

REQUEST FOR PROPOSAL

FOR CONTRACTS FOR

***Professional Learning and On-The-Job Instructional Leadership and Classroom Support
Services***

FOR THE

Yazoo City Municipal School District

Dr. Georgia Ingram, Interim Superintendent of Education

PROPOSALS DUE BY: Friday, September 7, 2018

PROPOSALS MUST BE SEALED AND DELIVERED TO:

Yazoo City Municipal School District

P. O. Box 127

1133 CALHOUN AVE

YAZOO CITY, MS 39194

Phone: (662) 746-2125

Fax: (662) 746-9210

Request of Proposals

For professional learning and support for administrative and instructional staff:

Elementary: Webster Elementary School
McCoy Elementary School

Middle School: Bettie E Woolfolk Middle School

High School: Yazoo City High School

I. Overview of Services

The Yazoo City Municipal School District (YCMSD) is soliciting written proposals from potential service providers for support at the schools listed above. The purpose of this proposal is to provide job embedded professional development and on-site consultation to teachers and administrators. The following areas listed below should be addressed with detail to include cost factors associated with each aspect of the proposal for services:

- a. Job embedded services for teachers, building level leadership and curriculum in the areas of instructional leadership and data analysis, classroom instructional and assessment support and across the curriculum reading and literacy support,
- b. Professional development activities must be specifically designed to increase the academic success of all sub-groups of the students measured by the annual Mississippi assessments utilizing the following evidence-based learning strategies,
- c. YCMSD seeks qualified providers who have prior successful experience in these areas to enhance the instructional program at specified site,
- d. Continuous reporting on status, progress and next steps needed to improve instructional practices in the teaching and learning process,
- e. Coaching and modeling effective and best practices in instruction and leadership and
- f. Documentation of observations and recommendations for areas of need.

II. **Webster Elementary School Grades K-1**

Instructional Leadership Development and Administrative Planning
Mathematics Specialist
ELA/Literacy Specialist
Reading/Writing

McCoy Elementary School Grades 2-5

Instructional Leadership Development and Administrative Planning
Mathematics Specialist
ELA/Literacy Specialist
Reading/Writing

Woolfolk Middle School Grades 6-8

Instructional Leadership Development and Administrative Planning
Mathematics Specialist
ELA/Literacy Specialist
Reading/Writing

Yazoo City High School

Instructional Leadership Development and Administrative

Planning Algebra I Specialist

English II

Specialist

Reading/Writing

- III. Communications Regarding the RFP
 - a. Address questions to: fhill@yazoocity.k12.ms.us
 - b. All questions, comments, and requests for clarifications must be in writing. Any oral communications shall be considered unofficial and non-binding.
 - c. Only written response to written communication shall be considered official and binding upon YCMSD. YCMSD reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.
 - d. External Partners must file a Statement of Qualifications with the district.

- IV. The Superintendent reserves the right to reject any and all bids.

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SCORING RUBRIC

Yazoo City Municipal 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 Yazoo City Municipal School District, will be used to evaluate the proposals.

1. Organizational Experience **20 points**

Indicators 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**

Indicators 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, CCSS ELA Shifts & Math Practices, PLDs for State Testing, and M-Star.
- d) Demonstration of capacity to help teachers integrate the 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 for implementation of services;

Total Possible Score:**5 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 meaning that you/your company are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

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.

- I. General and Additional Information (contact fhill@yazoocity.k12.ms.us)

External Partners Selection Process

2018-2019

Information for External Partners

The Federal Funds allocated to the Yazoo City Municipal School District provide supplemental educational service and resources to our schools in an effort to provide greater educational opportunities for our students. These efforts are organized through the Office of Federal Programs throughout the year.

Each year, the district will publish a list of significant academic needs for the current year based on areas that data reflect the greatest academic needs. External Partners will be invited to submit a letter of interest listing those projects for which they wish to be considered. If the external partner does not already have a current statement of qualifications on file with the Yazoo City Municipal School District Office of Federal Programs, one should be submitted.

All external partner contracts are awarded on the basis of a qualifications-based selection and for a negotiated fee. Nearly all selection processes involve requests for proposals and competitive interviews of at least three highly qualified organizations. In a limited number of cases usually involving unique circumstances or exigency, we may competitively select external partners on the basis of on-file qualification statements alone. External Partners are selected for interview by a panel including teachers, principals, and district level administration.

