



I. NOTICE TO PROPOSERS

The Cleveland School District (CSD) is soliciting sealed competitive proposals (hereafter called proposal) for the services per the specifications stated elsewhere in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the offeror's name and address and proposal number **(RFP #2019- 2020-003) – PROFESSIONAL DEVELOPMENT) to:**

Cleveland School District
Attn: Cindy Cocilova
305 Merritt Drive
Cleveland, MS 38732

Proposals will be received at the above address until **3:00 PM, September 4, 2019**. Proposals will be opened on September 4, 2019 to ensure that required components are present. Prices will not be read, nor disclosed in any other manner until award is made.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time- stamped at the above location on or before the published date and time shown on the RFP. CSD will not be responsible for mail delivered from the post office. Vendors must submit sealed proposals in the form of the executed Offer Form and Price Offer Sheets together with any material required by this RFP by the time and date specified.

Cleveland School District ("the District") through its Federal and State Programs is publishing a Sealed Request for Proposal ("RFP") soliciting vendor proposals and qualifications for contracted educational services in the area of Professional Development. These Professional Development Services may include consultation, advisement and facilitation or presentation of professional development sessions with a focus on relevant teaching and learning, culturally relevant pedagogy, content and conceptual development, teacher coaching, observation and debriefing, coherent integration of resources, materials, and technology, vertical and horizontal alignment of curriculum and in -depth of training to the level of rigor and complexity of all educational standards, classroom management and positive behavior support, Professional Learning Communities, and Student Engagement professional development for administrators, teachers and all other relevant staff.

This RFP will not be distributed in paper form. All distributions will be through the District website.

The RFP contains all necessary information to submit a proposal to the District. Please review it carefully, and if specific questions arise, forward them to the email address listed herein, or fax with an email to confirm receipt.

The district will award this RFP to multiple respondents, based upon the evaluation of all proposals received. A contract for professional services will be executed with the successful vendors as a result of this process. More details are included in the Specifications selection of this Request for Proposals.

II. INSTRUCTIONS TO OFFERORS

- 1.0. **GENERAL.** The following instructions by the Cleveland School District are intended to afford offerors an equal opportunity to participate in the proposal process.
 - 1.1. Before submitting an offer to this solicitation, offerors shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.
 - 1.2. The fact that an offer (bid/proposal) is submitted will be construed by the CSD Board of Trustees to indicate that the offeror agrees to carry out the furnishing of services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets' conditions.
 - 1.3. Any explanation desired by an offeror regarding the meaning or interpretation of these instructions or any other RFP documents must be requested in writing to CSD, Assistant Superintendent, Federal Programs/ Support Services, 305 Merritt Drive, Cleveland, MS Mississippi 38732 with sufficient time allowed for a reply to reach offerors before the submission of their offers. Oral explanations or instructions will not be binding. Any information given to a prospective offeror will be furnished to all prospective offerors as an amendment to the RFP if such information is necessary to offerors in submitting proposals or if the lack of such information would be prejudicial to uninformed offerors.
 - 1.4. A functional area expert or a day-to-day contract administrator or manager for CSD may be identified elsewhere in this document. Functional area experts, day-to-day contract administrators/managers, teachers, principals, and/or other district employees are not authorized to substantially amend this solicitation document or to substantially modify the subsequent contract. Substantially includes, but is not limited to, changes to delivery dates, place of delivery, and/or specifications that significantly alter the form, fit, and function of the scope of work of a service. Amendments to solicitation documents will be made by the Assistant Superintendent, Business Services and Operations. Modifications to contracts/agreements will be made by the Assistant Superintendent, Business Services and Operations, and/or the Superintendent in accordance with the CSD Board's guidance, policies, and/or procedures. If a vendor acts on the guidance of a district employee that is not authorized to make changes, the vendor does so at his or her own risk or peril. Also, if a vendor attempts, or gains, a modification/amendment from a district employee that is not authorized to make changes, the vendor does this at his or her own risk or peril and risks the termination of his or her contract/agreement.
 - 1.5. CSD's procurement official for this contract is Chief Financial Officer, Cindy Cocilova. Questions regarding specifications may be directed to ccocilova@cleveland.k12.ms.us
 - 1.6. CSD's technical/functional experts for this contract are Dr. Otha Belcher and Dr. Angela Harris. These individuals, or their designees, will be responsible for providing answers to questions related to the technical aspects of this RFP, while Mrs. Cocilova may provide answers related to contractual and procedural issues. ALL questions are to be directed to Dr. Harris who will forward them to the functional experts for response.
 - 1.7. The terms *offeror*, *contractor*, *proposer*, *vendor*, and/or *bidder* refer to the person/firm that submits the offer to this solicitation document. The terms *CSD*, *owner*, *district*, and/or *government entity* refer to Cleveland School District.
- 2.0. **SPECIFICATIONS.** Offerors are expected to examine the specifications, standard provisions and all instructions. Failure to do so will be at the offeror's risk. Offers submitted on other than authorized forms or with different terms or provisions may be considered to be non-responsive.

