

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: K-12 Professional Learning & Teacher Coaching Partner(s) – One Year Contract (FY22) with Two One-Year Options**

**DATE AND TIME TO BE OPENED: Wednesday, June 9, 2021 at 1:00PM**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Lindsay Shanahan**

**SUBJECT MATTER EXPERT (EMAIL): Lindsay.Shanahan2@ppsd.org**

**QUESTION DEADLINE: Friday, May 21, 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 Westminister Street  
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a 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: K-12 Professional Learning & Teacher Coaching Partner(s) – One Year Contract (FY22) with Two One-Year Options**

**DATE AND TIME TO BE OPENED: Wednesday, June 9, 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**

**K-12 Professional Learning & Teacher Coaching Partner(s)**

2022

Funding Source (Contingent on Funding): Stimulus Funds

## I. Background

The Providence Public School Department is soliciting proposals for the following:

A. **K-12 Professional Learning & Coaching Partner:** Professional learning and coaching partner to support job embedded professional development. This partner will support school leaders, teachers and staff across 41 schools in the district. The partner should be a leading thinker in developing and delivering high quality, research based in-person and virtual coaching.

B. **MLL K-12 Professional Learning & Coaching Partner:** Consultant and Professional Development partner to support the district with initiatives that will lead to more equitable outcomes for Multilingual Learners. This partner will support roughly 6000 teachers & 60 school staff, across 41 schools in the district. The partner should be a leading thinker in developing and delivering high quality, research based in-person and virtual training for Multilingual Learners.

Vendors may submit bids for one or both the above requests as part of this RFP.

## II. Required Qualifications

The vendor(s) must:

- have previous experience working with large, urban districts
- have previous experience providing in-person and virtual personalized coaching and learning plans
- have previous experience providing individual feedback on classroom management and pedagogical strategies
- have previous experience working with large communities of multi-language and differently-abled learners
- have previous experience supporting districts and teachers in effectively utilizing the technology and reporting functionality
- be a leading expert in Multilingual Learner pedagogy and instruction
- have a proven track record of supporting Multilingual Learner results in large, urban districts
- have experience working with large communities of multilingual and differently-abled learners

### III. Scope of Work

#### Scope of work for (A) K-12 Professional Learning & Coaching Partner:

- be available for in-person observations
- provide evidence based, personalized coaching and learning plans
- provide feedback on classroom management, pedagogical strategies
- provide an online system which allows
  - (1) teachers to set learning goals centered around campus priorities
  - (2) track growth in order to follow teachers progress over time
  - (3) provide micro-credentialing or badging based on teacher's program accomplishments
  - (4) provide reporting functionality
- Assist teachers with a model for teachers' differentiation of classroom instruction based on the grade as a whole and individual student performance
- Assist teachers with model instruction and re-teaching of focus standards that are below expectations/did not meet expectations at both the grade level and student level
- Provide instructional strategies and classroom pacing aligned to district standards and curriculum
- Assist teachers with the development of higher order questioning skills, problem solving, critical thinking and formative assessments in the classroom
- Assist teachers by modeling how to analyze and use data to prepare and guide instruction at the grade and student level
- Conduct "Boot Camps" for students in tested grades for MLL, differently abled, ELA, math, science, etc.
- Assist teachers with the creation of student remediation action plan in all subject areas
- Virtual instructional leadership sessions for both district and school level administrators
- Virtual teacher coaching, professional development MLL, differently abled, ELA, math, science, etc.
- Administrative support for district and school level administrators
- Parent and family engagement support
- Consultants are responsible for necessary duplications of daily lessons and instructional support materials

#### Proposed Functions for Online System:

##### Function One

In this function, CMSD will be able to easily maintain day to day and administrative activities such as:

- Setup, archive and validation of users
- Adding and removing schools as necessary
- Assign users to schools
- Indicate certain user attributes and roles
- Change business rules easily as required
- Send targeted notifications and announcements to users.



**Function Two**

This function will enable district administrators to propose professional learning sessions and courses for the entire district. These sessions and courses may be based upon a program (e.g, new teacher induction) subject, grade level, school-based or district level academic priorities. Courses or sessions may earn continuing education units (CEUs). Courses may meet for a single session or multiple times over the school year. This function will also allow the system administrators to assign the role of provider to multiple users.

