

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Coaching and Feedback Platform (SY 2021/2022)

DATE AND TIME TO BE OPENED: Wednesday, May 5, 2021 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Trevor Harpin

SUBJECT MATTER EXPERT (EMAIL): Trevor.Harpin@ppsd.org

QUESTION DEADLINE: Monday, April 19, 2021 at 4:30PM

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206
Attn: Molly Hannon
797 Westminster Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2022** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.

23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees. The Contractor shall provide a copy of the background check report(s) to the District, upon request.
24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Coaching and Feedback Platform (SY 2021/2022)

DATE AND TIME TO BE OPENED: Wednesday, May 5, 2021 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

Providence Public School District

Request for Proposals

Contract services for Online Coaching and Feedback Platform

2021/2022

RFP for Academic Year 2021-2022 with Two Option Years

Funding Source: Local (Contingent on Funding)

Option Year # 1: 2022-2023

Option Year # 2: 2023-2024

I. Background

The Providence Public School Department currently has a Turnaround action plan that identifies development of World-Class Talent as one of three main pillars for moving student achievement in the district. The goal of the World-Class Talent pillar is for all students to attend a school staffed by highly effective teachers and leaders who reflect the community's diversity, and are singularly focused on student growth and achievement. The district will create systems and structures that provide support and accountability for teachers, building leaders, and district staff to develop their skills through a cycle of coaching and feedback. Currently, our district utilizes Frontline for formal observations and evaluations and each individual school creates informal feedback forms.

Our District serves approximately 24,000 students attending our 41 schools. We employ more than 3,200 professionals who work and provide support to our schools, which include 22 elementary schools, 7 middle schools and 10 high schools. Approximately, 2,000 are educators, and more than 600 others directly support students and families in our schools.

II. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below.

- Have an existing platform that has been tested and implemented in other educational institutions
- Provide a coaching platform for Administrator(s), Coaches and Teachers
- Platform to provide tools for creating and tracking classroom observations and their associated data
- Platform to provide a means for instructional coaching via structured one-on-one meetings, feedback and action steps shared between a coach and coachee
- Platform to provide a method of direct feedback to teachers via classroom observation templates, meetings, direct notes and action steps.
- Platform to provide customizable organization of coach-coachee relationship(s) across personnel and schools.

III. Scope of Work

The selected vendor will provide our district with a platform that supports our commitment to coaching and feedback at all levels. The platform should enable the scheduling, tracking, collaboration and analysis of all coaching and observation work throughout the district through both traditional and mobile applications. Further details as follows --

1. Scheduling – The platform should allow for two-way sync between MS Outlook and itself for the scheduling of coaching meetings, observations and debriefs between a coach and coachee.
2. Tracking – The platform should store data and metadata associated with all coaching meetings, observations, observation results, coaching feedback, action steps, etc. The platform should support customization of meeting and observation templates,

allowing individual schools or user groups to create, edit, and manage their preferred templates.

3. Collaboration – The platform should allow shared sets of notes and other artifacts between coaches, coachees and other leadership. School leaders should have full access to all data related to their school. Coaches should have access to their coachee case load. District administration should have access to all schools. These levels of permission should be editable. The platform should support the upload, hosting and review of image and video artifacts that can be tied back to a coaching meeting or observation. Video artifacts should allow for collaboration between users via timestamped comments.
4. Analysis – The platform should provide some reporting tools that allow the district to review raw and aggregate data associated with meetings, coaching action steps, observations etc. It should allow both in-app review of data and export options for further analysis. Reporting capabilities should be aligned to user permissions.

IV. Period of Performance

The period of performance will be:

- July 1, 2021 to June 30, 2022
- Option Year One: July 1, 2022 to 2023
- Option Year Two: July 1, 2023 to 2024

Contingent upon funding

V. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VI. Proposal Requirements

The proposal shall be submitted in a binder with tabs as set forth below:

Title Page

Bid Form 1: Bidder's Information

Tab 1-Table of Contents

Clearly identify the materials by sections and page numbers

Tab 2-Profile of the Proposer

- Bidders qualifications and experience providing training to district staff.

- Proven track record and/or research related to the effectiveness of product submitted in this RFP at other urban school districts.

Tab 3- Demo Account Access

Access to a demo account as a teacher, school administrator and district administrator to review platform.

Tab 4- A Plan for Providing Service

Describe the scope of the work and/or services to be provided based upon the information in the Scope of Work stated in the RFP.

Tab 5- Pricing

Any and all pricing information, including any alternative pricing proposals that may be acceptable for individual products/services that meet the criteria of this RFP.

The District may request pricing to be submitted electronically at a future date.

Tab 6 Addenda

Insert all addenda under this section

VII. Questions

Questions concerning this solicitation should be emailed to Trevor Harpin at Trevor.Harpin@ppsd.org and Melissa LaFazia, Senior Executive Confidential Assistant to Secondary Network at Melissa.LaFazia@ppsd.org Questions are due by April 19, 2021. Questions will be answered via addendum.

VIII. Evaluation of Proposals

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost vendor who meets both the cost and project requirements of the district, technically acceptable proposal(s).

Vendor Name	
<i>Executive Summary (0 - 10 points)</i>	
<i>Experience and Background of Vendor (0 - 10 points)</i>	
<i>Alignment of capability to stated requirements in sections II and III (0 - 65 points)</i>	
<i>Scope of work of the Vendor (0 - 15 points)</i>	
Total Score	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.