- 3.0. INFORMATION REQUIRED. Each offeror shall furnish the information required by the RFP documents. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to CSD.
- 4.0. SUBMISSION OF PROPOSALS. The offeror should propose his/her lowest and best price, F.O.B. destination, on each item. Sealed proposals shall be submitted in an envelope marked on the outside with the offeror's name and address and the RFP number/name. Proposals must be submitted in sufficient time to be received and date/time stamped at CSD's Office of Federal Programs on or before the published deadline date and time shown on the RFP. **Proposals received after the published time and date cannot be considered and will be returned unopened. Faxed proposals will not be accepted.** Proposals may be delivered in person or addressed to:

**Cindy Cocilova, Business Manager
Cleveland School District
305 Merritt Drive
Cleveland, MS 38732**

- 4.1. All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink.
- 4.2. Proposed price should be firm (fixed). If the offeror, however, believes it necessary to include in his/her price an economic price adjustment, such a proposal may be considered, but only as an alternate proposal. The economic price adjustment should give the maximum price increase (either % or \$) and the date and/or event at which the increase would be effective.
- 4.3. CSD is exempt from federal excise taxes, state and local sales and use taxes.
- 4.4. Failure to manually sign the offer will disqualify it.
- 5.0. DISCUSSIONS/NEGOTIATIONS. Discussions/negotiations may be conducted with offerors who are deemed to be within the final competitive range; however, CSD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined and will include only those initial offers determined to have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer. The best and final offers may be required as early as 24 hours after completion of negotiations/discussions.
- 6.0. BEST AND FINAL OFFERS. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer if price/delivery is changed from the originally submitted proposal. Best and final offers must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and award recommendation.
- 7.0. MODIFICATION OR WITHDRAWAL OF PROPOSALS. Proposals may be modified or withdrawn by written or telegraphic notice received by CSD prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by an Offeror or his/her authorized representative prior to the opening date/time, provided the offeror's identity is made known and he or she signs a receipt for the proposal.
- 8.0. OPENING PROPOSALS. All proposals shall be opened on September 4, 2019, 3 p.m. A formal "opening" will not be held and prices will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but CSD's records are a matter of public record.

III. GENERAL CONDITIONS

1.0. SCOPE OF PROPOSAL.

- 1.1. The Cleveland School District (CSD) is accepting Request for Proposals from qualified vendors to provide services for Professional Development. Cleveland School District is seeking an individual agents or firms to provide services for Professional Development. Proposers are allowed to include subcontractors, if and when appropriate.
- 1.2. The district will award this RFP to multiple respondents, based upon the evaluation of all proposals received. A contract for professional services will be executed with the successful vendors as a result of this process. More details are included in the Specifications selection of this Request for Proposals.
- 1.3. This proposal should include all strategies, solutions, and services which will result in the development of Professional Development as detailed in the Scope of Work located in Section V of this solicitation document.
- 1.4. This RFP is in six (6) parts/sections: I. Notice to Offerors; II. Instructions to Offerors; III. General Conditions; IV. Responsibilities of Offerors; V. Contract Scope of Work; and VI. Offer Forms. These parts are applicable and form a part of all contract documents and a part of the terms/conditions of all purchase orders for services included in the specifications and offer forms.
- 1.5 This is a service contract and effective from Board approval and end on June 30, 2020.

2.1 CONDITIONS OF AGREEMENT. The conditions of agreement consist of the following and in the event of conflicting provisions, the order of importance is:

- Scope of Work (Section V.)
- Responsibility of Vendors (Section IV.)
- Instructions to Offerors (Section II.)
- General Conditions (Section III.)
- Notice to Offerors (Section I.)
- Offer Forms (Section VI.)

3.0 PROPOSAL SUBMITTAL. A signed, submitted proposal constitutes an offer to perform the work specified in the solicitation.