**Function Three**

This function will enable users to view all district professional development offerings. Users will be able to search for classes by subject, grade level, and job function. Sessions can also be restricted so that only eligible viewers can view. For example, for school based professional development, only employees assigned to that school would be able to view.

**Function Four**

This function will allow employees to submit individual CEU eligible events/activities for approval. The individual activities along with sessions and courses tracked by the solution will be reflected on the individual's PD transcript. Employees will have 24-hour access for viewing their up to date transcript. For transcript accuracy it is important that we be able to import data from the current system and from the mandatory annual compliance vendor. This function will also create reports based upon funding source, program, grade level, content area, presenter, job code/function, etc.

**Function Five**

This function deals with the ability of system administrators to manage events in the professional development catalog. Providers should be able to monitor registrations for events and communicate to registrants through the platform. Evaluations will be sent to participants at the conclusion of a course or session.

**Function Eight**

This function deals with the ability of district employees to register for district professional development opportunities via the online solution. Employees will be able to view all upcoming professional development for which they have registered when they log in. If a session is full, the registrant will be added to a wait list and automatically registered should a space become available. The solution should provide a simple mechanism for recording attendance (even for large professional development events).

**Function Nine**

This function deals with the ability for administrators to approve professional development sessions before they are added to the district catalog.

## Scope of work for (B) MLL K-12 Professional Learning & Coaching Partner:

- Develop up to 40 Professional Development Sessions centered on Sheltered Content Instruction for Elementary and Secondary teachers of MLLs
- Lead “train the trainer” sessions to support the implementation of the 40 PD sessions stated above.
- Develop and provide training on researched based, Multilingual Learner pedagogy and best practices for ESL and Dual Language program models
- Provide trainings and 1:1 coaching for District coaches and administrators
- Provide consultation services to support the district in developing an ESL certification pathway in Rhode Island.
- Provide consultation services to support the district’s Dual Language Expansion into secondary
- Provide Consultation Services for the District in order to meet the terms of their Agreement with the U.S. Department of Justice
- Provide Consultation services for the District in order to address MLL specific areas of improvement identified by the Council of Great City Schools Report: Raising the Achievement of English Learners in Providence Public Schools, and the John Hopkins Report: Providence Public School District: A Review.
- Provide Consultation services to support the district with the implementation of the RI Blueprint for MLL success.
- Provide Consultation services to support the district with the MLL specific components of the Providence Turnaround Plan.

## IV. Timeline for Implementation

The contract resulting from this solicitation will be for a one-year term with two option years.

Year 1: July 1, 2021 to June 30, 2022

Option Year 1: July 1, 2022 to June 30, 2023

Option Year 2: July 1, 2023 to June 30, 2024

## 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**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified. The proposal shall be submitted in a binder with the tabs as set forth below:

### **Title Page - Bid Form 1 (page 5 of this document)**

### **Tab 1 - Table of Contents**

Clearly identify the materials by section and page number

### **Tab 2 - Profile of the Proposer and Products and Services Offered**

- Consultant's qualifications and experience providing training, equipment and completing related work
- Proven track record and/or research related to the effectiveness of products submitted in this RFP in large, urban school districts.
- Testimonials from other districts supported
- Description of professional coaching and learning philosophy and approach

### **Tab 3 - Sample Materials**

- Sample coaching and learning plans
- Sample of reports generated through online platform
- Sample feedback
- Sample model for teachers' differentiation of classroom instruction based on the grade as a whole and individual student performance

### **Tab 4 - Demo Account Access**

- Access to a demo account as a teacher and/or administrator to review platform, if applicable

### **Tab 5 - Pricing Proposal**

- Any and all pricing information, including any alternative pricing proposals that may be acceptable for individual components and/or supplemental products/services that meet all or some of the criteria listed in this RFP.
- Provide a detailed narrative of the implementation schedule and pricing.
- District may request pricing to be submitted electronically at a future date

## **VII. Questions**

Questions concerning this solicitation should be emailed to Lindsay Shanahan at [lindsay.shanahan2@ppsd.org](mailto:lindsay.shanahan2@ppsd.org). Questions are due by Friday, May 21, 2021 at 4:30PM. Questions will be answered via addendum.

## **VIII. Evaluation of Proposals**

Each vendor proposal will be reviewed against Required Qualifications outlined in section II for the two scopes of work.

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 evaluations. The district will consider alignment with district priorities, including financial concerns and cost, in selecting the awarded vendor(s).

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.