



Cleveland School District

Where Learning is Essential

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Superintendent, Cleveland School District

662-843-3529

REQUEST FOR PROPOSAL

This Request for Proposal will require the proposal submissions to include a contractor summary of their business, capabilities and methodology for completing the proposal, expected results, executives, staffing, and management required for completion, communication details, equipment needed, expense breakdown, expense summary, details of licensing and bonding if they have any, insurance details.

PROJECT NAME: Web-Based Supplemental Student Interest (Trade Books) Reading Comprehension Evaluation System

Cleveland School District

305 Merritt Drive

Cleveland, Mississippi 38732

PH: 662-843-3529 FAX: 662-579-3090

aharris@cleveland.k12.ms.us; clangin@cleveland.k12.ms.us

ADVERTISED BID: Web-Based Supplemental Student Interest (Trade Books) Reading Comprehension Evaluation System

NOTICE TO PROPOSERS

The Cleveland School District (CSD) is soliciting sealed competitive proposals 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 – Web-Based Supplemental Student Interest (Trade Books) Reading Comprehension Evaluation System**

to:

Cleveland School District
Attn: Dr. Angela Harris, Clarese Langin (Federal Programs)
305 Merritt Drive
Cleveland, MS 38732

Proposals will be received at the above address until 3:00 PM, August 8, 2019. Proposals will be opened as received. Prices will not be read, nor disclosed in any other manner until the 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 with any material required by this RFP by the time and date specified. 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.

SUBMISSION OF PROPOSALS. The offeror should propose his/her lowest and best price. All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink.

PROPOSAL FORM

1. **Delivery of Bids:**

The Cleveland School District Board of Education will accept bid proposals for **Web-Based Supplemental Student Interest (Trade Books) Reading Comprehension Evaluation System** for the 2019-2020 school year.

All proposals must be submitted to:

Office of the Superintendent of Education, Cleveland School District
Attn: Dr. Angela Harris/Clarese Langin (Federal Programs)
305 Merritt Drive
Cleveland, MS 38732

no later than 3:00 PM, August 8, 2019.

Timeline:

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposals Advertisement	July 19, 2019
Second Advertisement	July 26, 2019
Deadline for Proposals	August 8, 2019
Bid Proposals Opened	August 9, 2019
Notification of Award by	August 15, 2019
Project Start Date	September 9, 2019
Project Completion Date	June 30, 2020

2. **Bid Withdrawal:**

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date.

3. **Right to Reject Bids:**

The Cleveland School District Board of Education reserves the right to reject any/or all bids of any groups thereof and waive irregularities.

4. **Subject to Appropriation:**

Funds for bid are subject to federal/state appropriation and ability of the district's Comprehensive Federal Programs Application to accommodate this expense.

5. **Code of Conduct for Consultants:**

All consultants that work through this bid are expected to conduct themselves professionally at all times. In addition, they are required to submit written documentation of each consulting visit and submit to the Assistant Superintendent of Federal Programs, and the principal of the school, if applicable.

6. Length of Services:

Contract will run for three years but be billed as services occur. Quotations should be sent yearly (no later than July 15th of each school year). Cleveland School District reserves the right to dissolve this contract each year as dependent upon allocation and evaluation services provided.

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SPECIFICATIONS

Purpose

The purpose of this Request for Proposal (RFP) is to obtain quotations for Web-Based Supplemental Student Interest (Trade Books) Reading Comprehension Evaluation System with Optional Reading/Mathematics Benchmarking System.

Scope of Services – *Proposal responses should be in the following order.*

The service shall:

		Yes	No
1	Allow students to read individually selected trade books and take a small comprehension check on what was read;		
2	Web-based comprehension checks will need to be evaluated;		
3	Web-based internal system of reward for good comprehension checks;		
4	Web-based “points of entry” to help instruct students at their level of reading comprehension development;		
5	Focus on the careful reading of self-selected informational texts;		
6	Focus on the careful reading of self-selected literature texts;		
7	Ability to provide teachers with a zone of proximal reading development that a student would be most successful at reading and comprehending;		
8	Optional abilities to read trade book quizzes to students in English and other languages, if needed;		
9	Optional benchmarking system for reading and mathematics, as well as, other options for supplementary online services;		
10	Online technical support system (e.g. webinars, chat, etc.);		
11	Optional professional development and other online tools <ul style="list-style-type: none"> ○ Provide administration with reports of professional development consultant’s actions, observations, and suggestions when visiting the district; ○ Deliver professional development reports in an electronic and cumulative format with mid-year and end-of-year evaluation of services provided when visiting the district; 		

12	Reports available for student, class, school and district;		
13	Must have a sufficient amount of data (i.e. effect size) to prove efficacy;		
14	Must have evidenced-based research to comply with the Every Students Succeeds Act (ESSA);		
15	Must comply with the mitigation of data, technology, security/user roles and technical support listed below.		