4.0 SPECIFICATIONS. The offeror shall note in writing any deviations from the specifications and shall submit those changed specifications as alternates.

5.0 GENERAL EVALUATION. CSD will generally award contracts based upon the lowest, responsive, responsible offer, price and other factors considered. It is not the practice of the district to purchase on the basis of low price alone. In determining the "lowest responsible" offer, CSD may consider, in addition to price, other factors such as compliance with the RFP documents, delivery requirements, suitability of services, past performance of the vendor, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with CSD's policies and goals.

- 5.1. The district may award a contract to the responsive, responsible offeror with the lowest aggregate offer. If unable to award as a package, the district will evaluate proposals and may award alternate awards.
- 5.2. Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will shall prevail.

- 5.3. In the event identical proposals are submitted which are determined by CSD to be the lowest responsible offers, usually one offer will be selected as the successful vendor.
- 5.4. In determining how to award a contract or contracts in conjunction with the RFP, the District shall consider the following:
 - a. The purchase price;
 - b. The reputation of the vendor and of the vendor's goods or services;
 - c. The quality of the vendor's services;
 - d. The extent to which the services meet the district's needs;
 - e. The vendor's past relationship with the district;
 - f. The total long-term cost to the district to acquire the vendor's services; and
 - g. Any other relevant factor specifically listed in the request for bids or proposals.

6.0. **SELECTION PROCESS**

- 6.1. Selection Process - The Evaluation Committee will be composed of members from the Cleveland School District. The Evaluation Committee will consist of no less than three (3) and no more than seven (7) members. The Cleveland School District reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary.
- 6.2. Pricing - All fees and charges should be included in the prices section. However, if the proposer anticipates any extraordinary charges, they must be detailed in the proposal.
- 6.3. Comprehensive service solution which has the most compatibility with the environment and which best meets the complete needs of the Cleveland School District.
- 6.4. Proposal will be evaluated and scored independently by each member and the scores will be compiled to generate a combined score. The proposals will be rank in order, beginning with one, then two, three, and so on, until all proposals have been ranked. The proposal receiving the highest combined point total will be ranked number one and the remaining proposals will be ranked following that method.
- 6.5. The Evaluation Committee will narrow the submitted proposals to the few that best meet the requirements of the Request for Proposal (RFP) and which best meets the complete needs of the Cleveland School District. At that point interviews may be scheduled for oral presentations and interviews. Should a contract not be agreed upon, the committee will begin negotiations with the secondbest proposer. This will continue until an acceptable agreement can be developed. The resulting contracts will be sent to the Board for approval along with the award recommendation.

7.0. **RESERVATION OF RIGHTS.** CSD expressly reserves the right to:

- a. Reject or cancel any or all proposals;
- b. Waive any defect, irregularity or informality in any proposal or RFP procedure;
- c. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is not impaired; d. Reissue an RFP;
- e. Consider and accept an alternate proposal as provided herein when most advantageous to CSD;
- f. CSD has the right to cancel the contract with a thirty day written notice, without prejudice, for factors including, but not limited to, non-availability or non-appropriation of funds; and/or
- g. Procure any item or services by other means to meet time-sensitive requirements.

- 8.0. **ACCEPTANCE** Notification of award will be by a letter of acceptance. The letter of acceptance citing the RFP consummates the contract which consists of the RFP, the vendor's offer, and the signed letter of acceptance. Subsequent purchase orders may be issued as appropriate.

