

ANGÉLICA INFANTE-GREEN  
*Commissioner*

HARRISON PETERS  
*Superintendent*



Providence Public School District  
Purchasing Department  
797 Westminster Street  
Providence, RI 02903-4045  
tel. 401.456.9264  
fax 401. 456.9252  
www.providenceschools.org

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Contract Services for Professional Services in Facilitative Leadership Development for Equitable Continuous Improvement Practices**

**DATE AND TIME TO BE OPENED: Wednesday, January 13, 2021 at 1PM**

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

**SUBJECT MATTER EXPERT (NAME): Barbara Mullen**

**SUBJECT MATTER EXPERT (EMAIL): Barbara.Mullen@ppsd.org**

**QUESTION DEADLINE: Tuesday, December 22, 2020 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  
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. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. 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.
8. 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)
9. 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.
10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

11. 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).
12. 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>).
13. 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.
14. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
15. 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.
16. 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.
17. 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.
18. The Contractor shall not be paid in advance.
19. The contract shall be in effect from the date of award through **June 30, 2021** 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.
20. 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.

21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.
27. 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**

**ITEM DESCRIPTION: Contract Services for Professional Services in Facilitative Leadership Development for Equitable Continuous Improvement Practices**

**DATE AND TIME TO BE OPENED: Wednesday, January 13, 2021 at 1PM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

City of Providence

Providence Public Schools

## **Request for Proposals**

Contract Services for Professional Services in Facilitative Leadership  
Development for Equitable Continuous Improvement Practices

(CONTINGENT UPON FUNDING)

2020-2021

The Providence School Department Purchasing Office is soliciting proposals for development and delivery of a professional learning services around continuous improvement for educational equity and leadership coaching around continuous improvement practices.

## **I. BACKGROUND**

Providence Public School Department (PPSD) seeks to find a qualified partner to provide professional learning services around continuous improvement for educational equity and leadership coaching around continuous improvement practices.

## **II. REQUIRED QUALIFICATIONS**

PPSD requires a vendor to meet the qualifications and specifications listed below. The submitted proposal should clearly demonstrate the vendor's ability to meet each requirement and provide a solution and product that is a good fit for Providence's expressed needs. In addition to the following criteria, the proposal must include detailed cost estimates, staff qualifications, organizational capacity and staff that would be assigned to support PPSD, creative approach and philosophy, content knowledge, and client references.

The Providence Public School Department requires an organization or individual that has the following required qualifications:

- A record of regional performance and experience providing high quality professional learning and peer-reviewed, published action research around leadership development and continuous improvement toward equitable outcomes.
- A record of designing and facilitating a high quality leadership development programming grounded in equitable practices, and aligned to the Rhode Island Standards for Educational Leaders (RISEL)
- Demonstrated experience of utilizing core principles of improvement science to improve student achievement outcomes and close achievement inequities.
- Capacity for working with school administrators, teachers, parents and students to engage in continuous improvement for equity practices
- Ability to provide ongoing coaching support and follow up with teachers and administrators
- 3-5 years of experience in progressive partnership with moderate urban school districts with demonstrated impact on student achievement
- Master's Degree or higher for principal facilitators
- Professional resume

### **III. SCOPE OF WORK**

The vendor will communicate with a representative from the PPSD to provide equitable services to students enrolled in participating non-public schools.

Vendor will:

- Develop, design and facilitate leader-facing professional development sessions focused on using: (a) using foundational frameworks (i.e. facilitative/shared leadership, cultural competence, continuous improvement), (b) examining student outcome data to identify specific areas to improve, (c) collaboratively designing and implementing strategies to improve the instructional core, (d) monitoring progress of strategies, (e) analyzing impact on increasing equity in student learning outcomes.
- Provide coaching for project leadership team individual coaching for identified district leaders
- Administer valid survey to assess adult beliefs and practices related to increasing equity
- Creates a digital dashboard visualization of data from survey administration
- Provide access to learning platform to track progress of implementation and statistical data analysis and reporting on degree to which strategies impact equitable student outcomes.
- Provide program evaluation and impact reporting and analysis over the scope of the partnership.
- Provide a strategic communication strategy to communicate status updates to internal and external stakeholders (inclusive of copy and graphics with PPSD branding)

### **IV. TIMELINE FOR IMPLEMENTATION**

The consultant will provide a summary of a project plan with their bid. This will include a comprehensive, written plan for scope of professional learning series and design timelines.

### **V. LIMITATIONS**

This Request for Proposals (RFP) does not commit the Providence Public 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 consulting organizations responding to this RFP should submit a proposal that includes:

1. A detailed description of the organization including approach and philosophy, qualifications, individual/organizational capacity to support this work, experience completing related work, and client references.
2. A detailed project plan for providing services and ongoing technical assistance.
3. A proposed budget that includes an hourly rate of pay

**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 the format as set forth below:



## **Bid Form 1**

### **Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers.

### **Tab 2 – Profile of the Proposer**

A detailed description of the organization or individual including approach and philosophy, qualifications, capacity to support this work, experience completing related work, and client references.

### **Tab 3 – A detailed project plan for providing service**

Clearly describe the scope of the work and /or services to be provided based upon the information in the Scope of Work.

### **Tab 4 - Proposed Budget**

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

### **Tab 5 – Addenda**

Insert any addenda under this section.

## **VII. QUESTIONS**

Questions concerning this solicitation should be emailed to Dr. Barbara Mullen, Chief of Equity: [Barbara.Mullen@ppsd.org](mailto:Barbara.Mullen@ppsd.org) . Questions are due via email by December 22<sup>nd</sup> and will be answered via addendum.

## VIII. EVALUATION OF PROPOSALS

Vendor proposals 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 meeting 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, technically acceptable proposal(s).

| <b>Category</b>   | <b>Total Points</b> |
|---|---------------------|
| A record of regional performance and experience providing high quality professional learning and peer-reviewed, published action research around leadership development and continuous improvement toward equitable outcomes. | <b>25</b>           |
| 3-5 years of experience in progressive partnership with moderate urban school districts with demonstrated impact on student achievement   | <b>25</b>           |
| Demonstrated experience of utilizing core principles of improvement science to improve student achievement outcomes and close achievement inequities.   | <b>25</b>           |
| A record of designing and facilitating a high quality leadership development programming grounded in equitable practices, and aligned to the Rhode Island Standards for Educational Leaders (RISEL)                           | <b>25</b>           |
| <b>Total Eligible Points</b>  | <b>100</b>          |

Providence Public School Department 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 School Department reserves the right to make a selection without requesting clarification. Additionally, Providence Public School Department may not necessarily seek clarifications from all vendors submitting proposals.