



Rowan-Salisbury Schools

**500 N. Main Street
Salisbury, NC 28144**

REQUEST FOR PROPOSAL

FOR

**Verifiers for
Accelerate Rowan, a Teacher and School Leader (TSL) Incentive Program Grant**

**RFP Issued: March 1, 2021
Response Due: March 19, 2021 at [5:00] p.m. EST**

Request for Proposal (RFP)

Verifier Creation and Support Services

Rowan-Salisbury School System (the “District”) is requesting proposals from qualified licensed firms for specialized services for Verifier Task creation and support for Accelerate Rowan, a Teacher and School Leader (TSL) Incentive Program grant.

I. General Information

Submittal of Proposal

- Information should be verified before submissions. Adjustments will not be permitted after submission to the District. The District will not be responsible for errors or omissions on the part of the organizations in preparation of the proposals.
- Submissions should be sent to:

McKenzie Lamborne, Grant Coordinator
LamborneMM@rss.k12.nc.us

- Questions about the RFP, its content, format or any other questions must be submitted in writing to McKenzie Lamborne, Grant Coordinator, no later than March 19, 2021.

Signatures

- All Proposals must be signed by an authorized officer of the firm submitting the proposals.

Rights of the District

- The District, in its discretion, may conduct personal interviews of any firm submitting an RFP. The successful firm or firms will be required to enter into an Agreement between the District and the Firm. The form of agreement for requested services shall be substantially in the form of the District’s standard agreement for services.
- All content, processes, products, programs, and all other resources developed by the firm for the purpose of this RFP, shall be the property of Rowan-Salisbury Schools.
- The RFP is not a low-bid price competition; instead, proposals shall be evaluated in accordance with the Evaluation Criteria stated in this RFP.
- The District reserves the right to reject any and all proposals.

Deadline for Submittal

- Submittals must be received by McKenzie Lamborne - LamborneMM@rss.k12.nc.us by March 19, 2021 at 5:00PM EST.

II. Scope of Work

Introduction

- Responses received from this Request for Proposals will be used by the District to select the firm to provide services to the District in accordance with the scope of work identified in this RFP.

Requested Services

- Work with Rowan-Salisbury Schools Teacher and School Leader Grant District Leadership Team to provide Verifiers for the district. Verifiers are short, standard-aligned assessments for Reading, Math, Science and Social Studies that are designed to be administered to students both on- and off-grade level, on an on-demand basis.

Summary of Specific Services/Products and actual Deliverables

- Provide (or support the development of) two Verifiers for each [RSS fundamental standard](#), or cluster of standards, in Reading, Math, Science and Social Studies in Grades K-12.
- Verifiers must be created using an item bank of aligned, rigorous questions at varying DOK levels and a variety of item types (multiple choice, technology enhanced, and performance tasks).
- Verifiers must be aligned with RSS curriculum resources.
- Provide staff access to an item bank of aligned, rigorous questions at varying DOK levels and a variety of item types (multiple choice, technology enhanced, and performance tasks) to be used when creating formative classroom assessments.
- Provide or be willing to create a crosswalk document to describe Verifier alignment to [RSS fundamental standards](#).
- Provide professional development opportunities for staff to promote effective use of Verifiers.
- Provide both live and on-demand professional development for staff to learn how to create valid, rigorous Verifiers.
- Provide a digital platform to house resources that integrates with district technology* when applicable.
- Be available to assist with the process of uploading the Verifiers into the RSS digital assessment platform*.
- Provide data analysis regarding the usage, validity, and reliability of the Verifiers.
- Be available to support implementation questions as they arise.

** The specific digital platforms are pending, and will be discussed in greater detail upon award of the contract.*

III. Contents Of Proposal For Selection Committee

All proposals shall address the following items, in the order listed below and shall be numbered A through F in the proposal document.

- **Description of Firm** – Provide background information regarding the size, location, work history, and organization of the firm.
- **Experience Relative to District Needs** – Provide a detailed summary of the experience of the firm including a list of similar projects completed within the last five years.

- **Qualifications of Firm's Personnel** – Identify all project personnel, organizational relationships, and provide a resume of qualifications and project related experience.
- **Implementation Plan** - Describe how the RFP components, outlined in the previous section, will be implemented.
- **Timeline** - Provide schedule of delivery of services/products.
- **Fees** – Proposals shall include the firm's fee schedule, and pricing shall be inclusive of all costs.
- **Other** - Each firm is encouraged to provide any additional information or description of resources the firm feels is pertinent to this RFP.

IV. Selection Criteria

- Experience and Training: Project personnel resumes.
- Proven track record of services related to the RFP scope of work.
- Previous work history with Rowan-Salisbury Schools.
- Design of project deliverables and implementation plan.
- Applicable Fees.
- Understanding and commitment to Rowan-Salisbury Schools' Renewal School System Legislation and Directional System.

The District Superintendent will appoint a selection committee to review the RFPs and make a recommendation to the School Board.