

REQUEST FOR PROPOSAL

RFP: Title I

**REQUEST FOR PROPOSALS FOR CONTRACTS FOR
EDUCATIONAL CONSULTING, TRAINING SERVICES AND MATERIALS WITH
EMPHASIS ON TEACHER AND DATA COACHING**

FOR

LEFLORE COUNTY HIGH SCHOOL

**PROPOSALS DUE: August 14, 2015
PROPOSALS MUST BE SEALED AND DELIVERED TO:
Mr. Robert A. Strebeck
Leflore County School District
1901 Hwy 82 West
Greenwood, MS 38930**

**Please run ad on the following dates:
Friday, July 31, 2015 and Monday, August 6, 2015**

BID NOTICE

LEFLORE COUNTY SCHOOL DISTRICT

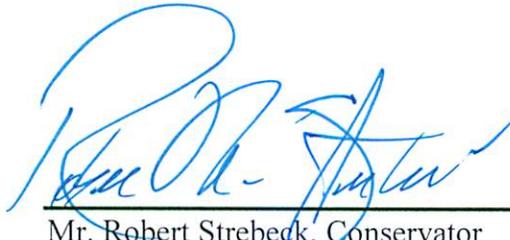
1901 Highway 82 West
Greenwood, MS 38930
662-453-8566

Notice is hereby given that the Leflore County School District Conservator of Education will receive bids up to 2:00 p.m. on August 14, 2015 for Professional Development and Training for Instructional Staff at Leflore County High School.

Envelopes must be marked, "Professional Development and Training for Instructional Staff".

Specifications may be picked up from Audrey Stevenson at 1901 Highway 82 West, Greenwood, Mississippi 38930.

All bids shall be F.O.B. Greenwood, Mississippi. The right is reserved to accept or reject bids on each item separately or as a whole.



Mr. Robert Strebeck, Conservator
Leflore County School District

Professional Development and Training Specifications
LEFLORE COUNTY SCHOOL DISTRICT
Leflore County High School

The Leflore County School District will be requesting bids for the following:

Professional Development and Training for Instructional Staff at Leflore County High School.

- A school improvement model built on an effective coaching model of research-based instructional practices with a focus on results
- Job-embedded coaching and modeling in five identified key areas (instruction, data, assessment, instructional effectiveness, and literacy) that will transform professional development into improved student achievement
- A customized program based on an educational audit for each school
- Development of professional learning communities to build capacity to drive change at the building level, i.e. data team, literacy team, assessment team, and instructional effectiveness team
- Coaching to develop data plans to impact differentiated instruction for all learners to further implement Response to Intervention tiered approach to instruction
- Continuous reporting to school and district administrators on status, progress, and next steps in each school
- Analyze data and use multiple data points to correlate student achievement to teacher effectiveness
- Monitor alignment between curriculum, assessment, and instruction through a comprehensive planning process
- Assist schools in integrating data systems and instructional programs to ensure student engagement
- Other training as identified by observations or by Conservator's request.

SCOPE OF SERVICE

Professional Consulting Service companies should outline the protocol and cost for specific consulting services in the areas as listed:

School Curriculum Audit - Report needs to be addressed for 2015-2016 school year. Include comments on curriculum, definition of good teaching knowledge etc. Recommend time needed for complete service and to include three (3) copies of a written report outlining improvements in school pacing guides, curriculum and overall school improvement issues.

Math/Algebra Teacher Coach – Two days a week for 18 weeks between September **2015** and April **2016**

English Teacher Coach – Two days a week for 18 weeks between September **2015** and April **2016**

Biology/Science Teacher Coach- Two days a week for 18 weeks between September **2015** and April **2016**

U.S. History/Social Studies Coach – Two days a week for 18 weeks between September **2015** and April **2016**

School Data Coach – Nineteen (19) days between September 2015 and April 2016

Note: All coaches will split the time between the high school and junior high school based on the academic needs of instruction.

EXTERNAL PROVIDERS PERFORMANCE AGREEMENT

Applicants must submit a disclosure on how they will assist the district to meet or exceed the required objectives/goals as outlined in the proposal. In the event objectives are not met, an applicant should describe how they will be accountable to the district.