- 9.0. **INVOICES AND PAYMENTS.** Offeror shall submit separate invoices, in duplicate, on each purchase order after each delivery and/or project completed. Invoices shall indicate the purchase order number and the RFP number. Invoices shall be itemized. Payment shall not be due until all items on the purchase order have been received by CSD (unless specified in the specifications) or the project has been completed and the above instruments are submitted and the invoice has been accepted by CSD. Funds for completed purchase orders concerning this contract will be available within forty five (45) days of completion and acceptance by the district.
- 10.0. **WARRANTY-PRICE.** The price to be paid shall be that contained in offeror's proposal which offeror warrants to be no higher than offeror's current prices on specification covered by this RFP for similar quantities under similar or like conditions and methods of purchase. In the event offeror breaches this warranty, the prices of the services shall be reduced to the offeror's current prices on orders by others, or in the alternative, CSD may cancel this RFP without liability to offeror for breach.
- 11.0. **TERMINATION.** CSD shall have the right to terminate for default all or any part of this contract if offeror breaches any of the terms hereof or if the offeror becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which CSD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance.
- 11.1. CSD has the right to terminate this contract for convenience, without penalty, for non- appropriation or non-availability of funds by delivery to the offeror of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.
- 11.2. CSD may terminate the contract and debar the vendor from future "bidding" for violations of the federal requirements including, but not limited to, "Contract Work Hours and Safety Standards Act", and "Equal Employment Opportunity Act"
- 12.0. **ASSIGNMENT-DELEGATION.** No right or interest in this contract shall be assigned or any obligation delegated by offeror without the written permission of CSD.
- 13.0. **INTERPRETATION.** This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this RFP shall not be relevant to determine the meaning of this RFP even though the accepting party has knowledge of the performance and opportunity for objection.
- 14.0. **APPLICABLE LAW.** This RFP, and its resulting contract, shall be governed first by the laws of the State of Mississippi, and venue for any disputes arising thereunder shall be in Bolivar County, Mississippi.
- 15.0. **NOTIFICATION OF CRIMINAL RECORD.** The person or entity submitting an offer must give notice to the district, at the time of offer submission, if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
- 16.0. **INDEMNIFICATION AND HOLD HARMLESS:** Except as otherwise expressly provided, offeror shall defend, indemnify, and hold CSD harmless from and against all claims, liability, loss

and expenses, including reasonable costs, collection expenses, and attorneys' fees incurred, which arise by reason of the acts or omissions of offeror, its agents or employees in the performance of its obligations under this contract. This clause shall survive termination of this contract.

- 16.1. **CONFIDENTIALITY AGREEMENT** The person or entity submitting an offer must sign an agreement acknowledging that all data and information provided for use under any agreement will be held in the strictest confidence.
- 17.0. **DISTRIBUTION**. The Cleveland School District owns the exclusive right to distribute this and any procurement document to vendors requesting to be included in the procurement process or to vendors that have been identified as vendors qualified to provide the goods and/or services required in this document.
- 18.0. **DISCUSSIONS/NEGOTIATIONS**. Discussions/negotiations may be conducted with offerors who are deemed to be within the competitive range; however, CSD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined and will include only those initial offers determined to have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer. The best and final offers may be required as early as 24 hours after completion of negotiations/discussions.
- 19.0. **RESPONSE FORMS**: Forms that are required to be completed and submitted along with your response. Failure to complete and submit these forms is grounds for disqualification of your offer. The required forms and the purpose they fulfill are:

PROPOSAL/BID FORM – This form is to complete pricing offered for this project and must be submitted with signature of person authorized to commit your company to this project at the price(s) offered.

IV. RESPONSIBILITIES OF OFFERORS

- 1.0. The responsibility for compliance with this solicitation and the subsequent contract shall be with the bidder/offeror.
- 2.0. Offerors are expected to provide prompt service that is due under this contract including warranties and identified deliverables. Past performance of offerors may be a factor in awarding future contracts.
- 3.0. Offerors are expected to deliver service(s) per specifications.
- 4.0. **Submit one (1) original and three (3) copies of your offer. In addition, vendors must supply an electronic copy on flash drive. This will not be returned.** Secure copies with a single binder clip. Font used should not be smaller than 12 font and nothing over 12 font.
- 5.0. The proposer declares that in the event of the award of a contract to the undersigned to this offer will comply with all federal, state and local laws.

6.0. **Evaluation and Award Process:** Proposals received as a result of this solicitation will be evaluated according to details included in above Section III, Paragraph 7.0 of this document and scored according to the following scoring

