business managers, food service, transportation supervisors, and finance office support staff. OASBO is a nonprofit corporation that empowers members by providing legislative advocacy, collaboration, and innovative education.

While there are a variety of pathways to attain an Ohio school treasurer's license, OASBO provides a practical and comprehensive pathway program, approved by the Ohio Department of Education (ODE).

As part of OASBO's pathway program, candidates must take the OASBO Essentials Courses. Taught by experienced practitioners, OASBO's program provides a classroom learning environment based on the curriculum of the Essentials Courses to ensure candidates have the essential knowledge and skills for future success in the treasurer/CFO role. The OASBO Essentials Courses include:

- Essentials of Business Operations
- Essentials of Financial Management & Administration
- Essentials of School Funding & Finance
- Essentials of Budgeting & Forecasting
- Essentials of Human Resources; and
- Essentials of Leadership.

OASBO seeks curriculum development services related to the Essentials Courses as described in Section 2.

Section 2. Scope

OASBO Essentials Courses: OASBO intends to select one Consultant whose proposals represent the best value to OASBO. The Project includes the following:

- Curriculum coursebook updates:
 - Facilitate conversations with the content experts who have drafted, updated, and presented the respective modules of each of the OASBO Essentials Courses and manage related edits from these experts to ensure the coursebook content is updated with:



- (i) any changes in law, and
 - (ii) any necessary changes to ensure content is relevant.
- Verify that each learning objective for the respective modules of each of the OASBO Essentials Courses is adequately discussed in the content and edit learning objectives to reflect any revisions made.
- In collaboration with the content expert, ensure end-of-module review questions and answers are current/relevant, correct, and valuable to the content in the module.
- Verify that all website links in the respective modules are current.
- Verify that appendix documents are current and properly noted in the given modules.
- Review and update corresponding PowerPoint presentations for each module of the respective Essentials Course to:
 - Ensure they illustrate and reinforce key points from the written coursebook content with images, illustrations, charts, graphs, and animations wherever possible (minimize text-heavy slides);
 - Create/embed group discussion questions and activities; and
 - Reformat PowerPoint presentations with OASBO's updated template.
- Review and update the content for the review session at the end of each course through Poll Everywhere or some other gamification platform to re-enforce learning outcomes.
- Review and update assessment questions used for the OASBO Pathway Assessment to map to any revised curriculum.
- Facilitate a conversation with the OASBO Professional Development Committee to review the updated content in its entirety to ensure the content is properly aligned with the Ohio School Treasurer Standards.

Timeline for Updates to be Completed:

- Essentials of Business Operations – October 31, 2022
- Essentials of Human Resources – December 15, 2022
- Essentials of Financial Mgmt./Adm – January 31, 2023
- Essentials of School Funding & Finance – March 15, 2023
- Essentials of Budgeting & Forecasting – April 30, 2023

Deliverables:

- Formatted updates to curriculum in Word and PDF format
- Formatted and updated PowerPoint Presentations with embedded links
- Gamification files for embedded exercises/reviews



Section 3. Qualifications

- Previous or current SBO experience (preferred)
- Education/Experience in curriculum development (preferred)
- Education/Experience in presentation development (preferred)
- Availability to commit to the entire project for purposes of consistency

Section 4. Submission Requirements

- A description of experience providing the services described in Section 2.
- List of any support staff who will assist in the completion of this project (if applicable).
- Resumes/credentials of person(s) who will be assigned to perform service under the proposal.
- Proposed fee to completion of work, as described in Section 2. Please break out the fee for each Essentials Course (fee to paid upon completion of each Essentials Course).

Interested parties should contact jim@oasbo-ohio.org for access to the content and presentations. Interested parties will be required to sign a confidentiality and non-disclosure agreement.

Proposal to be sent to jim@oasbo-ohio.org by August 26, 2022