

Request for Proposal
SCHOOL QUALITY IMPROVEMENT PROFESSIONAL DEVELOPMENT AND
TECHNICAL ASSISTANCE SERVICES
Campbell City Schools

Proposal Cover Sheet

Campbell City Schools
Kristin Fox
280 Sixth Street
Campbell, OH 44405

Closing Date: June 12, 2019
Closing Time: 12:00 PM (noon)
Attention to: Kristin Fox

THIS DOCUMENT CONSTITUTES A REQUEST FOR PROPOSALS FOR SCHOOL QUALITY IMPROVEMENT PROFESSIONAL DEVELOPMENT AND TECHNICAL ASSISTANCE SERVICES. EACH PROPOSAL SHALL BE SEALED IN AN OPAQUE ENVELOPE CLEARLY MARKED "SCHOOL QUALITY IMPROVEMENT PROFESSIONAL DEVELOPMENT & TECHNICAL ASSISTANCE PROPOSAL".

The purpose and intent of the resulting contractual agreement is for the successful Offeror to provide specialized and targeted professional development and technical assistance services to the Campbell City School District for Campbell Memorial High School and Campbell Elementary School. Sealed proposals will be received until 12:00 P.M. (noon) on June 12, 2019. **Proposals received in the District's Board of Education Office after the date and time specified will not be considered. The District is not responsible for lateness or non delivery of mail carrier, etc., and the date/time stamp in the Board of Education shall be the official time of receipt. Proposals may not be submitted by facsimile.**

The Campbell City School District reserves the right to accept or reject any and all proposals in whole or in part and waive any informality in the competitive negotiation process. Further, the School District reserves the right to enter into any contract deemed to be in the best interest of the school division. In making its selection, the School District may consider any other information, including information not requested in this Request for Proposal or not included in the proposals received. The School District is not required to select the firm that submits the lowest cost proposal for providing the services.

The Campbell City School District will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal, or in engaging in oral presentation, discussions, or negotiations with the Board or its representatives. Proposals must be in one single bound document. Offerors shall submit one (1) signed original and eight (8) copies of their proposal.

Any questions regarding the RFP should be directed to Kent Polen at (330) 799-8236

Proposals may be mailed or delivered to:
Campbell City Schools
Kristin Fox
280 Sixth Street
Campbell, OH 44405

SECTION MUST BE COMPLETED FULLY BY OFFEROR:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Proposal is valid for 60 days unless a longer period is indicated here _____ days.

Name & Title of Authorized Signatory: _____

Signature: _____ Date: _____ Signatory hereby

certifies that he/she is authorized to sign on behalf of the company, that he/she has carefully examined all conditions of the proposal and comments attached hereto and made a part hereof, and hereby submits this

proposal pursuant to such instructions and requirements.

Scope: Campbell City School District (CCSD) recently was awarded a 4-year School Quality Improvement Grant (SQIG) through the Ohio Department of Education (ODE), to improve capacity to address academic and non-academic areas of improvement through a high school redesign support, coaching, professional development and other technical assistance within the Campbell Memorial High School (CMHS). The student outcomes and adult implementation goals are detailed below, for the proposed SQIG project over the project period (3 academic years).

The proposed or desired student outcomes for the project are:

- Increase the percentage of students testing proficient on ELA End of Course (EOC) exams by 3% points, annually.
- Increase the percentage of students testing proficient on ELA II End of Course (EOC) exams by 3%, annually.
- Increase the percentage of students testing proficient on Algebra End of Course (EOC) exams by 3%, annually.
- Increase the percentage of students testing proficient on Geometry End of Course (EOC) exams by 3%, annually

The proposed or desired adult implementation goals for the project are:

- The improvement in academic achievement will be demonstrated through alignment of instructional practices to the newly developed Portrait of Graduate (POG) and ODE's strategic plan demonstrating continuing improvement of at least 10% points annually on the fidelity of implementation in ELA, as measured by the Reading Tier Fidelity Inventory (R-TFI).
- Professional learning scope and sequence among high school faculty and leadership to implement integrated reading and behavioral multi-tiered system of supports (MTSS), demonstrating continuing improvement of at least 10% points annually, on implementation of MTSS, as measured by the R-TFI.

Standard Terms and Conditions:

1. The request for proposal, terms and conditions, the specifications, and the received proposal form the contract and they shall be fully part of the contract, as if thereto attached, or therein repeated. These documents represent the entire agreement between the successful vendor(s) and the school district and supersede any prior discussions or negotiations, representations or agreements, either written or oral.