1		<p><u>The purchase price</u> – The price of the services is consistent with market value for similar services, and matches the quality of the service</p> <ul style="list-style-type: none"> • A detail description of rate of services per year is provided. • CSD discount % is clearly specified • Cost is itemized separately 	30 pts.	
2		<p><u>The extent to which the services meet the district’s needs:</u></p> <ul style="list-style-type: none"> • The services address the scope of work outlined in RFP • Increase in student achievement for the content or program area purchased. • Documented support for the CSD’s various sub populations. 	35 pts.	
3		<p><u>The vendor’s past relationship with the district:</u></p> <ul style="list-style-type: none"> • Has the service been used with clearly measurable success in CSD or districts of similar size and demographics? • Usage reports indicate consistent use and /or implementation. • Service has been used in similar Mississippi school district. 	15 pts.	
4		<p><u>The reputation of the vendor and of the vendor’s services:</u></p> <ul style="list-style-type: none"> • What type of service agreement accompanies the service at no additional charge, including start-up training, and ongoing professional development? • Request for technical assistance were addressed within 24 hours on a consistent basis • Requests were addressed within 10 days on a consistent Basis. 	10 pts.	
5		<p><u>The quality of the vendor’s services:</u></p> <ul style="list-style-type: none"> • The description and sample provided clearly illustrates the use and purpose of the service. • The description provided matched the actual service. 	10 pts.	
6		Long-term cost to the District to acquire the vendor’s services.	0 pts.	
7				
8		Any other relevant factor specifically listed in the Request for Proposal, to be defined as:	0 pts.	
		TOTAL POINTS	100 Pts.	
	NAME OF FIRM:			
	REVIEWER:			

Projected Dates of Award and Implementation:

8.0. Questions related to this Request for Proposal will be received only in writing via e-mail. Questions may be emailed to aharris@cleveland.k12.ms.us with a copy to obelcher@cleveland.k12.ms.us

8.1 The deadline for sending questions related to this RFP is 12:00 p.m. on August 25, 2017.

- CSD’s technical/functional experts for this contract are Dr. Angela Harris and Dr. Otha Belcher. These individuals, or their designees, will be responsible for providing answers to questions related to the technical aspects of this RFP, while Mrs. Cindy Cocilova will provide answers related to contractual and procedural issues. ALL questions are to be directed to Dr. Harris who will forward them to the functional experts for response.

Responses to the RFP are due to the District by 3:00 P.M. on September 4, 2019

8.3. A district Evaluation and Selection Committee will review the responses and select the top vendor(s) September 8, 2017.

8.4. If required, the top vendors will be invited to demonstrate their solution and/or system and interviews, based on a District pre-defined script. Selected vendors will be notified by e-mail if the district determines that such interviews are needed.

8.5 The successful vendor(s) will be required to execute a Professional Services Contract in conjunction with this process and submitted in time to be presented to the Board of Trustee for action. A vendor will be selected and recommended to the school board no later than the September board meeting.

8.7. The successful vendor(s) will work with the District to develop an implementation plan, which will include a deadline to become fully operational.

8.8. **Proposal Schedule:** The CSD desires to contract with multiple vendors to provide the services of Professional Development under this solicitation according to the following schedule:

Timeline	
Release RFP	Advertising Dates August 19, 2019
Question Deadline	August 23, 2019
Question Response Deadline	August 28, 2019
RFP Due	September 4 2019
Board Meeting	September 9, 2019

V.SCOPE OF WORK

1.0. **Introduction:** For the 2019-20 award for Professional Development, Cleveland School District (“the District”) intention is to award multiple vendors for Professional Development educational services listed below. It is also the intent to go to the CSD September 2019 board meeting.

1.1. The district will award this RFP to qualified respondent(s), based upon the evaluation of all proposals received. A master contract for professional services will be executed with the successful vendor(s) as a result of this process.

- 2.1. **Scope of Work:** Cleveland School District (“the District”) through its Federal and State Programs is publishing a Sealed Request for Proposal (“RFP”) soliciting vendor proposals and qualifications for contracted educational services in the area of Professional Development.
- 2.2. These Professional Development Services may include consultation, advisement and facilitation or presentation of professional development sessions with a focus on relevant teaching and learning, culturally relevant pedagogy, content and conceptual development, in and out of classroom coaching, observation and debriefing, coherent integration of resources, materials, and technology, vertical and horizontal alignment of curriculum and in-depth of training to the level of rigor and complexity of all standards, classroom management and positive behavior support, Professional Learning Communities, student engagement, behavior management, professional development for campus administrators, teachers and other relevant staff.
- 2.3. The intent of this (Sealed) Request for Proposal is to solicit: **Professional Development Services.**
- 2.4. See Scope of Work Requirements on next page.
- 3.0. **Component Needs and Requirements:** To more easily address the needs and requirements of each of the components of this RFP, they will be enumerated individually.

SCOPE OF WORK

TARGET GROUP: - Kindergarten - 12th grade ELA, Math, Science and Social Studies teachers and students

OBJECTIVE: To use MAAP, STAR, iReady and recent progress monitoring and benchmark assessment data to plan and guide instruction, while coaching teachers to become fluent instructors.

