

REQUEST FOR PROPOSALS-Wilkinson County School District
Professional Development/Teacher Coaching

July 16, 2018

To Whom It May Concern:

Proposals for “2018-2019 Professional Development/Teacher Coaching” will be received by Wilkinson County School District located in Woodville, MS, until **Monday, August 6, 2018, at 4:00 P.M.** Proposals may be mailed to the following address:

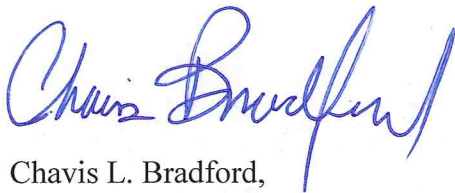
Attn: Chavis L. Bradford, Federal Programs Director

P.O. Box 975, Woodville, MS 39669

Proposals should be sealed and clearly marked “Professional Development/Teacher Coaching”.

Late proposals will not be accepted or considered for award.

Educationally yours,



Chavis L. Bradford,

Federal Programs Director

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REQUEST FOR PROPOSALS

Professional Development/Teacher Coaching

Wilkinson County School District

Attn: Chavis L. Bradford, Federal Programs Director

P.O. Box 975

Woodville, MS 39150

Contact:

Vanessa Lawrence, Professional Development Coordinator

vlawrence@wilkinson.k12.ms.us

PH: 601-888-4728

Fax: 601-888-3133

Due Date: **August 6, 2018**

4:00 P.M.

PROPOSAL TRANSMITTAL FORM

Professional Development/Teacher Coaching

Name of Vendor: _____

Contact Person: _____

Title: _____

Location of Vendor's Principal Place of Business:

Location of Place of Performance (if different from above):

Phone Number: _____ Fax Number: _____

Mailing Address: _____

By my signature below, I hereby represent that I am authorized to and do bind the offering vendor to the provisions of the attached proposal. Vendor offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in this Request for Proposals (RFP). Furthermore, vendor fully understands and will assure compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. Vendor is fully aware of the evaluation criteria to be utilized in awarding the contract.

Authorized Signature

Date

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The Wilkinson County School District is requesting proposals from qualified vendors to provide professional development for instructional staff at the elementary and middle school level that focuses on instructional effectiveness in the Mississippi College & Career Readiness Standards. The professional development provided should focus on English/Language Arts, Mathematics, Literacy Instruction, and Fifth & Eighth Grade Science.

The proposal should also include coaching/modeling professional development for instructional staff on the high school level that focuses on instructional effectiveness and data analysis in the content areas of English I, English II, Algebra I, Biology I, U.S. History, and ACT Preparation coursework.

REQUEST FOR INFORMATION

Questions concerning the RFP must be submitted in writing via electronic mail to:

Chavis L. Bradford at cbradford@wilkinson.k12.ms.us

The deadline for submitting questions is **Thursday, August 2, 2018**. All responses to questions will be communicated via email to the persons submitting questions.

Only the federal programs director is authorized to respond to questions on behalf of WCSD, and any response from the federal programs director must be in writing in order to be considered official. WCSD reserves the right, as its sole discretion, to determine appropriate and adequate responses to questions.

A. DUE DATES FOR PROPOSAL

One (1) original proposal must be received by 4:00 P.M., on Monday, August 6, 2018, at the following address:

Attn: Chavis Bradford
P.O. Box 975
Woodville, MS 39669

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B. RESPONSIBILITIES OF THE OFFERING VENDOR

- Ensure that sealed proposals are delivered by the deadline and assume all risk of delivery. Upon receipt by WCSD, proposals will be stamped and dated by WCSD. Proposals and any modifications that are not timely received at P.O. Box 975, Woodville, MS, will be considered **late** and will not be accepted or considered for award.
- Submit a complete proposal containing at least, all the information and documentation requested in this RFP. Incomplete proposals will not be evaluated by WCSD and will not be returned for revisions. No late, faxed or emailed copies will be accepted.
- The proposal transmittal form must be signed by an authorized official to bind the offering vendor to the proposal provisions.

