



REQUEST FOR PROPOSALS

DUAL LANGUAGE PROGRAM AUDIT SERVICES

Introduction and Background

Summit School District (SSD) requires an actionable audit for its elementary dual language program to guide its future direction. The district seeks to embark on an inclusive, capacity building effort to develop organizational clarity, coherence and alignment, with equity-focused and culturally-responsive approaches, to strengthen scholar educational outcomes and to improve scholar achievement within its dual language program.

Summit School District serves the year-round Summit County population of 29,399 people with six (6) elementary schools, one (1) middle school, one (1) high school, and one (1) alternative junior/high school. SSD operates under a locally elected, seven member board providing educational services as mandated by state and/or federal agencies. The Board of Education governs the district's nine schools, staffed by 348 licensed employees, 278 classified employees, and 33 administrative employees. Educational services are provided to approximately 3,680 students.

Summit School District initiated its first dual language education program at Dillon Valley Elementary in 2005. Later, in 2017, Silverthorne Elementary established a dual language education program. Both schools have implemented a two-way 50/50 model. This program model supports both students whose native language is not English and students whose native language is English. Students receive 50% of instruction in Spanish and 50% of instruction in English. This model promotes the maintenance and development of students' first language and the acquisition of a second language. The motive for launching these programs was to reflect the student population at these schools where a high percentage of students spoke Spanish as a native language.

In moving forward, Summit School District seeks to strengthen and enhance its existing dual language program at the elementary levels, to reassess its strengths and assets, and to prioritize opportunities for improvement. Utilizing the collective knowledge, commitment, and experience of the school district and its community, as well as effective approaches for high-performing districts, SSD wants to develop an actionable plan that is embraced and understood by all stakeholders. Our district is approaching this improvement-seeking planning process with the belief that people in the system are competent, hard-working, and need to be supported rather than seeking disruptive reforms that impact teaching and learning.

Scope of Work

- Program overview: Examine the overall goals and objectives of the dual language program to ensure they align with best practices in dual language education. Review program materials, including curriculum, policies, and student outcomes.
- Program implementation: Assess the implementation of the dual language program including an examination of curriculum, instructional strategies, language allocation, and assessment practices. This

assessment will be carried out by conducting interviews with teachers, administrators, and other stakeholders as well as observing classroom instruction and reviewing student work samples.

- Staffing and Professional Development: Review staffing and professional development practices to determine if teachers have the necessary training and support to implement the program effectively.
- Student Assessment: Review student assessment data to determine if the dual language program is meeting its goals and objectives, and if students are making progress in both languages.
 - Review grading practices within the program to ensure that best practices for assessment are being implemented.
- Family and community Engagement: Review the program’s family and community engagement practices to determine if families are being included in the program and that those families have a positive relationship with the school.
- Program Sustainability: Review the program’s sustainability plan to determine if the program is on track to continue long-term, including issues such as budget, staffing, and community support.
- Best Practices: Based on findings during the program review, write an actionable plan to inform next steps for the district’s dual language program that reflects a culmination of the scope of work, student data, and stakeholder input.
 - Make recommendations for improvements based on research and evidence-based practices that will improve student outcomes.
- Program Support and Accountability: Provide support to SSD when implementing recommendations for improvements, including training for staff and administrators.

Timetable/Response Submittal

The Office of the Superintendent is requesting proposals from experienced and qualified individuals/companies. Selection of the consultant will be made based on the proposals submitted and possible interview if needed. A timetable for the selection process is provided below:

- March 3 2023: Release of RFP
- March 24 2023: Receipt of Proposals
- April 10-14 2023: Interview Dates
- April 28 2023: Recommendation for Selection

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents, their lobbyist(s) or agent(s) and any employee of the SSD or its elected Board of Directors, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be ground for immediate disqualification.

All proposals shall be submitted to SSD as follows:

Ms. Mary Kay Doré
Summit School District
PO Box 7
Frisco, CO 80443
Tel: (970) 368-1000
FAX: (970)-368-1049
Email: marykay.dore@summitk12.org

Proposals can be submitted in electronic format, faxed or mailed to the Chief Academic Officer's Office by Noon on March 24th, 2023.

Proposals, including any/all attachments, cover letter, and tabs should not exceed twenty-five (25) pages in length on 8 ½ x 11 inch paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted following the instructions detailed below. SSD reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, SSD reserves the right to reject any and all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to **Mary Kay Doré**

Responses should address the following questions or requests for information:

I. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

II. Experience and Qualification

Provide brief biographies for the partners and employees who will be supporting SSD's account, including any relevant experience for each. Please include only those individuals who will work on SSD's account and specify their role in the project.

Please describe relevant experience with strategic planning projects including previous work with other school districts. Please provide three references.

III. Company Information/Equal Employment Opportunity

- A. Describe your company's equal employment opportunity policies and programs.
- B. Has your company or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your company's business or have any of your company's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense, i.e., financial misconduct, fraud or child abuse? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your company, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your

company’s business which is still pending or have any of your company’s officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter, i.e., financial misconduct, fraud or child abuse which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.

IV. Project Work Plan

Submit a detailed work plan for performed services. A timeline for completion of specific work products should also be included.

V. Fee Proposal

Please provide a fee structure that your company would propose to provide planning services for the Office of the Chief Academic Officer given the scope of services provided in your detailed work plan. Proposals must include the overall cost of all work, as well as hourly or daily rates, and must include cost estimates for travel and time associated with conference calls with SSD staff.

Proposals should not include a budget for logistical support for listening sessions and focus groups, audio-visual needs, meeting space rental, refreshments, and mass printing and distribution of the strategic plan. SSD staff will assist with invitations, registration and on-site logistical support for listening sessions, as needed.

Evaluation Criteria and Selection Process

The contract will be awarded to the qualified proposer whose proposal is most advantageous to the SSD, based on the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the overall scores will guide the SSD in making an intelligent award decision based on the evaluation criteria.

SSD reserves the right to request an interview from those companies determined to be in a competitive range and shall use the information derived from these interviews, if any, in its evaluation.

SSD anticipates selecting one consultant using the following criteria:

<u>Dual Language Program Audit Services</u>	<u>Points</u>
Background and experience in dual language program across diverse school districts	25
Meeting design expertise, facilitation skills and group process skills	25
Gather information regarding current state of dual language program	25
Deliver comprehensive report of current state with recommendations for improvement and follow up support	25
Facilitate input from observations and stakeholders	25
Cost-effectiveness of proposal	25

The contractor will be selected by April 28, 2023.