

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 Title III

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

Due Date: September 4, 2019 at 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.

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 October or November 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 CRITERIA FOR EVALUATION OF PROPOSALS

Each proposal will be evaluated using the selection criteria indicated below. Each must be addressed in the proposal in clearly defined language and/or procedures.

Maximum points for each criterion are as follows:

MAXIMUM POINTS

- | | |
|--|----------------|
| A. Vendor explains how they will meet all bullets listed in 4.1 Focus of Professional Development. | 40 pnts |
| B. Vendor explains how the professional development will meet all bullets listed in 4.2 Expected Outcomes. | 24 pnts |
| C. Vendor explains how the professional development will meet all bullets listed in 4.3 Requirements. | 15 pnts |
| D. Vendor provides evidence-based research that supports the success of instructional strategies implemented in the classroom | 7 pnts |
| E. Vendor explains how it will provide on-going support to participants throughout the implementation of the instructional strategies. | 7 pnts |
| F. Vendor provides information on number of hours, days, and financial investment required for professional development. | 7 pnts |

RFP 526-20 COST SUMMARY AND SIGNATURE PAGE

Please provide a detailed description of pricing structure below for the professional development proposal	TOTAL COST

Evidenced by the signature below:

- No federal or state suspension or debarment is in place.
- No criminal history of the vendor exists.
- Vendor received and is submitting the proposal **due September 4, 2019 @ 11:00 am, RFP 526-20**

D-U-N-S Number _____

Completed W-9 must be included in the proposal packet

The undersigned hereby certifies that I am an individual authorized to act on behalf of the company in submitting this Request for Proposal and Assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Printed Name and Title

Written Signature

Date Signed

6.0 Procedures for Delivery of Proposals

The **PASCAGOULA-GAUTIER SCHOOL DISTRICT** will receive **SEALED PROPOSALS** until **11:00 a.m. on Wednesday, September 4, 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
RFP 526-20**

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 **To Provide Train the Trainer Professional Development for Teachers and Other District Personnel in Sheltered English Instruction, RFP 526-20** 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.

7.0 Management Responsibilities

The Pascagoula-Gautier 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 **RFP 526-20**. If you have any questions, please contact:

**Dr. Frank Catchings
Director of Federal Programs
Pascagoula-Gautier School District
1006 Communny Avenue
Pascagoula, MS 39567
Phone: (228) 938-6504
Email: fcatchings@pgsd.ms**