

Pascagoula-Gautier School District
1006 Communy Avenue
Pascagoula, MS 39567

Request for Proposal

To Provide Train the Trainer Professional Development for Teachers and Other District Personnel
in Sheltered English Instruction

To be funded by

Contact: Dr. Frank Catchings
Director of Federal Programs
(228) 938-6504

Due Date: March 14, 2019 @ 11:00 am

1.0 INTRODUCTION

The Pascagoula-Gautier School District through the Office of Federal Programs is soliciting written proposals from potential professional development providers for district-wide train the trainer professional development for teachers and other district personnel in sheltered English instruction. Sheltered English instruction delivers language-rich, grade-level content area instruction in English in a manner that is comprehensible to English learners. Participants will gain the foundation and in depth understanding needed to train teachers and implement sheltered English instruction.

The proposal must address how the professional development provider will meet all the requirements listed in the **Specifications 4.0** and its sub-categories **4.1**, **4.2**, and **4.3** of **RFP 514-19**.

2.0 PROJECT OVERVIEW

The Pascagoula-Gautier School District seeks train the trainer professional development for teachers and other district personnel to implement sheltered English instruction. This professional development will focus on an in depth understanding of sheltered English instruction, preparing lesson plans, and communicating and building collaboration with teachers.

3.0 SCOPE OF WORK

1. Assist teachers with lesson preparation
2. Assist teachers with building background knowledge
3. Assist teachers with developing comprehensible input
4. Assist teachers with instructional strategies and lesson delivery
5. Assist teachers with assessing linguistically diverse students
6. Assist teachers with planning for interaction
7. Assist teachers with practice and application of content
8. Assist teachers with communication and collaboration with teachers
9. Assist teachers with skills needed to deliver sheltered English instruction training to teachers
10. Assist teachers with strategies to implement sheltered instruction

4.0 SPECIFICATIONS

4.1 Focus of Professional Development

- Assist teachers with designing lesson plans to meet the students' academic and linguistic needs
- Assist teachers with building background knowledge in diverse learners
- Assist teachers with developing comprehensible input
- Assist teachers with instructional strategies and lesson delivery in a language diverse classroom
- Assist teachers with developing formal and informal assessment
- Assist teachers with planning student interaction to promote use of academic language
- Assist teachers with developing opportunities for practice and application of academic content
- Assist teachers with communicating sheltered instruction content and strategies to other teachers
- Assist teachers with skills needed to deliver sheltered English instruction training to teachers
- Assist teachers with strategies to implement sheltered instruction

4.2 Expected Outcome

- Discuss key points about factors that affect second language acquisition
- Identify the components and features of the use of sheltered English instruction
- Apply and practice the components
- Incorporate sheltered instruction into lesson planning
- Build a sample lesson using the sheltered instruction features and components
- Apply knowledge and skills acquired to deliver sheltered English training to teachers

4.3 Requirements

- Professional development is to take place over five consecutive days in the month of June or July 2019.
- Each day is to consist of 6 hours of professional development.
- The five consecutive days of 6 hours of professional development will equal 30 total hours.
- Professional development provider will be able to train a maximum of 30 participants for the five consecutive days of 6 hours of professional development, 30 total hours.
- Professional development provider will provide training materials necessary to implement sheltered instruction in the classroom.

5.0 PROCEDURES FOR DELIVERY OF PROPOSALS

The **PASCAGOULA-GAUTIER SCHOOL DISTRICT** will receive **SEALED PROPOSALS** until 11:00 a.m. on Thursday, March 14, 2019 in the Instructional Administrative Services Center, 1006 Communny Ave, Pascagoula, MS 39567 for the following:

To Provide Train the Trainer Professional Development for Teachers and Other District Personnel in Sheltered English Instruction

Electronic proposal submissions are not required but may be uploaded through the website www.pgsgbids.com. Otherwise, proposals should arrive in a sealed envelope marked plainly on the outside as **Train the Trainer for Personnel in Sheltered English Instruction, RFP 514-19** at the designated address below:

**Pascagoula-Gautier School District
ATTN: Dr. Frank Catchings
Director of Federal Programs
1006 Communny Avenue
Pascagoula, MS 39567**

Request for Proposal forms with specifications may be obtained as original paper copies by contacting Dr. Frank Catchings, Director of Federal Programs, at (228) 938 – 6504 or by email at fcatchings@pgsd.ms. Digital copies may also be obtained at www.pgsgbids.com. For questions regarding website registration, please contact Plan House Printing at (662) 407-0193.

Within the limitations of Mississippi State Purchasing Law, the Pascagoula-Gautier School District Board of Trustees reserves the right to reject any or all proposals received, to waive any informalities or irregularities in the bids received, or to accept any bid which is deemed most favorable to the Pascagoula-Gautier School District Board of Trustees.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed copies will be accepted. The proposal must be signed by an authorized official to bind the offeror to the proposal provisions.

6.0 MANAGEMENT RESPONSIBILITY

The Pascagoula-Gautier Public School District will designate one representative who will act as the primary contact for this office. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. If you have any questions, please contact:

Dr. Frank Catchings
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