

# SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott R. Muri, Ed. D, Superintendent of Schools

## PURCHASING DEPARTMENT

1031 Witte Road, Bldg. T-1A, Houston, Texas 77055-6016  
Phone (713) 251-1100 FAX (713) 251-1115

**Richard L. Gay**, CPPO, RSBO, RTSBA  
Director of Procurement Services

## NOTICE TO PROPOSERS

### ADDENDUM TO COMPETITIVE SEALED PROPOSAL

DATE: August 16, 2018

This Addendum forms are part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **Annual Contract for Professional Development Services 9.0**

Opening Date & Time: **August 29, 2018 @ 10:00 AM**

ADDENDUM NO. **1**

Proposal NO. **11237-2OCT**

**Please make the following additions, revisions, and/or deletions to the Bid Document:**

Replace section 7.0 (SPECIFICATIONS) with the attached document.

**AND**

### PRE-PROPOSAL CONFERENCE

Date & Time: **August 20, 2018 @ 11:00 AM**

### LOCATION CHANGE

Old address: **1031 Witte Rd, Bldg. T-1A Houston, Texas 77055**

New address: **955 Campbell Rd, Houston, Texas 77024**

Room: **236**

**To Dial in by Phone:** (713)251-8900 **Participant Code:** 925-4042

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

## 7.0 SPECIFICATIONS

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### 7.1 Required Activities

**7.1.1** Components of the Professional Development provider's services shall include, but are not limited to:

- Providing an approach that supports participants with improving instruction and/or services
- Providing follow-up training as needed
- Providing access and support to individual teachers and administrators
- Providing access and support to faculty and staff members, non-instructional
- Training and support shall be available in a scheduled face to face method, a trainer of trainer model, and/or through virtual capacity
- Ability to configure professional development sessions around the needs of teachers in our district

**7.1.2** Deliverables including but not limited to:

- Description of possible sessions as part of the planning process in advance of direct services
- Support and training documents are to be provided to the director, lead and as necessary, participants

### 7.2 Required Credentials:

**7.2.1** At a minimum, the professional development provider should provide a record of experience in:

- An effective record of working with other school districts to provide and implement professional development in curriculum implementation, instruction, student services and/or differentiation methods
- Supporting districts in professional development aligned to improving student learning, student services and educator effectiveness
- Delivering projects on schedule
- Providing services with high-quality customer service and a willingness to meet the needs of the client

## Specifications, continued

### 7.3 Additional Vendors

1. The district will award this CSP to qualified respondent(s), based upon the evaluation of all proposals received.
2. The contract may be for a period of up to three (3) years. The term of this contract shall be **(November 1, 2018- December 31, 2018)**, *with one (1) possible renewal option*, providing any subsequent renewal is agreed to in writing by both parties.
3. Vendors added each year will not extend beyond the original agreement.
4. **CSP# 11237-2OCT** will be amended annually for the term of the agreement. Additional vendors may be added by Board approval.

**7.4** Spring Branch Independent School District (“the District”) through publishing a competitive sealed proposal (“CSP”) soliciting vendor proposals for contracted educational services in the area of Professional Development. These Professional Development Services may include consultation, advisement and facilitation or presentation of professional development sessions with a focus on:

- Reflecting and Adjustment
- Planning and Design
- Teaching and Learning
- Culturally Relevant Pedagogy
- Content and Conceptual Development
- In and Out of Classroom Coaching
- Observation and Debriefing
- Coherent integration of resources, materials, and technology
- Vertical and horizontal alignment of curriculum
- In-depth training to the level of Rigor and Complexity of all TEKS SE’s
- Classroom Management
- Positive Behavior Support
- Professional Learning Communities
- Professional Development for campus administrators, teachers and teacher retention
- Work with Adult Learners within the context of urban schools.
- Assessment and Data

## Specifications, continued

7.5 Vendors responding to this Professional Development CSP must address at least one of the following areas: Advanced academic strategies, tools, and resources for all core and enrichment subjects and best practices including:

- Pre and Advanced Placement,
- Gifted Talented
- Literacy (Reading and Writing)
- Science
- Technology
- Engineering and Mathematics (STEM)
- Career Education
- Project Based Learning for all core and enrichment subjects
- Response to Intervention (Rtl) training strategies.
- Fine Arts
- Special Education
- Counseling
- PreK and Early Childhood
- Dyslexia
- Nursing
- Athletics
- Health Fitness
- CTE

7.6 Vendors responding to this Professional Development CSP must address at least two of the following

Non-instructional areas:

- Resource Integration
- Project Based Learning
- Digital Literacy/Technology
- Information Literacy

7.7 Vendors must be able to provide a training-of-trainer model to district staff, equipping district personnel with the professional development knowledge and skills to reproduce services to campus and central staff audiences. These consultants will have direct contact with students and/or campus personnel delivering curriculum, coaching, and professional development and/ or influencing instruction in the above mentioned areas.

## 7.8 QUALIFICATION STATEMENT

In a 100 words or less statement, please describe what makes your firm uniquely qualified to perform superior services for a **PROFESSIONAL DEVELOPMENT**.

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**7.9 PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM**

Please indicate below the types of services your firm could supply to Spring Branch ISD:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

Describe the manner in which the firm will work with the district, or its designee, to define the PROFESSIONAL DEVELOPMENT project and to perform the work.

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