

Request for Proposal

Instructional Support Services

Mississippi School for The Blind

Mississippi Schools for the Deaf and the Blind

1253 Eastover Drive

Jackson, MS 39211

Mr. Eddie Spann

(601) 953-5843

Date: June 8, 2023

Scope of Work

Mississippi Schools for the Deaf and the Blind will award this RFP to a qualified respondent(s) for Instructional Support Services based on the evaluation of all proposals received. A three (3) year contract for professional services will be executed with the selected respondent, and the RFP will be amended annually.

The Instructional Support Services may include consultation; advisement and facilitation or presentation of professional development sessions with a focus on relevant teaching and learning; culturally relevant pedagogy; content and conceptual development; inside and outside classroom coaching; observation and debriefing; coherent integration of resources; materials and technology; vertical and horizontal alignment of curriculum and in-depth of training to the level of rigor and complexity of all standards; classroom management and positive behavior support; Professional Learning Communities; and instructional support services for campus administrators, teachers, and other relevant staff.

Statement of Need

The Mississippi Schools for the Deaf and the Blind is seeking an integrated supplemental assessment and instruction solution specifically designed and developed to address the Mississippi College and Career-Readiness Standards (MCCRS) in reading and mathematics. The blended-learning solution should include a web-based, adaptive diagnostic assessment and comprehensive reporting suite for grades K–8, plus interim growth monitoring, differentiated online instruction, and downloadable lesson plans to guide teacher-led instruction for students performing below grade level 9.

Mandatory Program Requirements

Bidders should complete the table below and respond point-by-point with a narrative explanation for all mandatory program requirements. At a minimum, the solution must meet the following requirements:

Mandatory Requirement	Comply? (Yes or No)
Overall Solution	
1. Specifically developed to meet the rigor and demands of the MCCRS in reading and mathematics.	
2. Online assessment for students in grades K-8 (with items at grades 9-12 to assess students performing above grade level), with online instruction for students performing at grade levels K-8, plus downloadable lesson plans to guide teacher-led instruction with small or large groups.	
3. Online reports should prescribe a comprehensive plan of instruction or intervention (as appropriate) for each student, based on individual results on the diagnostic assessment. These reports should include detailed next steps for instruction, recommend point-of-use lesson plans for teacher-led instruction, and automatically queue online instructional modules.	

Mandatory Requirement	Comply? (Yes or No)
4. Must be a vendor-hosted, Software-as-a-Service application that does not require local installation or maintenance. All program maintenance, updates, and upgrades must be included at no additional cost for the license term.	
Online Adaptive Diagnostic Assessment and Monthly Growth Monitoring	
5. Must include a computer-adaptive diagnostic assessment in reading and mathematics that pinpoints strengths and needs to the sub-skill level for students in grades K-8.	
6. Software must provide a pre-assessment/diagnostic to place the student in the correct level of the program and a post-assessment to show how a student progresses through the program and shows growth.	
7. Assessment items must be rigorously field-tested and proven valid and reliable.	
8. The adaptive assessment must include technology-enhanced items.	
9. The diagnostic assessment must offer a range of administration times, may be broken into multiple sessions, be untimed, and be designed for administration three times per year.	
10. The diagnostic assessment must quantitatively measure student performance across a common, vertically aligned scaled score spectrum that is independent of student grade level.	
11. The solution must provide computer-adaptive growth monitoring assessments for students in grades K-8. These interim assessments should be administered monthly and come from the same item bank as the diagnostic for comparability.	
Real-time Reports	
12. Reports must be available online and in real-time at the individual, class, grade, school, and district levels. At a minimum, the solution must include individual student reports, a report that groups students with like needs for effective remediation, a report showing student response to instruction, and district level reports used to monitor student growth.	
13. At a minimum, reports should provide normed data, a Lexile® score, and a Quantile® score for each student in grades K–8.	
14. Program must offer the ability to create custom reports to track the progress of student sub-groups.	
Automated Online Instruction and Intervention for Students Performing Below Grade Level 9	
15. The solution must include interactive, differentiated online instruction in reading and mathematics.	
16. Reading instruction must support foundational skill building, emphasize complex text and use of authentic literature, and include interdisciplinary passages that feature academic vocabulary.	
17. Math instruction must focus on conceptual math understanding and procedural fluency, must embed support for the MS Standards of Mathematical Practice, and must include animated instruction that involves word problems, problem solving, and key mathematical topics.	

