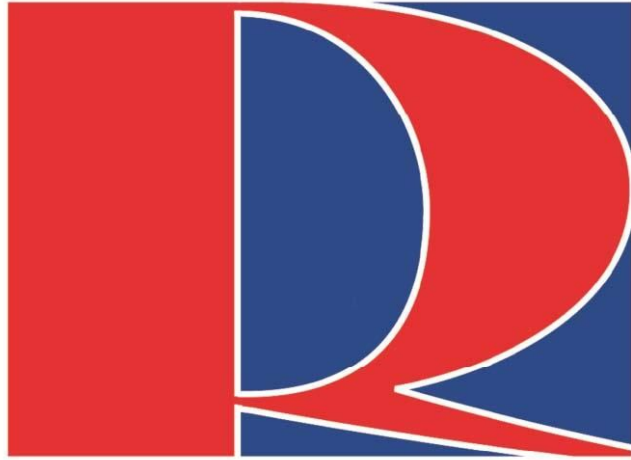


# **REQUEST FOR PROPOSAL**



**RAYTOWN  
QUALITY  
SCHOOLS**

*Expect the Exceptional*

**FOR**

**Middle School Science**

**TO BEGIN: November 14, 2017**

**Submittal Deadline: December 14, 2017**

**RAYTOWN C-2 SCHOOL DISTRICT**  
**6608 Raytown Road**  
**Raytown, MO 64133**  
**816/ 268-7000**

## **REQUEST FOR PROPOSAL**

### **Middle School Science**

#### **Purpose**

The Raytown C-2 School District is seeking a Science resource for Middle School (6-8) Science. The District seeks to retain the services of a company that will provide a comprehensive resource that would include a digital component, training and professional learning opportunities for instructional staff.

#### **Proposal Guidelines**

##### **Response:**

The Raytown C-2 School District requires a Science resource that is focused on foundational concepts that will meet the diverse needs of Tier I, Tier II, and Tier III students. The District also requires the resource to include the support necessary for instructional staff to implement the resource with competency and fidelity.

##### **Cost:**

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but need not be the sole determining factor. While we are not holding any company to a “not to exceed” amount, we do expect the company to be specific as to cost per item(s) and supports and to justify the expense of such items and supports.

##### **Response Deadline:**

**To be postmarked *on or before* December 14, 2017 by**

Mail delivery to the following address:

Raytown Quality Schools

Attn: Victoria Denney

10500 E. 60th Terr

Raytown, Missouri 64133

OR

Electronically to the following email address:

[victoria.denney@raytownschools.org](mailto:victoria.denney@raytownschools.org)

**Selection Criteria:**

The district is seeking a comprehensive Science resource that will support students enrolled in grades 6,7 and 8 through either a Content per Grade or Spiraled Curricular approach. The resource must support and align with the Missouri Learning Standards, and the 3 dimensions of science instruction (Science & Engineering practices, Domain Concept Ideas and Crosscutting Concepts). The resource must be inclusive of our diverse learners and staff while preparing children for the rigorous expectations of 21st Century. The resource needs to provide a strong foundation of Middle School Science instruction with an appropriate and inclusive scope and sequence. It is also desired that the resource include both a physical and electronic resource option, consumable and/or editable respectively, for both the student and teacher.

The professional learning package should include a systematic approach to improve and ensure teacher implementation with fidelity that promotes a high level of student achievement. Desirable resources will have a varied collection of resources that allow for in-depth instruction, student investigations and projects, engaging literacy activities and assessments that are commensurate with Middle School Physical Science, Life, and Earth & Space Science Missouri Learning Standards. It should also include instructional methodologies and practices that can be embedded into units of instruction.

**Award:**

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Award shall be made to the company meeting the established selection criteria, providing the most comprehensive professional learning plan, and containing the most progressive technological components established within the negotiated price. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price, if so stated in the proposal. Negotiations shall be conducted with the company so selected and may include necessary changes to the company's Terms of Use and Privacy Policy for the digital learning components of the resource including third party components to ensure alignment with District's data security guidelines. Price shall be considered, but need not be the sole determining factor.

The District will withhold 20% from final payment as retainage until all online services are fully functional, as written in the proposal, in the educational setting. In the event that online services are not functioning prior to the date agreed upon in the contract, due in part or whole by vendor, the vendor will be assessed a penalty of \$1,000 per day.

**General District Information****Student Population:**

The Raytown C2 School District's enrollment is approximately 8690 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American at 50%, 36.3% Caucasian and 9.8% Hispanic. The free and reduced lunch rate for the District is 66.9% with a mobility rate of approximately 20%. Currently, 13% of our students receive special educational services.

**Facilities/Technology Availability:**

The district has a total of 2 high schools, 3 middle schools, 10 elementary schools, 2 pre-k schools, and 1 alternative school setting. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8 and class sets of Chromebooks for elementary students grades 2-5 and tablets for K-1. The district also continues to move toward the use of web-based applications. All certified district staff has Windows 7 laptops as well as SMART Boards (or interactive whiteboard). All district buildings have complete wireless coverage.

**Instructional staff:**

The certificated staff is diverse in years of service and level of education with the average years of teaching experience at approximately 9.5 years. The district also has approximately 57.2% of the certificated staff with a Master's degree or advanced Master's degrees. It is necessary to provide a curricular resource that differentiates instructional strategies and techniques that will support the novice teacher as well as provide a menu of options for the veteran teacher.

Additional information on the District may be obtained by visiting the District's web site at [www.raytownschools.org](http://www.raytownschools.org), and visiting the Department of Elementary and Secondary Education at [www.dese.state.us.mo](http://www.dese.state.us.mo) and reviewing school data and statistics.

**Finances:**

Raytown School District will require (PARTIAL or FULL) delivery of materials on or before April 15, 2017 to allow the Raytown Instructional Team to plan and prepare professional learning for the summer of 2017.

The contract award under this RFP is contingent upon a final purchase payment after July 1, 2017, the new fiscal year for Raytown School District.

**Information Requested****1. Agency/Personnel Information:**

A. Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.

B. Provide a list of all personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and a summary of each person's duties and responsibilities on the account.

**2. School District Experience:**

A. Provide a list of school districts in the state of Missouri, and specifically in the Kansas City area, for whom your company has been awarded a full Science resource contract: (1) the name of the contact person with the district and their telephone number; (2) the names of those districts for whom your company has been awarded other instructional programs.

B. Provide the same information for districts outside the state of Missouri and, as additional information, include in your response the size of each such district by student and staff population.

**3. Services and Fee for Professional Learning and Training:**

- A. Provide a summary and sample contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the resource materials. This would include professional learning and regular support throughout the first year of the award.
- B. Provide a sample contract/fee agreements of support that you can provide in addition to what would be included in the first year of the award.

**ACKNOWLEDGMENT**

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Entity Name \_\_\_\_\_

Date \_\_\_\_\_

Middle School Science RFP

**RFP Attachment #1**

**Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information include as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Print/Typed

AUTHORIZED SIGNATURE: \_\_\_\_\_

Signed

DATE: \_\_\_\_\_

Middle School Science RFP

**Attachment #2**

**List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Middle School Science RFP

**Attachment #3**

**School District Experience:** Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

**#1 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#2 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#3 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_



## Middle School Science RFP

### **Attachment #4**

**Services and Fee for Professional Learning and Training:** Provide a summary and sample of contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the materials.