

# Walthall County School District

Federal Programs Request for Proposals on Educational Services for  
English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, Social Studies, EL  
Student Instruction, Classroom Management, and Leadership Coaching

Walthall County School District  
814A Morse Avenue  
Tylertown, MS 39667

RFP #201920-11420-16AB  
Tylertown High School (9-12)

December 2019

## **Introduction**

The Walthall County School District through the Office of Federal Programs, as part of its requirement to implement the provisions of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), is soliciting written proposals from potential service providers for professional learning services.

## **Project Overview**

Funds for requested services are allocated through federal funds. The intent of this proposal is to provide job-embedded professional development and on-site consultation to teachers and administrators during the 2019 – 2020 school term. Professional learning and student test preparation activities must be specifically designed to increase the academic success of all sub-groups of students as measured by the Mississippi Assessment Program. **Specific, attainable growth goals will be determined and agreed upon between the service provider and the Walthall County School District administrative team. These services shall be provided to Tylertown High School (9<sup>th</sup> – 12<sup>th</sup> Grade) during the 2019-2020 school term.**

The services should include **English II, Algebra I, U. S. History, Biology I, ELA, Math, Science and Social Studies content areas of intense on-site job-embedded professional learning, consultative services, student support and classroom management that is conducted within the classroom with students and teachers and with building-level school administrators, leadership skills for administrators.** Job embedded professional learning will include data analysis, data-driven Mississippi College and Career Readiness Standards, reading instruction in the content areas, instructional coaching, modeling of instruction, and student test preparation for MAAP re-testing and first-time test takers. Services should also include

Service Providers will be required to submit:

- Written reports to the superintendent, assistant superintendent/instructional supervisor, building level administrator, and assistant superintendent/federal programs director within two days of a site visit.
- On-site briefings with the superintendent and appropriate district-level administrators.

**Content-Based Professional Learning:** The project must focus on professional learning in English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, and Social Studies content areas based on Mississippi College and Career Readiness Standards, as well as reading instruction in the content areas for teachers in grades K-12. Alignment to the English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, and Social Studies Mississippi College and Career Readiness Standards and the National Staff Development Council Standards must be well

defined. Each project will be required to implement a professional learning model which includes intensive onsite professional development.

**Needs Assessment:** The project must address the results of a comprehensive assessment of teacher quality, teacher professional learning needs, and student learning needs with respect to the teaching, learning, and mastering the Mississippi College and Career Readiness Standards in English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, and Social Studies. The professional learning should be sustained, intensive, and classroom-focused to have a positive and sustained impact on classroom instruction and teacher performance, and support hands-on instruction with students.

**Scientifically-Based Research:** The professional development activities to be carried out must be based on a review of proven evidenced-based scientific research. An explanation of how the activities expect to improve student academic achievement and strengthen the quality of instruction must be included.

### **Proposal Requirements**

The narrative sections of the proposal must be double-spaced, and the font used must not be smaller than 12-point. Proposals must consist of the following components:

**Part 1: Submission Cover Sheet** (Attachment A) which shall serve as the cover page of the proposal.

**Part 2: Statements of Assurances** (Attachment B). The statements of assurances must be signed by the authorized official of the vendor submitting the proposal.

**Part 3: Abstract.** The proposal must include a one-page summary that briefly describes the activities and key features that will be addressed and expected outcomes.

**Part 4: Program Narrative** which shall not exceed 30 pages. The Program Narrative shall contain the following elements:

- **Needs Assessment:** The description shall indicate a clear understanding of results of a needs assessment and how the goals and activities of the program are directly related to those needs with respect to the teaching and learning of the current Mississippi College and Career Readiness Standards in English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, and Social Studies.
- **Projected Outcomes:** The proposal must clearly provide projected outcomes of services/work provided in SMART Goals format.
- **Plan of Work:** The proposal must clearly describe the goals and objectives. The description should indicate a timeline and an estimate of the number, type, duration, and intensity of professional development activities. The description of the plan must

include a comprehensive planning process for monitoring alignment between curriculum, assessment, and instruction through a comprehensive planning process.

