

# MANAGEMENT PROPOSAL

## **C.4.i. Project Management/Team Structure/Internal Controls**

As the sole proprietor of Elevated Recruitment Services, I will act as the primary and only project team member, overseeing every aspect of the project. This includes planning, execution, data collection, family interviews, reporting, and follow-ups. Although the team structure is centralized, I will implement strict internal controls to ensure the project's accuracy, accountability, and efficiency.

**The key internal controls and procedures are as follows:**

- 1. Project Planning and Documentation:** I will maintain detailed project plans, timelines, and checklists to ensure that all tasks are completed on schedule.
- 2. Data Accuracy and Confidentiality:** All data collected from families and schools will be securely stored, reviewed for accuracy, and managed in compliance with applicable privacy regulations.
- 3. Quality Assurance:** Regular self-reviews of the collected data, interview notes, and reports will be conducted to uphold high standards of accuracy and completeness.
- 4. Communication and Reporting:** Progress reports and deliverables will be systematically prepared and submitted according to project requirements.
- 5. Flexible and Responsive Engagement:** As the sole proprietor, I can adjust schedules and methods to accommodate families' availability, ensuring that all project objectives are completed on time.

This structure guarantees direct accountability, efficient decision-making, and consistent quality control throughout the project. I will leverage my twenty-two years of experience working with mobile student populations and migratory families to successfully achieve the project's goals.

## **C.4.ii. Experience of the Consultant/Staff/Subcontractors**

Evelyn Arevalo brings twenty-two years of experience working with mobile student populations through her service as a State Recruiter for the Georgia Department of Education, and as an Identification and Recruitment (ID&R) Project Specialist for the Identification and Recruitment Consortium (IDRC), where she supported thirty-two states, including Washington. Her extensive background has provided her with a comprehensive understanding of migratory farmworker lifestyles and the ability to effectively engage with diverse districts, including urban, suburban, and rural communities. Ms. Arevalo has worked with organizations such as Loma Linda, ESCORT, and Arroyo Services, conducting re-interviews and recruitment activities requiring flexible scheduling and on-site family engagement beyond traditional office settings. Bilingual in English and Spanish, she possesses a strong understanding of bilingual and bicultural lifestyles and has demonstrated a deep commitment to serving traditionally underserved and

marginalized communities, ensuring that migratory students and their families have equitable access to educational opportunities.

#### **Related Contracts**

##### **2025 Delaware Statewide Recruitment and Training**

Charita Jackson-Durosinmi, MEP State Director

Delaware Department of Education

Office: (302) 857-3333

Email: [charita.jackson-durosinmi@doe.k12.de.us](mailto:charita.jackson-durosinmi@doe.k12.de.us)

##### **2025 Arkansas Statewide Reinterviews**

Damaris E. Tomlison, MEP State Director

Arkansas Department

Office: (501) 529-3200

Email: [damaris.tomlison@ade.arkansas.gov](mailto:damaris.tomlison@ade.arkansas.gov)

##### **2025 Michigan Statewide Reinterviews**

Michelle D Headley, Title I, Part C Migrant Consultant

Michigan Department of Education

Office: (517) 241-6977 | Cell: (517) 599-1008 \*\*Preferred\*\*

Email: [headleym1@michigan.gov](mailto:headleym1@michigan.gov)

##### **2020, 2021, 2022, 2023, 2024, and 2025 New York State Recruitment**

Will Messier, Executive Director, ID&R grant

Oneonta University

Cell: (518) 804-3457

Email: [Wilfred.Messier@oneonta.edu](mailto:Wilfred.Messier@oneonta.edu)

##### **2023, 2024, and 2025 Oregon Statewide Reinterviews**

Natalia Piar, Migrant Education Senior Strategic Advisor,

Oregon Department of Education,

Phone: (541) 912-3524

Email: [Natalia.Piar@ode.oregon.gov](mailto:Natalia.Piar@ode.oregon.gov)

##### **2024 Mississippi Statewide Reinterviews**

Nathaniel Smith MEP Director,

Mississippi Migrant Education Service Center

Office: (662) 325-1815 | Fax: (662) 325-0864

Email: [Nsmith@colled.msstate.edu](mailto:Nsmith@colled.msstate.edu)