2. Respondents are cautioned to read this invitation carefully, to complete all entries, and submit all documents or information requested. Failing to do so may render the proposal materially non responsive and result in non-consideration of the proposal.

3. The contract, once accepted, shall be firm for two (2) years, beginning July 1, 2019 and expiring June 30, 2021. The contract may be renewed for an additional one (1) year term if agreed to by both parties. Terms for each additional year of contract shall be determined by mutual consent, except that contractor agrees that price increases, if any, after the initial two year term will not exceed 5%.
4. Renewing the contract would imply doing so under the same terms and conditions. Three months prior to the expiration of this contract, the vendor(s) shall provide to the District's Business Office an offer to renew the contract. This offer must be in writing.
5. The vendor shall indemnify and hold harmless the Board, the School District and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the vendor's performance of the contract.
6. Vendor is an independent contractor, and the employees of the vendor are not and shall not be considered to be employees of the School District. The vendor will be responsible for addressing all labor, employment and working condition issues with its employees without the involvement of School District staff unless agreed to otherwise. The vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including Social Security taxes, unemployment compensation, Medicare and other similar deductions.
7. Proposals meeting the requirements of the Request for Proposal shall be considered.
8. Respondents shall submit via email all questions concerning this proposal to kfox@campbell.k12.oh.us or phone Kristin Fox (330)799-6359. Any interpretations, corrections, or changes to this RFP and the Specifications will be made by addendum to the RFP. The sole issuing authority of addenda shall be vested in the District's Purchasing Agent(s). Addenda will be mailed to all who are known to have received a copy of this RFP.
9. Vendor shall maintain during the term of the Contract for protection of School District and vendor the following insurance: Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than One Million Dollars (\$1,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Blanket Contractual Liability and Products Liability; commercial automobile liability coverage including non-owned and hired vehicles in an amount not less than One Million Dollars (\$1,000,000.00); an umbrella liability policy of One Million Dollars (\$1,000,000). The vendor shall provide School District with a certificate evidencing such policies. The insurance policies shall name the School District as an additional insured and shall contain covenants by the issuing company that the policies shall not be canceled without thirty (30) days' prior written notice of cancellation. The vendor may provide the required insurance coverages through one or more policies currently held by the vendor without the need for procuring new and separate insurance policies.

Worker's Compensation Insurance shall be carried by the vendor in the full amount required by Ohio law.

10. No right or interest in this contract shall be assigned or delegation of any obligation made by the vendor to another vendor. Any attempted assignment or delegation by the vendor shall be wholly void and totally ineffective for all purposes.

11. Each respondent, by making his proposal, represents that the respondent has read and understands the RFP.

12. All District property and facilities are a drug free zone. No one may use, consume, carry, transport, or exchange tobacco, cigarettes, or illegal drugs while in a school district building or while on school district property. The bidding company and its employees shall adhere to this policy.

13. Each respondent must give notice to the District if a person, owner, or operator of the business has been convicted of a felony. The District may terminate a contract if the District determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. No person shall be employed by the vendor who has been found guilty of any of the criminal offenses enumerated in Revised Code Section 3319.39 without the prior consent of the School District, which consent may be withheld by the School District in its sole discretion. The School District shall have the right to effect the immediate removal of the vendor's employees from the school facilities for being outside a designated work area, for fraternizing with or engaging in any improper behavior directed toward or in the vicinity of students, employees or guests of the School District, or for other good cause shown.

14. If, at any time, the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right upon written notice to the vendor to the following remedies (though not just limited to these): purchase the service elsewhere and/or cancel the contract. The Contract may also be terminated by School District for its convenience and without cause fourteen (14) days written notice to vendor.

15. All parties agree that venue for any litigation rising from this contract shall lie in Mahoning County, Ohio.

16. The vendor understands and agrees that for the purchase of the vendor's services and/or products that are made directly by students and/or the students' families, compensation for such services and/or products shall be paid only by those students and/or those students' families, and the vendor further agrees that the School District shall not be responsible for compensating vendor for such services and/or products.

Submissions:

1. Your proposal, in order to be considered, must include the properly executed Request for Proposal Response Form and those other items and/or attachments as specified in this proposal.

2. In the event the successful firm(s) requests a separate contract be signed, a copy of this contract must be submitted with the proposal. The contract will be reviewed by the District's attorney for

approval prior to the District's Board of Education officially awarding the contract. The School District reserves the right to reject the vendor contract form in the School District's sole discretion.

