

REQUEST FOR PROPOSAL

Professional Learning and Job-Embedded Instructional Services

Overview

Introduction: The South Delta School District is located in Rolling Fork, Mississippi. School facilities consist of four (4) schools and one central office. The district has approximately 770 students.

Purpose of RFP: The district is requesting for sealed bid proposals in the areas of Leadership, English/Language Arts, Mathematics, Science, Social Studies, Virtual/Online Instruction, GOOGLE Suites Learning Management System, Standards Based Instruction and Assessment (Each category may be bid separately)

Tentative schedule of Request For Proposal events are as follows:

- A. Advertisement – September 17th and September 24th 2020
- B. Proposal Due Date – October 1, 2020
- C. Bid Opening and Board Approval Date: October 13, 2020
- D. External Provider Notification Date: October 14, 2020
- E. External Provider Contract Negotiation and Authorization to Commence Services – To Be Determined

These services shall be provided to the South Delta School District during the 2020-2021 school term.

The Superintendent and the South Delta School District school board reserves the right to reject any and all bids.

Quotes are requested for full day rates for services. Daily rates should be all inclusive and include all fees and costs.

General Specifications and Instructions to Bidders

A paper copy or an email copy of this document, including any addendums, can be obtained by request below:

Mr. James Johnson - Waldington, Superintendent
South Delta School District
106 Athletic Drive
Rolling Fork, Mississippi 39159
(662) 873-4302 (voice)
(662) 873-6114 (fax)

E-Mail: jjwaldington@southdelta.k12.ms.us

RFP Submission requirements: Submit three (3) copies of the RFP response in one sealed package with Professional Development for Services for Administrative and Instructional Staff indicated on the outside of the package by **October 1, 2020 at 4:00 PM** to the following address:

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COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing to Mr. James Johnson-Waldington, Superintendent at:

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The deadline for submission of written questions is **September 21, 2020**. All responses to written questions and changes to specification requirements will be communicated via email to person submitting questions.

All questions, comments and requests for clarifications must be in writing. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communications shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

All addendums and/or any other correspondence (general information, question and responses) to this RFP will be made available **exclusively** through the South Delta School District.

Minimum Eligibility Requirements for Contract Award

Applicants must provide documentation of a minimum of five (5) years of experience providing educational consulting, training services and materials.

Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years.

Applicants must have financial stability and adequate staff to manage the program.

Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with "personal injury" coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00)

South Delta School District and **South Delta School District's Superintendent** shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or canceled except upon 30 days' written notice to **South Delta School District**. Proof of insurance must be submitted to the **South Delta School District** at the time the contract is executed.

Applicants must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers' compensation insurance for coverage in Mississippi with an employer's liability limit of:

- A. Bodily Injury by accident - \$500,000.00 each employee Bodily Injury by disease - \$500,000.00 policy limit
- B. Bodily Injury by disease - \$500,000.00 each employee

The **South Delta School District School Board** shall be named additional insured on the said policy. The insurance policies required under the Section shall not be modified or cancelled except upon 30 days' written notice. Proof of insurance must be submitted to the **South Delta School District** at the time the contract is executed.

Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.

Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.

Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances. The vendor must reference in its contract if awarded the bid that the vendor has read, understood, agreed, signed and submitted an original copy of the contractual Services Providers' Assurances to the LEA - Exhibit I.

Purpose of RFP

To solicit requests from qualified vendors to bid on Professional Development in the **South Delta School District**

Proposal Requirements and Project Scope:

South Delta Elementary School located in Rolling Fork, Mississippi

South Delta Middle School located in Anguilla, Mississippi

South Delta High School located in Rolling Fork, Mississippi

South Delta Vocational School located in Rolling Fork, Mississippi

Scope of Work

The South Delta School District is requesting bids for the following:

The scope of the project shall be teacher focused in the areas identified by the needs assessment to include but not limited to:

1. Deconstructing the Mississippi College and Career Standards/creating assessments, creating virtual/online lessons for students, creating academic packets based on those standards;
2. Creating pacing guides for the South Delta School District;
3. Differentiated instruction for both virtual and on site instruction;
4. South Delta School District Learning Management System – GOOGLE Suites;
5. Leadership Training on the Mississippi Principals Evaluation System and the Mississippi Professional Growth System.

Additional services required shall be as follows:

1. Provide coaching to develop data plans to impact differentiated instruction for all learners to further implement Response to Intervention tiered approach to instruction.
2. Provide professional development and leadership through job-embedded coaching and workshops to include, but not limited to collaboration, research-based reading and math teaching strategies and the creation of an effective virtual learning environment.
3. Develop and submit reports to the school administration and/or district contact not later than the following Monday of the week that the services are provided.
4. Analyze data and use multiple data points to correlate student achievement to teacher effectiveness.
5. Assist the school's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's leadership

team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.

6. Provide any other training as identified by observation or upon the district's request

Project Goals/Service Evaluation Metric

South Delta School District Data Points – Fall 2020:

1. 10% or more decrease in the number of students scoring in the basic and minimal category on the 1st semester BMA from that of the 1st nine weeks benchmark assessment.
2. 10% or more increase in the number of students scoring in the proficient and advance category on 1st semester BMA form that of the 1st nine weeks benchmark assessment.
3. 10% or more decrease in the number of students scoring in the urgent intervention/intervention area of math and reading on the middle of the year screener than that of the beginning of the year screener.

State Assessment Data Points – Spring 2021:

1. 10% or more increase in the number of SDSA students passing SATP2 in Biology I and US History MAAP assessment than that of the most recent MAAP assessment results.
2. 10% or more increase in the number of students scoring proficient on the Biology I and US History MAAP assessment than that of the most recent MAAP assessment results.
3. 10% or more increase in the number of SDSA students scoring Level 3 or above on the SATP2 on the Algebra I and English II MAAP assessment than that of the most recent MAAP assessment results.
4. 10% or more increase (combined) in the number of SDSA students scoring Level 4 and Level 5 on the Algebra I and English II MAAP assessment than that of the most recent MAAP assessment results.
5. 10% or more increase in the number of SDSA students scoring Level 3 or above in 3rd through 8th grade ELA MAAP assessment than that of the most recent MAAP assessment results:
6. 10% or more increase in the number of SDSA students scoring Level 3 or above in 3rd through 8th grade Math MAAP assessment than that of the most recent MAAP assessment results:
7. 10% or more increase in the number of SDSA students scoring Level 4 or above the 5th and 8th grade science state assessment than that of the most recent MAAP assessment results:

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SCORING METHODOLOGY

South Delta School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to South Delta School District staff, will be used to evaluate the proposals.

Organizational Experience (20 points)

- Variables considered in evaluating this category will include, but not be limited to the following:
- Applicant's experience and success in conducting similar work
- Experience in fulfilling contract of similar nature
- Quality and completeness of proposal
- Number of years in business

Program Design (35 points)

- Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal:
- Innovative and creative approach
- Connection, representation and sensitivity to cultural and ethnic diversity
- Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts & Math Practices, PLCs, State Assessments and Teacher Evaluation System.
- Demonstration of capacity to help teachers integrate the South Delta School District technology equipment in classrooms

Cost Efficiency (25 points)

- Total cost of proposed services
- Service and support cost;

Program Operations (20 points)

- Adequacy of resources, including personnel, equipment, financial stability and other related factors
- Management and planning: The quality of procedures and organizational structures proposed for completion of the work;
- Timeliness of services;

Total Possible Score: (100 Points)

The Applicants should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.