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C. SCOPE OF WORK

Wilkinson County Elementary & Finch Elementary

Wilkinson County Elementary and Finch Elementary must have a plan for the instructional staff that focuses on instructional effectiveness in the Mississippi College & Career Readiness Standards for English/Language Arts and Mathematics, Literacy Instruction, and Fifth Grade Science.

The professional development plan will:

- Provide job-embedded professional development for instructional staff in the Mississippi College and Career Readiness Standards, including but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling, differentiated instruction and scaffolding, and identification of resources.
- Provide coaching to develop data plans to impact differentiated instruction for all learners to further implement Response to Intervention tiered approach to instruction.
- Provided professional development and leadership through job-embedded coaching and workshops to include, but not limited to, collaboration, research-based reading and math teaching strategies, and classroom management.
- Develop and submit daily reports to the school administration and district level leadership no later than the second day following observation.
- Analyze data and use multiple data points to correlate student achievement to teach effectiveness.
- Assist the school's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request.

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Winans Middle School

Winans Middle School must have a plan for the instructional staff that focuses on instructional effectiveness in the Mississippi College & Career Readiness Standards for English/Language Arts and Mathematics, Literacy Instruction, and Eighth Grade Science.

The professional development plan will:

- Provide job-embedded professional development for instructional staff in the Mississippi College and Career Readiness Standards, including but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling, differentiated instruction and scaffolding, and identification of resources.
- Provide coaching to develop data plans to impact differentiated instruction for all learners to further implement Response to Intervention tiered approach to instruction.
- Provided professional development and leadership through job-embedded coaching and workshops to include, but not limited to, collaboration, research-based reading and math teaching strategies, and classroom management.
- Develop and submit daily reports to the school administration and district level leadership no later than the second day following observation.
- Analyze data and use multiple data points to correlate student achievement to teach effectiveness.
- Assist the school's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request.

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Wilkinson County High School

Wilkinson County High School must have a plan for the instructional staff that focuses on instructional effectiveness in the Mississippi College & Career Readiness Standards for English/Language Arts and Mathematics (English I, English II, and Algebra I), Literacy Instruction across content areas, Biology I, U.S. History, and ACT Prep.

The professional development plan will:

- Provide job-embedded professional development for instructional staff in the Mississippi College and Career Readiness Standards, including but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling, differentiated instruction and scaffolding, and identification of resources.
- Provide coaching to develop data plans to impact differentiated instruction for all learners to further implement Response to Intervention tiered approach to instruction.
- Provided professional development and leadership through job-embedded coaching and workshops to include, but not limited to, collaboration, research-based reading and math teaching strategies, and classroom management.
- Develop and submit daily reports to the school administration and district level leadership no later than the second day following observation.
- Analyze data and use multiple data points to correlate student achievement to teach effectiveness.
- Assist the school's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request.

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D. SCOPE OF SERVICES

All responses to the RFP must demonstrate the vendor's expertise and capacity to integrate the use of technology to do the following at each school:

- Guide teachers in setting up technology in their classrooms to enhance the instructional process.
- Model for teachers how to use technology such as electronic whiteboards, IPADS, Chromebooks, document cameras, and smart tables to monitor or improve the instructional program and improve the teaching and learning process.
- Coach teachers on how to use ELS to create lesson plans and online assessments integrating technology.
- Critique teachers' lesson plans integrating technology and provide teachers feedback on improving those plans.
- Assist the school's administrator in creating a plan to monitor teachers integrating technology in their lesson plans.

E. TIME FRAME

The contract will become effective on the date it is signed by all parties and will end no later than June 30, 2019. This contract may be extended for one additional year for up to two additional years at the sole discretion of the Wilkinson County School District and the grantor agency (Mississippi Department of Education). A contract will be awarded to the vendor whose proposal is determined to be the most advantageous to the school, taking into consideration the price and evaluation factors set forth in the RFP.