- **Scope of Work:** The plan shall be specifically developed for the Walthall County School District based on a comprehensive needs assessment. The description should outline the plan for assisting in assessing students' learning strengths and deficiencies using multiple data sources, including state, school, and district data; training and job-embedded professional development for instructional staff for English, Mathematics, Social Studies and Science as indicated by the comprehensive needs assessment; and training needs identified through observations or by district request. The plan should also specify the vendor's plan for executing onsite professional development that is conducted within the classroom and with students.
- **Alignment with the Mississippi College and Career Readiness Standards:** The professional development activities should develop the content knowledge of teachers in the areas of K-12th Grade ELA, Math, Science, and Social Studies based on the Mississippi College and Career Readiness Standards. The proposal must link the professional development proposed to the high school content standards, which can be located at [www.mdek12.org](http://www.mdek12.org). Alignment to the National Staff Development Council Standards is also required.
- **Reporting:** The vendor shall develop and submit reports to the school administration, superintendent, assistant superintendent/curriculum director, and assistant superintendent/federal programs director no later than the second day following the site visit. The report shall include status, progress, and next steps.
- **Management Capability:** The description must clearly demonstrate that the submitting vendor has the capability of managing the project, organizing the work and meeting deadlines.
- **Sustainability:** The description should contain evidence that the plan can be sustained beyond the life of the plan. The Vendor will compile and deliver a professional development packet to the Walthall County School District at the conclusion of the grant. The packet will include all participant materials (e.g., handouts, activities, etc.), facilitator notes, and any other necessary components needed to replicate the professional development.

**Part 5: Evaluation:** The project shall include responses to the following questions:

1. What data can you show that relate directly to the outcomes of your work? Please provide examples of your organization's data.
2. How rigorously, if at all, do you evaluate your process?
3. What internal checks do you use to ensure you are on course in providing services?
4. At what point do you make internal corrections so that you meet your targets?

5. How do you communicate a lack of progress toward your goals or those for the school?
6. What research and data do you rely on to guide your process?

The proposal should include an online solution to enable the district to tie professional development services provided to teacher improvement and student outcomes. This system should allow the district to determine the return on the investment in professional services obtained from this contract.

**Part 6: Budget:** The budget should be clearly tied to the scope and requirements of this plan. The budget narrative should describe the basis for determining the amounts shown on the Budget/Cost Summary Form (Attachment C). The contract is a fixed-price contract. The project is based on a nine-month performance period. The vendors' services will be evaluated at the mid-point of the contract to determine performance satisfaction.

**Ineligible Costs:** Funds may not be used for the following:

- purchase of non-instructional materials and equipment
- purchase of computers, projectors, Smart Boards or similar equipment for the exclusive use of individual teacher participants or project staff
- cost for entertainment

**Part 7: References:** The vendor shall provide a full list of sites and contact information where services have been rendered by the vendor. The vendor shall also submit a minimum of five letters of reference from previous clients that specifically relate to the school improvement services of your organization.

**Part 8: Experience:** The proposal must include a resume for all staff that the vendor will have working in the school. The project shall include responses to the following questions: (1) What are examples of turnaround where you were the provider? (2) What did you learn from these experiences? (3) How many staff does your process require? (4) How often will you be on-site? (5) How do you propose to work with district and school staff? (6) What are your processes? (7) What is your process for providing professional development to school districts? (Be specific). (8) What process do you have in place when vendor staff and or activities do not meet the needs of the district?

## **Proposal Procedures**

**A. Procedures for Delivery of Proposals:** One (1) original and three (3) copies of the written proposal must be received by 10:00 AM local time, January 14, 2020. The proposal envelope **must be sealed** and marked English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, Social Studies, Classroom Management and Leadership Coaching Proposal." Send proposals to the following address:

**Walthall County School District  
Assistant Superintendent / Federal Programs  
ATTN: Andy Brock  
814A Morse Avenue  
Tylertown, MS 39667**

The service provider is responsible for ensuring that the competitive proposal is delivered by the required time and assumes all risk of delivery.

**Incomplete proposals will not be accepted and cannot be returned for revisions. No faxed or emailed copies will be accepted and the original must have original signatures. Proposals will not be accepted after the deadline.**

**B. Acceptance of Bid Proposals:** The Walthall County School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation from the Request for Quotes (RFP) that does not affect the proposal or give one party advantage or benefit not enjoyed by other parties or adversely impact the interest of the Walthall County School District. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP requirements if the party is awarded the grant.

**C. Rejection of Bid Proposals:** Proposals that do not conform to the requirements of this RFP may be rejected by the Walthall County School District. Proposals may be rejected for reasons that include, but are not limited to, the following:

- The proposal contains unauthorized amendments to the requirements of this RFP.
- The proposal is conditional.
- The proposal is incomplete and contains irregularities that make the proposal indefinite or ambiguous.
- The proposal is not signed by the authorized representative.
- The proposal contains false or misleading statements or references.
- The proposal does not meet all the requirements of the RFP.
- The vendor/provider has been barred from receiving federal funds.