FOCUS/SPECIFICATIONS:

- Assist teachers with/model for teachers differentiation of classroom instruction based on the grade as a whole and individual student performance on the MAAP assessment/progress monitor/benchmark assessments
- Evidence based Coaching that results in the improvement of instructional effectiveness
- Build the capacity of the staff through data analysis
- 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 evidence based instructional strategies and classroom pacing for MS College and Career Readiness standards that are specific to the deficits of students
- Assist teachers with/model higher order questioning skills, problem solving/critical thinking, providing effective feedback and formative assessments in the classroom
- Build the capacity of teachers with/model analysis and use of data to prepare and guide instruction at the grade and student levels
- Conduct “Boot Camps” for students in tested grades for ELA and Math
- Work in conjunction with Reading and Math coaches in implementing of evidence based instructional strategies
- Written report provided for each work day/ week and face to-face data meeting every two (2) weeks.
- Assist in developing evidence -based practice/ strategy research bank
- Written coaching plans written for specific teachers
- Create measures of effectiveness for teachers that are coached and provide reports of teacher coaching progress bi- weekly

EXPECTED OUTCOMES:

- 7 -10% increase in math proficiency on the MAAP assessment
- 7-10% increase in Reading/ English proficiency on the MAAP assessment
- 7 -10 % increase in Science on the MAAP Assessment
- 5- 10% increase in the number of students who pass the AP assessment in the areas being offered at CCHS.
- 3-5 point increase on overall scores on the ACT assessment for Juniors
- Teachers will enhance their explanation, application and interpretation of effective questioning and feedback in their classrooms.

REQUIREMENTS:

- Elementary consultants should have classroom and leadership experience in the elementary grades, preferably grades three (3) – six (6) and work in conjunction with coaches
- Middle school consultants should have classroom and leadership experience in middle grades six (6) – (8) (eight).
- High school consultants should have classroom and leadership experience in the secondary grades, preferably grades nine (9) – ten (10) and work in conjunction with English and Math Coaches currently assigned to the school.

SCHOOLS:

H.M. Nailor Elementary – K-2
D.M. Smith Elementary – 3-6
Bell Academy – Pre K - 6
Parks Elementary – K -- 6
Cleveland Central Middle School – 7-8
Cleveland Central High School – 9-12

DESCRIPTION FORM

Company/Consultant Name: _____

Send Decision Letter To:

Name: _____

Address: _____

Fax: _____

Indicate which department for proposed educational services by checking the Box: _____

Is your service reviewed by an external or third party reviewer? (If yes, please name the reviewer).

YES NO ____

NAME - _____

In the area(s) of:

Resources should:

1. What specific instructional strategies or practices are included in the professional development?
2. Provide a sample agenda of a professional development session around a specific strategy or practice.
3. Explain all the different strategies or practices that are covered.
4. Provide a copy of the curriculum and/or source documents.
5. What follow-up is provided for implementation?
6. Describe how technology is incorporated into the training, if applicable.

If more than two areas were selected, please explain: _____

How long have you been providing these services? _____

Have you previously provided educational services in the CSD? No Yes

If yes, describe the services _____

VI. OFFER FORMS

TO: CSD

I, or we , the duly authorized undersigned, having carefully read the Instructions to Offerors, General Conditions, Notice to Offerors, Contract Specifications, Responsibilities of Offerors, and Offer Forms, do hereby agree to enter into a contract with CSD by tendering this offer to perform the work required and/or provide the service(s) specified in this solicitation. I, or we, will deliver the service(s) per specifications found in this RFP document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

The prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other offeror or with any competitor. I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/offerors in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any CSD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with CSD’s Purchasing personnel; or in any discussions or actions between offer/offerors and any CSD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

___ Individual proprietorship

___ A partnership

___ A corporation chartered under the laws of the State of _____, acting by its officers pursuant to its by-laws or a resolution of its Board of Directors.

Company Officer:

Date: _____

Name of Firm: _____

Signature: _____

Firm’s Address: _____

Name: _____
(Please print)

City State Zip

Title: _____
(Please Print)

Phone #: _____

E-mail: _____

Fax #: _____

SS or Fed ID #: _____

ENVELOPES SHOULD BE PLAINLY MARKED:

RFP #2019-2020-003– PROFESSIONAL DEVELOPMENT

DUE DATE: September 4, 2019

THIS PAGE MUST BE RETURNED WITH THE RFP

RFP #2019-2020-003 – PROFESSIONAL DEVELOPMENT

STRUCTURE OF PROPOSAL

Proposal Summary:

The Vendor should provide a summary of the proposal pricing to include all required services for Professional Development.

