

QUITMAN COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSAL
Professional Development Services

Overview

1. Introduction: The Quitman County School District (QCSD) is located in Marks, MS. School facilities consist of four schools and one central office. The district has approximately 1100 students.
2. Purpose of RFP: The district is requesting for sealed bid proposals in the areas of **English/Language Arts, Mathematics, Science, Social Studies, Technology, Leadership, Assessments, Instructional Support Services and/or Multi- Tiered System of Support (MTSS)** for 4 School-Wide Schools, including 1 Focus School and 2 SIG Schools (See A for specifics).
3. Each category can be bid on separately (See A).
4. Tentative schedule of RFP events are as follows:
 - a. **RFP Released: 8/25/2017- 9/07/2017**
 - b. **Proposal Due Date: 9/07/2017 at 10:00 a.m. Bid Opening: 9/08/2017 at 9:00 a.m.**
5. These services shall be provided to the Quitman County School District during the 2017 - 2018 school term and upon satisfactory evaluation of the provided services, may be extended to include services during the 2018-2019 school term.
6. The Superintendent reserves the right to reject any and all bids.
7. Quotes are requested for half and full day rates for professional development services. The use of the days depends on the identified needs in A.
8. General Specifications and Instructions to Bidders:
 - a. A paper copy or an email copy of this document, including any addendums, can be obtained by request below. You may also see the district's website and bids@mississippi.org.

Dr. Evelyn Jossell, Superintendent
Reginald Griffin, Director of Federal Programs
Quitman County School District
P O Drawer E
Marks, MS 38646
(662) 326-5451 (voice)
(662) 326-3694 (fax)

E-Mail: evelynjossell@qcsd.k12.ms.us

- b. RFP Submission requirements: **Submit 4 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 9/07/2017 10:00 a.m. to the following address:

Dr. Evelyn Jossell, Superintendent
Reginald Griffin, Director of Federal Programs
Quitman County School District
P O Drawer E
Marks, MS 38646

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing to
Reginald Griffin, Director of Federal Programs
Quitman County School District
P O Drawer E
Marks, MS 38646
Email: reginaldgriffin@qcsd.k12.ms.us

The deadline for submission of written questions is September 6, 2017. 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 Quitman County School District. Contractors are solely responsible for frequently checking this website for updates to this RFP.

Minimum Eligibility Requirements for Contract Award

1. Applicants must provide documentation of a minimum of five (5) years of experience providing educational consulting, training services and materials.
2. 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.
3. Applicants must have financial stability and adequate staff to manage the program.
4. 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) on account of bodily injuries to or death of one person and an aggregate of THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) for any one occurrence. **Quitman County School District** and **Quitman County 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 **Quitman County School District**. Proof of insurance must be submitted to the **Quitman County School District** at the time the contract is executed.
5. 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:
 - Bodily Injury by accident - \$500,000.00 each employee
 - Bodily Injury by disease - \$500,000.00 policy limit
 - Bodily Injury by disease - \$500,000.00 each employee

The **Quitman County 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 **Quitman County School District** at the time the contract is executed.

6. Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.
7. Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.
8. 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 ARRA 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 **Quitman County School District**

Proposal Requirements and Project Scope

A- Quitman County Elementary, Quitman County Middle, and Madison S. Palmer High, and Quitman County Career and Technical Center

Professional Development Services Specifications QUITMAN COUNTY SCHOOL DISTRICT

A- The Quitman County School District is requesting bids for the following: A coaching/modeling professional development plan for instructional staff and administrators of Quitman County Elementary, Quitman County Middle, and Madison S. Palmer High, and Quitman County Career and Technical Center that focuses on instructional effectiveness and student achievement in **English/Language Arts, Mathematics, Science, Social Studies, Technology, Leadership, Instructional Support Services and/or Multi- Tiered System of Support (MTSS)**. **The professional development plan will:**

- Provide training in job-embedded professional development for instructional staff in English/Language Arts, Math, Science and Social Studies, including but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling, differentiated instruction, scaffolding and utilizing and identification of resources.
- Provide coaching to develop and implement data plans to impact differentiated instruction for all learners to further implement the Multi- Tiered System of Support approach to instruction.
- 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 classroom management.
- Develop and submit daily reports to the school administration and/or district contact no later than the second day following observation.
- Analyze data and use multiple data points to correlate student achievement to teacher effectiveness.
- Assist the school's and district'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 and district's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request.

All responses to the RFP must demonstrate the vendor's expertise and capacity to integrate the use of technology to do the following at each school:

- Guide teachers in setting up technology in their classrooms to enhance the instructional process.
- Model for teachers how to use technology such as electronic (interactive) whiteboards, student response systems, document cameras, laptops, IPAD, IPAD carts, Chromebooks, cloud technology and slates to monitor or to improve the instructional program and improve the teaching and learning process.
- Coach teachers on how to use software to create lesson plans integrating technology.
- Critique teachers' lesson plans integrating technology and provide teachers feedback on improving those plans.
- Assist the school's administrator in creating a plan to monitor teachers integrating technology in their lesson plans.

For your information, the following is a list of technologies in the Quitman County School District that vendors must demonstrate expertise and capacity to use in classrooms with teachers:

Smart boards
Promethean boards

Smart Response Systems
Turning Point Clickers (NXT and RF)
Epson Document Camera
Smart Document Camera
IPADs and IPAD carts
Smart Slates
E-Instruction clickers
Mobi-View slate
Laptops
Desktops
Chromebooks
Cloud Technology

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SCORING METHODOLOGY

**Quitman County School District
P O Drawer E
Marks, MS 38646
(662) 326- 5451**

Quitman County 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 Quitman County School District staff, will be used to evaluate the proposals.

1. Organizational Experience **20 Points**

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant's experience and success in conducting similar work
- b) Experience in fulfilling contract of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

2. 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;

- a) Innovative and creative approach
- b) Connection, representation and sensitivity to cultural and ethnic diversity
- c) Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts & Math Practices, PLCs, State Assessments, and Teacher Evaluation System.
- d) Demonstration of capacity to help teachers integrate the Quitman County School District technology equipment in classrooms

3. Cost Efficiency **20 Points**

- a. Total cost of proposed services
- b. Service and support cost;

4. Program Operations **25 Points**

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

Total Possible Score: **100 Points** *(Plus *Value Added)*

- A. 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.
- B. 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.

**Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score.*