**D. Disposition of Bid Proposals:** All proposals become the property of the Walthall County School District.

**E. Conditions of Solicitation:** The Walthall County School District reserves the right to accept, reject, or negotiate regarding submitted proposals on the basis of the evaluation criteria contained in this document. The final decision to award a grant rests solely with the Superintendent of the Walthall County School District.

Before preparing the proposal, the applicant should note that:

1. All proposals, in their entirety, will become the property of the Walthall County School District upon submission;
2. The award of a grant for any proposed program is contingent upon the following:
  - Favorable evaluation of the proposal
  - Approval of the proposal by the Superintendent for the Walthall County School District
  - Successful negotiation of any changes to the proposal as required by the Walthall County School District
3. The Walthall County School District will not be liable for any costs associated with the preparation of proposals incurred by the applicant; and
4. Dollars received as an outcome of this proposal cannot be used to cover any costs associated with the preparation of the proposal.

The Walthall County School District also reserves the right to accept any proposal submitted for a grant award, without negotiation. Therefore, applicants are advised to propose their most favorable terms initially.

Applicants will be required to assume full responsibility for meeting all specified requirements stated in the RFP.

**F. Review Process:** Bid proposals will be reviewed by the Walthall County School District for completeness and compliance with the requirements set forth in the Request for Proposals. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the proposing organization. If in the judgment of the Walthall County School District, a proposal is late, significantly incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from the competition. The decision of the Walthall County School District is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will evaluate eligible applications in light of the required application components and the Walthall County School District's established criteria. The review panel will review each eligible application and make recommendations to the Superintendent of the Walthall County School District. Consideration will be based upon the following criteria: the final score assigned to each proposal by the review panel; the cost-effectiveness ratio determined by the relationship between the number of days of service, the actual number of on-site visits, instructional contact time, and the total cost of the program.

Following approval by the Superintendent of the Walthall County School District, the Assistant Superintendent / Director of Federal Programs will contact the selected Project Director to discuss any modifications of the project plan that may be required.

**G. Criteria for Evaluation of Proposal:** The grant proposals will be read and scored by a review panel based on the proposal requirements listed in this RFP. The review panel will be comprised

of individuals with educational expertise and leadership. The evaluation committee will recommend the proposal to be forwarded to the Walthall County School District Office of the Superintendent for final approval.

An agreement will be negotiated with the applicant that has the highest points, whose proposal is most advantageous to the Walthall County School District, and/or comprehensive and responsive as determined by the evaluation committee.

**The Walthall County School District reserves the right to reject any and all of the proposals.**

The evaluation committee will review the proposals and score each proposal according to the criteria listed below:

<b>Criteria</b>	<b>Points</b>
Efficacy of Plan	30
Evaluation Plan	20
References, Experiences, and Prior Work in the District	25
Demonstration of Need and Research Based Applications	10
Budget and Cost Effectiveness	15
<b>Total Points:</b>	<b>100</b>

**Tentative Timeline:**

RFP Issued	December 20, 2019
Proposals Due by	January 14, 2020 – No later than 10:00 AM local time
Opening of Proposals	January 14, 2020 - 11:00 AM
Evaluation of Proposals	January 15 – 17. 2020
Committee recommendation to the superintendent	January 17, 2020
Superintendent's recommendation to the School Board for approval	January 21, 2020

**Responsibilities of an Approved Provider**

Approved supplemental educational services providers are required to do the following:



Ensure that the professional development/consultative services provided and the content used by the provider are consistent with those of the school district and State and are aligned with the current Mississippi College and Career Readiness Standards

Enter into an agreement with the district that includes:

- Statement of SMART Goals
- Description of how the progress will be measured
- Timetable for implementing services
- Initiation date, frequency, and duration of services to be provided
- Payment provisions based on services provided
- Description of the services to be provided
- Qualifications of staff responsible for the delivery of the services
- Written reports to the superintendent, building level administrator, and specified district level administrators not more than two days following each day of service
- Quarterly, on-site briefings with the superintendent and appropriate district level personnel

### **Copyrights**

The Grantee: (i) agrees that the Walthall County School District shall determine the disposition of the title to and the rights under any copyright by the Grantee or employees on the copyrightable material first produced or composed under this agreement; and (ii) hereby grants to the Walthall County School District a royalty fee, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, to authorize others to do so, all copyrighted or copyrightable work not first produced or composed by the Grantee in the such license shall be only to the extent Grantee now has, or prior to the completion or full final settlements of pay compensation to others solely because of such grant.