Migration of Data

Bidders technology system shall allow for full migration of the following data components currently available to the district:

Student Data:

		Yes	No
1	Student Birthdate		
2	Student First Name		
3	Student Gender		
4	Student Grade		
5	Student ID		
6	Student Language		
7	Student Last Name		

Personnel Data:

		Yes	No
1	Personnel First Name		
2	Personnel Gender		
3	Personnel ID		
4	Personnel Last Name		
5	Personnel Position		
6	Personnel State ID		

Class Data:

		Yes	No
1	Course Name		

Technology

		Yes	No
1	The system shall be cloud-based and accessible using a variety of devices, including iPads, Chromebooks, laptop and tablet computers.		
2	The system shall be compatible with all major web browsers (Internet Explorer, Chrome Firefox, Safari, etc.)		
3	The system shall be hosted by the vendor. District and school shall not have to install software on local workstations or servers in order to use the system.		
4	The vendor's platform shall automatically load student demographic data, class rosters, and other student and staff information from the local student information system.		
5	The vendor's platform shall provide a secure, automated process for exporting student assessment data.		
6	Parameters for reporting options shall include, but not be limited to certain dates, ethnicity, gender, language, characteristics, grade.		
7	Report headers shall be used to identify the data in each column with respect to selected parameters for reporting purposes.		

Security and User Roles

		Yes	No
1	The vendor shall have physical and network security procedures and protocols in place to help ensure the security of student data.		
2	The vendor shall be compliant with FERPA and other regulations governing data privacy.		
3	Student data shall be backed up on a regular basis with assurance of redundancy. Backups shall be stored at a secure, offsite location for disaster recovery purposes.		
4	The system shall support multiple user roles that control each user's access to specific program features, data and reports.		
5	The system shall support single sign on capabilities for both students and teachers.		

Technical Support

		Yes	No
1	The vendor's call center shall be located in the US and provide ongoing technical support during District business hours.		
2	Technical support shall be available via toll-free telephone, live chat and email.		
3	The vendor's technical support organization shall have a clear escalation path for unresolved issues.		
4	The vendor shall provide users with 24/7 access to support materials.		

Professional Development

		Yes	No
1	The vendor shall provide both onsite and virtual professional development services that help teachers make effective use of student assessment data, as needed.		
2	Onsite professional development sessions shall be customized to meet the specific needs of district and schools, as needed, on a case-by-case basis.		

Selection Process

Contracts will be evaluated based on specification criteria, experience, favorable references, services available, etc. The evaluation process will continue until a recommendation of award is accepted by Cleveland School District.

Special Terms and Conditions

In the event the firm/company is unable to provide the afore mentioned products and mutually acceptable alternative cannot be arranged, the contract can be terminated with written notification by either party.

**Web-Based Supplemental Student Interest (Trade Books)
Reading Comprehension Evaluation System**

Certification of Acceptance of Bid Conditions

This is to certify that _____ accepts the conditions of this official
(Name of Firm)
bid process in submitting our sealed, competitive bid for the items outlined under the
specifications section of this proposal

Signed: _____

Title: _____

Firm: _____

Date: _____

Vendor's DUNS#: _____

**Web-Based Supplemental Student Interest (Trade Books)
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Proposal

Board of Education
Cleveland School District
305 Merritt Drive
Cleveland, MS 38732

School Board Members:

We proposed to furnish and deliver the services/commodities as listed in the proposal form according to your specifications. These prices are guaranteed until June 30, 2022.

We further agree not to request permission to withdraw our bid after bids have been publicly opened.

This proposal consists of Proposal Forms, Conditions and Specifications. We understand that each form is to be signed as required and unless this has been done, our bids may be considered incomplete and rejected therefore.

Firm: _____

Address: _____

State _____ Zip Code _____

Telephone _____

Signature _____

(Please print name above)

Title _____

**Web-Based Supplemental Student Interest (Trade Books)
Reading Comprehension Evaluation System**

BID FORM

Cost per student for online reading comprehension system \$ _____

Any other costs associated with product (e.g. online platform) \$ _____

(Optional) Cost per student for online diagnostic \$ _____

(Optional) Cost for any additional online tools \$ _____

(Optional) Cost for any additional online programs \$ _____

(Optional) Professional Development \$ _____

*(*Costs are requested a certain way to be able to compare against other vendor's products – if you choose to list prices in a different way that must be in addition to the requested prices listed here.)*

Name of Company

DUNS # _____

Name (printed)

Signature

Date

If the bid is selected:

Superintendent's Signature

Date

School Board President's Signature

Date