



REQUEST FOR PROPOSAL

MAASE

PROJECT MANAGER – EMERGING PARAEDUCATOR PROGRAMS

General Information

The Michigan Association of Administrators of Special Education (MAASE) is a statewide professional organization that includes 800+ members across five regions in Michigan. Our mission is to provide opportunities for leadership development, collaboration, and advocacy. We do this in partnership with our members to shape policies and practices to improve outcomes for students with disabilities.

Submission and Response

Email submissions to Angel Davis at MAASE at angeldavis@maase.org.

Submission deadline: Monday, August 3rd, 2026 at 11:59 PM

Submissions will be acknowledged as they are received. MAASE staff will review proposals.

Opening of Proposals

Proposals, modifications, or corrections received after the closing time on 8/03/2026 will be considered late and will not be opened. If only one proposal is received in response to the RFP, the MAASE staff may either make an award or re-solicit for the purpose of obtaining additional proposals at their discretion. MAASE reserves the right to reject all proposals.

Purpose

MAASE is seeking to add capacity to support the design, development, implementation, evaluation, and continuous improvement of new MAASE workforce development initiatives that expand professional learning opportunities for educators and paraeducators, including the Early Childhood for General Educators, Teacher & Paraeducator Collaboration, and Registered Behavior Technician (RBT) & Behavior Technician (BT) programs. The project includes the following critical activities:

- Lead the development and statewide implementation of new professional learning programs, including the Early Childhood for General Educators, Teacher & Paraeducator Collaboration, and Registered Behavior Technician (RBT) & Behavior Technician (BT) programs.

- Develop and manage project charters, work plans, timelines, budgets, deliverables, risk management plans, and implementation schedules to ensure successful project completion.
- Evaluate program data, participant outcomes, and stakeholder feedback to determine the effectiveness, sustainability, and feasibility of introducing, modifying, expanding, or discontinuing programs, products, and services.
- Develop comprehensive implementation plans that ensure all programs, products, and services align with the MAASE mission, strategic priorities, and organizational goals.
- Coordinate the work of subject matter experts (SMEs), Board Certified Behavior Analysts (BCBAs), trainers, consultants, instructional designers, and partner organizations throughout program development and implementation.
- Design scalable implementation systems, including learning pathways, trainer models, participant resources, credentialing processes, quality assurance procedures, and continuous improvement cycles.
- Collaborate with internal teams to develop online courses, participant materials, facilitator guides, marketing resources, implementation toolkits, digital credentialing systems, and curricular resources including lesson plans, transition goal alignments, homework assignments, parent communication, assessments, and key vocabulary.
- Monitor project progress using Asana and other project management tools by facilitating project meetings, tracking milestones, resolving barriers, and communicating status updates to leadership.
- In collaboration with the Director of Business and Operations, develop and maintain Memorandums of Understanding (MOUs), including clearly defined scopes of work, responsibilities, deliverables, timelines, and performance expectations for partners, contractors, and consultants.
- Establish quarterly partner performance reviews by monitoring MOU deliverables, progress toward goals, deadlines, and accountability measures.
- Coordinate with internal departments and external partners to obtain and manage contracts, W-9s and other tax documentation, contact information, invoices, payment requests, and other documentation necessary for accounting and payment processing.
- Collaborate with the Manager of Marketing to develop marketing strategies, promotional materials, product launches, and communication plans that support successful statewide implementation.
- Support grant-funded initiatives by maintaining required documentation, collecting project data, preparing reports, and ensuring project deliverables align with funding requirements.
- Build and maintain collaborative relationships with school districts, ISDs, statewide organizations, higher education institutions, and professional associations to expand program reach and impact.
- Identify opportunities to grow MAASE's workforce development portfolio through innovative programming, partnerships, funding opportunities, and sustainable implementation models.
- Perform other duties as assigned.