Grantee further agrees that all material produced and/or delivered under this grant will not, to the best of the Grantee's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in the Grantee's opinion be likely to become, the subject of any infringement claims or suite, the Grantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

Questions related to the RFP should be addressed in writing by bid number, via e-mail ONLY by 1:00 p.m. on January 10, 2020, to:

Andy Brock, Assistant Superintendent/Federal Programs Director: [abrock@wcsd.k12.ms.us](mailto:abrock@wcsd.k12.ms.us)  
**English II, Algebra I, U.S. History, Biology I, English II, Algebra I, U. S. History, Biology I, ELA, Math, Science, Social Studies, and Leadership Coaching Proposal**

## CHECKLIST

Proposals must include the following components:

- ☐ Part 1 Submission Cover Sheet - Attachment A
- ☐ Part 2 Assurances - Attachment B
- ☐ Part 3 Abstract
- ☐ Part 4 Program Narrative
- ☐ Needs Assessment
- ☐ Projected Outcomes
- ☐ Plan of Work
- ☐ Scope of Work
- ☐ Alignment with Mississippi College and Career Readiness Standards
- ☐ Reporting
- ☐ Management Capability
- ☐ Sustainability
- ☐ Part 5 Evaluation Plan
- ☐ Part 6 Project Budget - Attachment C
- ☐ Part 7 References
- ☐ Part 8 Experience

**Attachment A**

**Proposal Cover Page**

**VENDOR INFORMATION**

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY**

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that \_\_\_\_\_ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**CONFIGURATION SUMMARY**

Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.

Proposal Due Date: January 14, 2020 by 10:00 AM (CDT)

Send To:  
Walthall County School District  
814A Morse Avenue  
Tylertown, MS 39667  
Bid #201920-11420-16AB  
Educational Services Bid  
Attention: Andy Brock

## ATTACHMENT B

### ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned with the Mississippi College and Career Readiness Standards
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents/legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

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Name of Organization

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Printed Name of Authorized Representative

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Signature of Authorized Representative

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Date

## ATTACHMENT C

### BUDGET/COST SUMMARY

Description of Service	Projected Number of Service Days/Daily Rate	Total Cost

## Attachment D

### REQUEST FOR PROPOSAL SCORING RUBRIC

Reviewer ID Letter

Proposal Number

Evaluation of proposals will be based upon the following criteria. Maximum points for each category are indicated. Bullets under each heading will be weighted equally to total points allowed for that category.

	MAXIMUM POINTS	REVIEWER'S SCORE
<b>I. Efficacy of Plan</b>	<b>30</b>	
<ul style="list-style-type: none"><li>• Project supports improved student achievement in English, Mathematics, Social Studies and Science</li><li>• Project provides intense job-embedded professional development plan that is evidence-based and sustained</li><li>• Project enhances the ability of teachers to understand and utilize the current Mississippi College and Career Readiness Standards.</li><li>• Project includes on-site professional development and training that is conducted within the classroom with students and teachers.</li><li>• Project provides opportunities for on-going professional development activities.</li></ul>		
<b>II. Evaluation Plan</b>	<b>20</b>	
<ul style="list-style-type: none"><li>• Project includes measurable objectives and annual targets that describe progress towards meeting the goals and objectives established.</li><li>• Project includes measurable objectives for improved student academic achievement.</li></ul>		
<b>III. Demonstration of Need and Research-Based</b>	<b>10</b>	
<ul style="list-style-type: none"><li>• Project provides evidence-based professional development activities.</li><li>• Project addresses the results of a comprehensive assessment of teacher quality and professional development needs.</li></ul>		
<b>IV. Budget and Cost Effectiveness</b>	<b>15</b>	
<ul style="list-style-type: none"><li>• Budget relates to the scope and requirements of the project.</li><li>• Budget includes provision for evaluation of the activities in an annual performance report</li></ul>		

- Cost effectiveness ratio determined by the relationship between the number of teachers served, the actual amount of teacher faculty instructional contact time, and the total cost of the program.

**V. References, Experiences, and Prior Work in the District**

**25**

- Plan includes full list of references with complete contact information and includes a minimum of five letters of reference from previous clients that specifically relate to the school improvement services of your organization
- Plan provides specific evidence of vendor's experience in turning around situations
- Plan details number of staff required and includes detailed plan of how will be included in the process
- Plan includes a detailed timeline for the turnaround process
- Plan addresses vendor's processes for adjusting vendor staff and/or activities that do not meet the needs of the district services and qualifications match needs and goals of the school.
- Quality of prior work in Walthall County School District

**Total**

**100**