**2024 Nebraska Identification and Recruitment**

Benjamin Zink MEP State director

Office: (402) 471-2452 | Cell: (402) 613-7925

Email: [benjamin.zink@nebraska.gov](mailto:benjamin.zink@nebraska.gov)

**2023 – 2024 Minnesota, Wisconsin, Kentucky, and Texas Statewide Reinterviews (Identification and Recruitment Consortium)**

John Ferro, PhD, Director of Special Projects

Cell: (913) 940-3769

Email: [jjqantas@aol.com](mailto:jjqantas@aol.com)

**2003 – 2023 Georgia Department of Education State Recruiter/Re-interviewer/Trainer**

Margarita Munoz, State Director

Office: (912) 842-5400 | Cell: (404) 272-8762 | Fax: (912) 842-5440

Email: [MMunoz@doe.k12.ga.us](mailto:MMunoz@doe.k12.ga.us)

**2022 South Carolina Statewide Reinterviews**

Zachary Taylor, South Carolina Department of Education

Office: (803) 734-8219 | Cell: (843) 592-8782

Email: [ztaylor@ed.sc.gov](mailto:ztaylor@ed.sc.gov)

**2020, 2021, and 2022 ESCORT**

Oklahoma, Pennsylvania, Virginia, Tennessee, and Mississippi Statewide Reinterviews Margarita Di Salvo

Cell: (813) 401-8885

Email: [margotdisalvo@gmail.com](mailto:margotdisalvo@gmail.com)

**C.4.iii. References****Michelle Headley**

MDE Title I, Part C, Migrant Education Consultant

Michigan Department of Education

608 W Allegan St, Lansing, MI 48933

TEL: (517) 241-6974 | FAX: (517) 335-2886

Email: [WilliamsM48@michigan.gov](mailto:WilliamsM48@michigan.gov)

Statewide reinterviews were conducted for the FY 24/25 school year. Evelyn emailed all the school districts requesting the Certificate of Eligibility (COE) for the randomly selected child. She also called all the families to schedule visits and completed reinterviews by phone with those families who had relocated outside the state. Additionally, Evelyn created a map outlining all the addresses that needed to be visited and recorded three attempts on the reinterview form for families who could not be located after the first two attempts. Finally, she reported the outcomes of the reinterviews to the state.

**Oregon Statewide Reinterviews**

Natalia Piar, Migrant Education Senior Strategic Advisor,  
255 Capitol Street, NE Salem, OR 97310-0203  
Oregon Department of Education,  
Phone: (541) 912-3524  
Email: [Natalia.Piar@ode.oregon.gov](mailto:Natalia.Piar@ode.oregon.gov)

Statewide reinterviews were conducted for the fiscal years 2022/2023, 2023/2024, and 2024/2025. Evelyn requested all Certificates of Eligibility (COE) for the randomly selected children. All reinterviews were completed via phone. She called and texted all the families, including an electronic business card featuring the Oregon MEP logo to help put families at ease. For families that did not answer the phone, Evelyn documented three attempts on the reinterview form. Additionally, she tracked all attempts and outcomes on an Excel spreadsheet, which was shared with the Oregon Department of Education (ODE) to provide visibility into the progress of the reinterviews.

**Nathaniel Smith | Director**

Mississippi Migrant Education Service Center  
College of Education | Mississippi State University  
75 B. S. Hood Rd, Mississippi State, MS 39762  
Office: (662) 325-1815 | Fax: (662) 325-0864  
Email: [Nsmith@colled.msstate.edu](mailto:Nsmith@colled.msstate.edu)

Statewide reinterviews were conducted for the fiscal year 2024/2025. Evelyn requested all Certificates of Eligibility (COE) for the randomly selected children. She called all the families to schedule visits and completed phone reinterviews with those families who had relocated out of state. Furthermore, Evelyn created a map indicating the addresses that needed to be visited and documented three attempts on the reinterview form for families that could not be located after the first two attempts. Finally, she prepared a detailed report on the outcomes of the reinterviews and submitted it to the state.