F. TYPE OF CONTRACT

It is anticipated that this contract will be a fixed price contract per day with payment made upon completion of tasks identified within the proposal. Should additional services be needed, separate contracts will be issued accordingly.

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G. CONTRACTOR REQUIREMENTS

The contractor will be responsible for performing all tasks required to complete the project as described in the Scope of Work.

H. FORMAT AND PROCEDURE FOR DELIVERY OF PROPOSAL

The proposal will consist of six parts: Part I-Proposal Transmittal Form; Part II-Vendor Profile; Part III- Proposed Plan; Part IV- Budget; Part V- Standard Terms and Conditions; Part VI- Prospective Contractor's Representation Regarding Contingent Fees Form

- Part I is the Proposal Transmittal Form, which shall serve as the cover page of the offering vendor's proposal. The offering vendor shall complete the form and attach it to the proposal in response to the RFP.
- Part II is the Vendor Profile, which shall provide satisfactory evidence of the vendor's capability to manage and coordinate the types of activities and to provide the services described in the RFP in a timely manner.
- Part III is the Proposed Plan that shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP.
- Part IV is the Budget that shall include the cost of the proposal and must encompass all requirements of this RFP. In order to be considered, vendors must submit a proposal that includes the budget narrative/cost proposal that addresses all cost for services, expenses, and products specified in the RFP.
- Part V is the Standard Terms and Conditions section where the Vendor shall indicate agreement with the terms and conditions set forth in the RFP. If the Vendor objects to any of the terms and conditions, the Vendor shall so state and shall indicate any revisions desired by the Vendor. Please note that any revisions may be considered adequate cause of rejection to the proposal.
- Part VI is the Prospective Contractor's Representation Regarding Contingent Fees Form which must be completed and attached to the proposal in response to the RFP.

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I. ACCEPTANCE OF PROPOSALS

The Wilkinson County School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation from the requirements of the RFP which does not affect the price of the proposal, or give one party an advantage or benefit not enjoyed by other parties. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements if the party is awarded the contract.

WCSD reserves the right to award the proposal (or portions) to more than one vendor.

J. REJECTION OF PROPOSALS

Any proposal shall be rejected in whole or in part when it is determined to be in the best interest of WCSD. Reasons for rejecting a proposal include, but are not limited to:

- The proposal is conditional.
- The proposal is incomplete or contains irregularities, which make the proposal indefinite or ambiguous.
- The proposal is not signed by an authorized representative or vendor.
- The proposal contains false or misleading statements or references.
- The proposal is determined to be non-responsive.
- The products or services offered in the proposal are unacceptable by reason of their failure to meet the requirements of RFP.

EXCEPTIONS: The WCSD reserves the right to reject any and all proposals to negotiate with one or more offering vendors to award a contract to other than the lowest dollar amount offering vendor, or not to make any award if it is determined to be in the best interest of WCSD.

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K. Qualifications

The offering vendor shall provide the following minimum information:

- The name of the offering vendor, the location of the offering vendor's principals place of business and, if different, the place of performance of the proposed contract
- The age of the offering vendor's business and average number of employees over the past three years
- The abilities, qualifications, and experience of all persons who would be assigned to provide required services.
- A reasonably detailed plan explaining how the services will be performed.

Consultant Capabilities/Specifications:

At a minimum, the offering vendor should have a record of experience in:

- a. Working with other school districts in Mississippi to implement and to provide student remediation.
- b. Executing projects on approved schedule
- c. Documented expertise in the areas of their work's focus.

L. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of the WCSD to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the WCSD, the WCSD shall have the right upon ten (10) working days written notice to the Contractor, to terminate this agreement without damage, penalty, cost or expenses to the district of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

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M. TERMINATION FOR DEFAULT

If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Agent of WCSD may notify the contractor in writing of the delay or nonperformance and if not cured in ten days or any longer time specified in writing by the Purchasing Agent of CCSD, the federal programs director may recommend to the superintendent that the board of education may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or failure to properly perform.