Measures of Success

- New programs are launched on time, within scope, and aligned with strategic priorities.
- Grant objectives, project milestones, and contractual deliverables are successfully achieved.
- High participant satisfaction, completion rates, and implementation fidelity across programs.
- Strong partnerships are established and maintained through effective collaboration and accountability.
- Programs demonstrate measurable impact and continuous improvement through the use of data and stakeholder feedback.

All RFP responses should include the following components:

Cover Letter

Describe your interest in the project and relevant experience.

Company Background / Resume

Provide a current resume or curriculum vitae. If applicable, also provide:

- A description of your company and its overall purpose/mission
- Description of products and services provided
- Bios for each individual who will be assigned to this work

Client References

Vendors must supply at least three (3) professional references familiar with your work leading similar statewide, grant-funded, educational, or organizational initiatives. Please provide the following information:

- Entity Name
- Address
- Contact Name
- Phone Number
- Dates of engagement with the client

Scope of Work

The response should include:

- What is listed in the “Purpose” section above that your company can provide.
- What is listed in the “Purpose” section above is not something your company can provide (if anything).

The selected Vendor is expected to assign a Project Manager to work alongside MAASE appointed staff. The proposal should explain the typical roles and tasks assigned to both MAASE and the Vendor,

including estimated time commitments. Both MAASE and the Vendor will be responsible for working cooperatively to meet the outcomes outlined above. MAASE will hold the Vendor responsible for meeting key milestones agreed upon by both parties.

Required Features/Capabilities

- Strong project and program management skills with the ability to lead multiple complex initiatives simultaneously.
- Experience designing and implementing professional learning, workforce development, or educational programs.
- Knowledge of adult learning principles, instructional design, and educational systems.
- Experience working with educators, paraeducators, school districts, and statewide education organizations.
- Strong relationship-building, facilitation, negotiation, and stakeholder management skills.
- Experience with project management software (e.g., Asana), learning management systems, CRM platforms, and data reporting tools.
- Ability to analyze data and use findings to drive strategic decision-making and continuous improvement.
- Excellent written, verbal, organizational, and presentation skills.

Leadership Reflection

Please submit a one-page (maximum) narrative describing a comparable initiative you have led. Include:

- A brief description of the project.
- Your specific role and responsibilities.
- How you coordinated partners, consultants, and stakeholders.
- The greatest implementation challenge you encountered and how you addressed it.
- The outcomes or impact of the initiative.
- How those experiences would inform your approach to leading this project.

Cost Proposal

Provide a total cost proposal for all services to be delivered. Please include:

- The standard daily rate for MAASE contractors is \$690 per day. Please note if your proposal is outside of that rate.
- Estimated availability: 10-20 hours per week.
- Any anticipated travel costs.
- Any services that would be outside the proposed scope.

All prices shall be firm and not subject to increase during the period of the Contract.

Evaluation Process

MAASE will evaluate proposals through a three-stage process:

- Proposal review
- Reference checks
- Virtual and/or in-person interview

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience leading projects of similar size and complexity.
- Relevant expertise in the content area.
- Experience managing grants, contracts, timelines, budgets, and stakeholders.
- Strength of professional references.
- Quality of the Leadership Reflection.
- Ability to collaborate effectively with MAASE staff and statewide partners.
- Overall value provided to MAASE.

Reasonable Accommodation Statement

If you require reasonable accommodation to complete a proposal submission, or to otherwise participate in this RFP process, please contact Angel Davis at angeldavis@maase.org or 517-618-9593.

General Information

- Any cost incurred by respondents in preparing and submitting a response to this RFP shall be the respondent's sole responsibility.
- All responses, inquiries, or correspondence relating to this RFP will become the property of MAASE when received and will not be returned.
- MAASE reserves the right to accept or reject any submittals.
- MAASE reserves the right to award contracts as it deems will best serve the interests of MAASE, including award of the services being sought to one or more of the applicants.
- Any questions related to this RFP should be directed to Angel Davis at angeldavis@maase.org