The following information is considered significant in short-listing for interviews and in selection for external partners. This list is not all-inclusive or in priority order:

- Experience as an external partner
- Experience with populations similar to the current population we serve
- Size of the organization; total staff and number of license professional educators
- Current capacity of the external partner to perform the duties requested by the YCSD
- Experience in the Mississippi Educational System
- References from past clients and evidence of their impact on student achievement
- Performance on prior work with the district
- Specific staff proposed for the project
- External Partners level of interest and quality of presentation materials
- Responsiveness of qualification statement and proposal
- Rigor and relevance of the concept for the project

External Partners must file a Statement of Qualifications with the district at any time. For an electronic version of the district qualifications questionnaire, e-mail fhiill@yazoocity.k12.ms.us or to have the form faxed to you, call Mr. Frederick Hill at (662) 746-2125 extension 29.

Inquiries about the External Partners Program may be directed to Mr. Frederick Hill at fhiill@yazoocity.k12.ms.us. Due to our current workload, we discourage calls and appointments for purely marketing purposes.

This document is provided for the information of external partners interested in working with our district. Nothing herein shall restrict the Board of Education from selecting the external partner it desires in the best interest of the school district.

YAZOO CITY MUNICIPAL SCHOOL DISTRICT

1133 Calhoun Avenue

Yazoo City, MS 39194

FEDERAL PROGRAMS EXTERNAL PARTNERS RECORD DATA QUESTIONNAIRE

Date: _____

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____

This Firm is:

Individual

Partnership

Professional Corporation

other (describe)

The essential information requested here is to be provided in full on the questionnaire form. You are welcome to furnish brochures and other supplemental information with your submittal; however, please do respond to inquiries on our questionnaire by referring us to information contained in other documents. In the case of project experience, you should list the most relevant projects on the questionnaire and may supplement this with a more extensive list if you wish to do so. Your failure to provide complete information in the format requested may result in your firm not being selected for an interview.

TYPE OF PROPOSALS PREFERRED

Each year, the district will publish a list of significant academic needs for the upcoming year. External Partners will be invited to submit a letter of interest listing those proposals for which they wish to be considered. If the external partner doesn't already have a statement of qualifications (the RECORD DATA QUESTIONNAIRE) on file with the district, one should be submitted with the letter of interest. Occasionally, RFP's are not advertised, usually due to urgency. In that case, external partners will be competitively selected from organizations with a current Record Data Questionnaire on file.

I. ORGANIZATION DATA

A. Services Check the services that your firm provides

_____ Test- Prep

_____ Teacher Coaching Services

_____ Other:

B. Personnel List the number of current personnel within your organization by discipline:

_____ Licensed Professional Educators

Field: _____

_____ Trainers/Educational Consultants

_____ Administrative/Clerical

_____ Others

_____ Total

C. Principals Identify up to three Principals of the organization. Attach biographical data as appropriate.

<u>Principal Name</u>	<u>Mississippi License Number</u>	<u>Check if biographical data is attached</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Organization History

1. How long has the organization engaged in educational consultant work under its present name? _____

2. If this organization has engaged in educational services under other names, list the prior names and years of operation under each name.

3. If the organization is a legal successor to any other organization engaged in providing educational services, list these organizations and years of operation of each.

4. List the total number of staff employed by the organization in each of the last five years:

Year:	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Total Employees:	_____	_____	_____	_____	_____

E. Liability and Insurance. School district policy requires that external partners carry a minimum one million dollar Professional Liability Insurance policy.

1. Does your organization carry Professional Liability Insurance in the amount specified above?

2. Are there any pending claims against the organization or any of its principals at this time which relate to the provision of professional services, or are the organization or any of its principals involved in current or pending litigation relating to the provision of professional services?

3. (If so, please provide on a separate sheet details including the name of the parties to the dispute, a court case number if applicable, and the status of the dispute or litigation.)

4. List all cases in the last 10 years in which the organization or any of its principals has been involved in litigation relating to the provision of professional services. For each case please provide the names of all parties to the suit.

I. SPECIAL INTEREST ITEMS

A. Documentation: Briefly describe below what services you provide and how they are presented (academic progress, formative and summative assessment, etc.)

II. REFERENCES

A. Client References:

List at least five school district clients for whom your firm has worked.

<u>Client</u>	<u>Address</u>	<u>Telephone</u>	<u>Contact Person</u>

B. External Partner References:

List at least three organization or districts that have performed work planned by your organization.

Organization	Address	Telephone	Contact Person