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing. The deadline for submission of written questions is August 12, 2015. All responses to written questions and changes to specification requirements will be communicated via email to the person submitting the questions.

All questions, comments and requests for clarifications must be in writing. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communications shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

All addendums and/or any other correspondence (general information, question and responses) to this RFP will be made available **exclusively** through the Leflore County School District. Contractors are solely responsible for frequently checking this website for updates to this RFP.

Agreements may be modified, altered, or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or State revisions of any applicable laws or regulations make changes

This agreement may be renewed, extended and/or modified with the vendor for the following school year (Fiscal Year 16). The renewal/extension is dependent upon an end- of-year performance review.

Minimum Eligibility Requirements for Contract Award

1. Applicants must provide documentation of a minimum of (3) years experience providing educational consulting, training services and materials.
2. Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past (5) years.
3. Applicants must have financial stability and adequate staff resources to manage the program.
4. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with "personal injury" coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/100 DOLLARS

(\$1,000,000.00) on account of bodily injuries to or death of one persona and an aggregate of THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) for any one occurrence. Leflore County School District shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or canceled except upon 30 days written notice to the Leflore County School District. Proof of insurance must be submitted to the Leflore County School District at the time the contract is executed.

5. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers' compensation insurance for coverage in Mississippi with an employer's liability limit of:

Bodily Injury by accident - \$500,000.00 each employee

Bodily Injury by disease - \$500,000.00 policy limit

Bodily Injury by disease - \$500,000.00 each employee

The Leflore County School District Conservator shall be named additional insured on the said policy. The insurance policies required under the Section shall not be modified or cancelled except upon 30 days written notice. Proof of insurance must be submitted to the Leflore County School District at the time the contract is executed.

6. Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.
7. Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.
8. Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances.

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REQUEST FOR BIDS

Suppliers of Professional Development are invited to submit sealed and marked bids on the attached list of items for consideration by the Conservator's Office of the Leflore County School District.

The Conservator's Office of the Leflore County School District will accept bid proposals for Professional Development Services for Data Coach and Instructional Staff. All proposals must be submitted to the Office of the Conservator of Education of the Leflore County School District located at 1901 Highway 82 West, Greenwood, MS 38930 on or before 2:00 p.m. on August 14, 2015. Please mark "Bid on Professional Development Services for Data Coach and Instructional Staff on the exterior of the sealed envelope.

Having examined the specifications outlined on the attached sheets, my firm agrees to sell at the price quoted through May 2016. Bid prices are to be net, including all discounts, and are to be based on delivery F.O.B. to the Leflore County School District, 1901 Hwy 82 W., Greenwood, Mississippi, as shall be directed on the purchase order.

Authorized Signature

Date

Print Authorized Signature

Title

Mailing Address

City / State / Zip Code

Telephone Number / Fax Number

E-mail Address

LEFLORE COUNTY SCHOOL DISTRICT
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SCORING METHODOLOGY

The Leflore County School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to the Leflore County School District staff, will be used to evaluate the proposals.

1. Organizational Experience **25 points**

Variables considered in evaluating this category will include, but not be limited to the following:

- a. Applicant's experience and success in conducting similar work
- b. Experience in fulfilling contract of similar nature
- c. Quality and completeness of proposal
- d. Number of years in business
- e. Organizational structure
- f. Integrity

2. Program Design **25 points**

Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal;

- a. Innovative and creative approach
- b. Connection, representation and sensitivity to cultural and ethnic diversity
- c. Ability to maintain alignment with Standards of the Mississippi Department of Education

3. Cost Efficiency **20 points**

- a. Total cost of proposed services
- b. Service and support cost

4. Program Operations **30 points**

- a. Adequacy of resources, including personnel, equipment, financial stability and other related factors
- b. Management and planning: The quality of procedures and organizational structures proposed for completion of the work
- c. Timeliness of services

Total Possible Score: **100 Points (Plus Value Added)**

- A. The Applicant should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.

Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score.