These can be identified individually on the pricing form and priced according to a daily rate according to the individual(s) providing services under this agreement.

You will also need to include a grand total proposal if your firm is proposing to provide services for all components requested in this RFP.

Your proposal should be offered in a lump sum with the daily rate (inclusive of all expenses) to accomplish the work under this Request For Proposal as the framework for your proposal price. For the purposes of this RFP, the daily rate should be for a minimum of 6 hours. Additionally, this pricing matrix will govern any change order or additional work requested in addition to the original work.

The proposal should clearly illustrate how the management services will assist the District with meeting the goals and objectives listed in section V.

Cost Proposal:

The Vendor's daily rate proposal should include all known, expected, proposed or optional costs, including all software, hardware, conversion, implementation, training, copying, printing and modification costs.

THIS PAGE MUST BE RETURNED WITH THE RFP

**RFP #2019-2020-003 – PROFESSIONAL DEVELOPMENT
PROPOSAL COST FORM - 1**

Please include the cost for your proposal on this form and address the checklist for the minimum requirements of this solution:

1.0- PROFESSIONAL DEVELOPMENT: Provide a Lump Sum cost \$ _____ providing services for: _____

PROFESSIONAL DEVELOPMENT Proposal: \$ _____ per day

Please identify the Service Resource by job title or role and include the estimated number of hours committed to this project and the hourly rate. Expenses related to each function should be included as well. The Service Resources should be identified by the title or description of the individuals your firm is proposing to provide the necessary services to accomplish the objective of this RFP.

2.0 Other costs not covered. Give details.

\$ _____

CSD reserves the right to entertain additional services available during the life of this agreement that have yet to be developed but would enhance the services provided under this agreement. Such considerations should be made available as part of the routine services included in this agreement and made available to client similar to CSD at no addition fee. Should additional fees be required for services not yet developed, CSD shall receive a cost justification proposal for the added service and shall have the right to accept or reject any such offer independent of the original agreement, to negotiate with the successful vendor for additional value and to counteroffer additional value, which may include pricing, additional warranty, technical support and/or training.

Signature _____ **Date** _____

Page must be included in RFP

QUALIFICATION STATEMENT

1. GENERAL INFORMATION

Date _____

Firm Name _____

Address _____

City _____ State _____ Zip _____

Contact Person(s) – limited to two persons per firm/application

Contact No. 1

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Contact No. 2:

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Type of organization:

_____ Sole proprietorship (individual)

_____ Partnership

_____ Professional corporation

_____ Corporation

_____ Joint venture

Other _____

Page Must be Included in RFP

2. QUALIFICATION STATEMENT

In a 100 words or less statement, please describe what makes your firm uniquely qualified to perform services for a **PROFESSIONAL DEVELOPMENT**, including any superior qualities:

3. FIRM BACKGROUND AND STAFF

Year present firm established _____

Name of parent company, if any _____

Address _____

List principals of firm _____

Former company name(s), if any, and year(s) established:

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Number of employees in firm locally:

Total of employees in firm (all office locations):

Who will be your designated representative assigned to CSD?

Who is the senior member of the firm assigned to CSD?

4. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM

Please indicate below the types of services your firm could supply to CSD:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

Page Must be Included in RFP

7. Please include a description of the stewardship report that is supplied as a regular part of your service for **PROFESSIONAL DEVELOPMENT**.

*Please submit a sample copy of a completed **PROFESSIONAL DEVELOPMENT** created for a district or entity of similar size to CSD.*

8. **CURRENT CLIENTS**

Please list three (3) of your current school district clients whose projects reflect the scope of your present workload.

For each, please provide resulting measurable data that indicates improvement over a period of at least two years.

A. Projects _____

District _____

Contact person/title _____

Phone number _____

Project description _____

B. Projects _____

District _____

Contact person/title _____

Phone number _____

Project description _____

Page Must be Included in RFP

C. Projects _____

District _____

Contact person/title _____

Phone number _____

Project description _____

9. Please attach any additional information and/or brochures that would provide additional information about your firm in relation to this request.

10. APPLICATION SIGNATURE:

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the Federal and State Programs.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow CSD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

NAME (Please print or type)

TITLE

DATE

SIGNATURE of FIRM'S CONTACT PERSON