Mandatory Requirement	Comply? (Yes or No)
18. Instruction must be effective with a wide range of students. It must provide immediate corrective feedback and remediation for students struggling with specific concepts; built-in supports for English language learners, students with disabilities, and other students with special needs or considerations; and the ability to challenge high ability students.	
19. Must be targeted to build individual learner's skills and include high-interest instructional materials that focus on building reading/math fluency while scaffolding conceptual understanding. It should embed implicit and explicit motivational strategies to foster and maintain student engagement.	
20. Must provide the ability for teachers/administrators to manipulate the sequence of instruction or to add lessons.	
21. Instruction should include embedded progress monitoring via a graded quiz at the end of every online instructional module. Results from these quizzes must be reported out to track student response to instruction.	
Downloadable, Point-of-Use Teacher Resources for Grade Levels K-8	
22. Must provide step-by-step guidance and supports for teacher-led instruction with individuals, small groups, and large groups. A downloadable library of lesson plans and/or other resources should be available to help teachers differentiate instruction for students based on their assessment results.	
Technology and Support	
23. The vendor must have signed and be in compliance with the Student Privacy Pledge (http://studentprivacypledge.org/?page_id=45).	
24. The solution must provide a fully integrated assessment, instruction, and reporting platform.	
25. The program platform/interface must provide multi-level security and permissions for system administrators, teaching staff, and students.	
26. The vendor must provide assurance that account set-up and data management will not represent a burden to administrators/staff.	
27. The vendor must provide unlimited customer service and technology support at no additional cost.	
28. The vendor must provide a dedicated account manager at no additional cost.	
29. Provide both the recommended configuration and the minimum supported configuration for client workstation hardware.	
30. Provide the recommended software configuration for client workstations to use the proposed software. If a web browser is required, what additional plug-ins and/or controls are required?	

Proposal Format

Bidders must organize their response as follows. Tab all sections as stated below and include in a 3-ring binder. Pertinent product information (e.g., access credentials for online demonstration accounts, product samples, sample reports) may be included as an appendix.

- I. Cover Letter
 - A. Stipulate any exceptions to terms or deviations from the scope of work
 - B. Stipulate that your proposal is valid for 90 days from the bid opening date
 - C. Provide name, title, phone, and email information for contact person authorized to negotiate a contract on your organization's behalf
- II. Table of Contents
 - A. Should be consecutively paginated within each chapter/tab for ease of evaluation
- III. Executive Summary
 - A. Provide a two-page summary of the proposed solution, alignment with scope of work specifications, benefits and differentiators
- IV. Scope of Work
 - A. Completed Mandatory Requirements table
 - B. Point-by-point response to each numbered Mandatory Requirement (use the same numbering scheme employed in the table)
- V. Corporate Capabilities and Experience
 - A. Description of firm, including date of founding, scope of services/expertise, # of personnel, and financial summary
 - B. Ability to perform proposed scope of service
 - C. Customer references—at least three, include contact name/phone/email plus brief description of program
- VI. Implementation and Professional Plan
 - A. Project management/organizational chart showing project-specific reporting structure. Who is the primary point of contact for all contract deliverables and questions?
 - B. Biographies for all listed personnel
 - C. Draft implementation and professional development plan—from contract award through administration through close-out, one full year's plan for all program-related tasks and deliverables, with assigned personnel, expected outcomes, and estimated duration for each activity
 - D. Customer service and technical support—hours, staff qualifications and location, escalation process, modes of contact

- VII. Cost Proposal
 - A. Per student pricing
 - B. Hosting fee, if applicable
 - C. Program update/upgrade fee, if applicable
 - D. Customer service/technical support fee, if applicable
 - E. Professional development pricing
 - Onsite session price
 - Online session price
- VIII. Agency-Required Forms
 - A. Complete all required forms (W-9, Non-Collusion, etc.)
- IX. Supporting Collateral/Appendices
 - A. Access to online demonstration account
 - B. Research studies, whitepapers, customer case studies
 - C. Sample reports
 - D. System technical requirements

We reserve the right to request program user guides, technical manuals, correlations, or additional information. Do not provide these materials with your submission.

QUESTION AND ANSWER

Questions concerning the RFP should be sent to: eddie.spann@msdbk12.org.

The deadline for submitting written questions by email is **Monday, June 12, 2023**, 5:00 p.m. and the deadline to provide a written response will be **Wednesday, June 14, 2023**, by 5:00 p.m.

One **original and two (2) copies** of the sealed proposals must be mailed and received by 5:00 p.m. Central Time (CT) on **Wednesday, June 21, 2023**, at the following address:

**Keshia Sanders, Business Operations Specialist
Mississippi Schools for the Deaf and the Blind
(Request for Proposal – Instructional Support Services)
1403 Eastover Drive
Jackson, Mississippi 39211**