3. The successful vendor shall assign a representative who will be responsible for the administration of this contract (not involving change of scope, terms or conditions) and a point of contact for the District.

4. A respondent must affirmatively demonstrate responsibility through a satisfactory record of performance. Each respondent is required to submit with their proposal a list of three (3) references from school districts for which services have been provided by your company within the last two years. The list shall include the company/entity name, address, contact name, email address, and telephone number.

Evaluation and Award:

1. The District will evaluate and award the proposal that offers the overall best value to the District and alignment of proposed work to the Campbell Memorial High School and district improvement strategies and student outcomes and adult implementation goals.

2. The District will evaluate and award proposal based upon provider capacity and demonstrated ability to perform proposed services with similar scope and outcomes.

3. The District will evaluate and award proposal with preference toward those providers who can demonstrate experience and successful implementation of proposed services working with the District or other organizations locally, regionally, throughout Ohio, as well as nationally.

4. The District will evaluate and award proposed based upon a proposed cost-reimbursement basis.

4. The District is expected to take action on this proposal no later than June 25, 2019. If awarded, the successful vendor will receive a written notification of acceptance by award letter mailed or otherwise furnished, which when received by the vendor results in a binding contract without further action by either party.

Anticipated Timeline:

June 12, 2019 RFP's Due to Campbell City Schools Board of Education

June 14, 2019 Notification of short list

June 19, 2019 9:30-11:30 Phone Interviews

June 25, 2019 Notification of Award

June 26-27, 2019 9:00-11:00 Planning meeting with selected vendor and school principals

Scope of Proposed Services

The provider will assist internal district and building leaders in implementing school quality improvement

grant (SQIG) project plan and the chosen evidence-based strategy (EBS) for the Campbell Memorial High School (CMHS): “Engage students by offering curricula and programs that connect schoolwork with college and career success and that improve students’ capacity to manage challenges in and out of school.” (WWC: 2017. *Preventing Secondary Dropouts*).

- A. Work with internal stakeholders and other providers, if applicable, to facilitate high school redesign of instructional systems through aligned and ongoing job-embedded professional development (PD) focused on preparing staff to implement and sustain identified instructional strategies. The provider will assist the district and building staff by at least doing the following:
 - a. Conduct classroom observations and focus groups to determine adult implementation needs;
 - b. Collaborate with internal district and building staff to develop 4-year PD plan and timeline to implement evidence-based strategies (EBS) and practices, which will meet all six (6) criteria for consideration as ESSA exemplary professional learning;
 - c. Facilitate community engagement to design a Portrait of Graduate (POG) profile defining knowledge, skills and attributes CMHS graduates need to thrive post-graduation;
 - d. Facilitate building-level design teams to research, plan, implement, refine and scale systems changes in alignment with the POG, including assisting the redesign of HS course of study, development of alternative pathways to graduation with integrated internships, apprenticeships, industry-recognized credentials and postsecondary coursework.
 - e. Provide ongoing PD to align instructional practices to the POG, including face-to-face PD coupled with virtual or blended technical assistance and monitoring supports in partnership with four (4) building-level design leads (teachers) to manage implementation of plan with fidelity.

- B. Support project leadership team (PLT) in relevant data collection and reporting, related to the project implementation and work attributable to the provider.

23. Vendor approval will be based upon the following criteria instructions:

- A. RFP Response Form;
- B. Past experience and background
- C. Alignment of research and demonstrated capacity to implement proposed evidence-based strategies
- D. Proposal of Services (aligned with Scope of Proposed Services)
- E. Timeline and Milestones
- F. Proposed Cost Breakdown by Implementation Year (i.e., 2018-2019; 2019-2020; 2020-2021; and 2021-2022).
- G. Responsible Point of Contact
- H. Demonstrated capacity and ability to perform proposed work (i.e., description of key consultants, lead PD providers, subcontractors, etc.)

- I. References
- J. Value Added Services

RFP RESPONSE FORM

**To: Campbell City Schools Board of Education
280 Sixth Street
Campbell, Ohio 44405**

Company Name

Address

City/State/Zip

Area Code/Telephone Number

Fax Number

Email Address

Federal Tax Identification Number

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions, terms and conditions contained herein, and that if accepted by the Campbell City School District, all of the provisions are part of a binding contract between the Campbell City School District and our company. I also certify that this proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same contract, and is in all ways fair and without collusion of fraud. _____

Owner or Legally Authorized Representative

Title

Signature Date

References: Please provide three(3) K-12 schools for which you have provided similar proposed services in the past 2 years.