**C.4.iv. Past Performance**

Over the last five years, I have consistently met all contractual obligations without any notifications of breach. My record showcases a dependable history of reliability, professionalism, and adherence to project requirements and deadlines.

**C.4.v. Examples/Samples of Related Projects/Previous Work**

**Example 1:** For the Michigan Statewide Reinterviews Project for the fiscal year 2024 –2025, Evelyn Arevalo effectively managed and executed all phases of the reinterview process to ensure data accuracy and program compliance.

Evelyn began by coordinating with school districts across the state to request Certificates of Eligibility (COEs) for randomly selected children. She then contacted each identified family to schedule in-person

visits or, when necessary, conducted reinterviews by phone for families who had relocated outside of Michigan. To streamline fieldwork, she developed a comprehensive map outlining all addresses requiring visits and documented three contact attempts for families who could not be reached after the initial outreach.

Upon completing the reinterviews, Evelyn compiled and submitted a detailed Excel report summarizing the outcomes to the Michigan Department of Education. She also provided individualized email updates to participating school districts regarding their respective results. Additionally, she met with State Director Michelle Headley to present a formal report and recommendations aimed at improving future reinterview processes and enhancing data reliability.

**Example 2:** For the Arkansas Statewide Reinterviews Project for the 2024–2025 school year, Evelyn Arevalo successfully managed and executed all phases of the reinterview process to ensure data accuracy and program compliance.

Evelyn began by collaborating with the state data specialist to obtain the Certificates of Eligibility (COEs) for a randomly selected group of children. She then contacted each identified family to schedule in-person visits or, when applicable, conducted phone reinterviews for families who had relocated outside the state. To enhance efficiency and organization, she developed a comprehensive map outlining all addresses that required visits and recorded three contact attempts for families who could not be reached after the initial efforts.

Upon completing all reinterviews, Evelyn compiled and submitted a detailed Excel report summarizing the outcomes to the Arkansas Department of Education. Additionally, at the request of the State Director, she met with the state data specialists to present a formal report and recommendations aimed at improving future reinterview procedures and ensuring the continued accuracy and reliability of program data.

#### **C.4.vi. Subcontractors**

I, Evelyn Arevalo, sole proprietor of Elevated Recruitment Services (ERS), confirm that no subcontractors will be involved in the execution of this contract. I will personally handle all tasks, deliverables, and responsibilities outlined in the scope of work.

This approach ensures direct oversight, consistent quality of work, and timely communication throughout all stages of the project. By maintaining full responsibility for all activities, ERS guarantees the highest level of accountability and performance in achieving the contract's objectives.

# Letter of Submittal

**Date:** 10/19/2025

**To:** Marion Kariuki

**Subject:** Proposal Submission – RFQ 2026-04

I, Evelyn Arevalo, sole proprietor of Elevated Recruitment Services, LLC, am submitting this proposal at the request of OSPI.

My name is Evelyn Arevalo, and I have over twenty years of experience as a State Recruiter for the Georgia Department of Education. In this role, I collaborated closely with families and school districts throughout the state. I have also provided services for organizations such as Loma Linda, ESCORT, and Arroyo Services, where I conducted re-interviews and recruitment activities. Additionally, I served as an Identification and Recruitment (ID&R) Project Specialist for the Identification and Recruitment Consortium (IDRC), supporting thirty-two states.

In 2024, I founded Elevated Recruitment Services to continue consulting with State Departments of Education nationwide. My expertise is in the Migrant Education Program (MEP), focusing on Identification and Recruitment (ID&R) and re-interviews to maintain program integrity and transparency.

This letter is my formal proposal for RFQ 2026-04, and I am authorized to legally bind Elevated Recruitment Services to a contract.

**Contact Information:**

Evelyn Arevalo, Sole Proprietor  
Elevated Recruitment Services  
2362 Peacetime Drive, Gainesville, GA 30507  
Phone: 770-540-0178  
Email: [ers@elevatedrecruitmentservices.com](mailto:ers@elevatedrecruitmentservices.com)

I certify that all information provided in this proposal is true and accurate to the best of my knowledge. I appreciate your consideration and look forward to the opportunity to collaborate on this important project.

Sincerely,

  
**Evelyn Arevalo**

Sole Proprietor, Elevated Recruitment Services