

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2019-06 – LITERACY PROFESSIONAL DEVELOPMENT SERVICES

REQUEST FOR PROPOSALS

RFP #2019-06

LITERACY PROFESSIONAL DEVELOPMENT SERVICES

ADVERTISED: MAY 31, 2019
DUE: FRIDAY, JUNE 21, 2019 - 10:00 AM EST

Return to:
Maureen Caraballo
District Treasurer
Hastings on Hudson UFSD
27 Farragut Avenue
Hastings on Hudson, NY 10706

COMMENCING WITH THE 2019-2020 SCHOOL YEAR

A. Introduction

1. Purpose

This request for proposal is for the purpose of selecting a qualified and experienced individual / firm to provide Literacy Professional Development Services to the Board of Education and School District for 2019-2020 and continuing thereafter as may be mutually agreeable.

2. Brief Description of the School District.

- a. Number of Schools- 3 (three), Grades K-12, Student enrollment -1712
- b. Number of employees- 319, Full and Part-Time.
- c. BOCES- Hastings-on-Hudson UFSD is a member district of the Southern Westchester Board of Cooperative Educational Services.
- d. Type of Superintendency- Independent
- e. Board of Education, Seven (7) members, Elected at large, Three (3) year terms
- f. Management and School Leadership
 - Superintendent of Schools, Dr. Valerie Henning-Piedmonte
 - Assistant Superintendent of Curriculum & Instruction, TBD 7/1/19
 - Hillside Elementary School (Grades K-4), Principal- Amy Cazes
 - Middle School (Grades 5-8), Principal- Gail Kipper
 - High School (Grades 9-12), Principal- Louis Adipietro
- g. Budget

The 2019-2020 General Fund Budget is \$51,283,825 as approved by District voters in May 2019.

B. Scope

1. The individual / firm will be expected to provide Professional Development in Balanced Literacy. Services to include coaching (teachers working with the Literacy Consultant in their classrooms), professional development, implementation strategies, curriculum development, resource recommendations to include diverse texts and demonstration

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of practices in the classroom. The work is currently for Hillside Elementary but may expand in the future to include the Middle School.

2. The component chart outlines professional development topics that have been implemented by the district and topics that the district seeks to have implemented in professional development progression.

Reading Workshop	2017-2018
Matching students to books using benchmark assessments	2017-2018
Components of Reading Workshop	2017-2018
Conferences	2017-2018
Goal Setting and Unit Planning	2017-2018
Small Group Instruction	2018-2019
Interactive Read Aloud	2018-2019
Shared Reading	2018-2019
Assessing Student Reading Levels & Using It for Instruction	2018-2019
Creating Reading Curriculum	Summer 2018
Writing Workshop	2019-2020
Components of a Writing Workshop	2019-2020
Conferring Using Formative Assessment	2019-2020
Goal Setting and Unit Planning	2019-2020
Feedback and Writing	2020-2021
Shared Writing	2020-2021
Creating Writing Curriculum	Summer 2019 & Summer 2020
Word Study and Vocabulary Instruction	2020-2021
Putting It All Together	2021-2022

C. Qualifications of Firms Staff

The District is keenly interested in the level and type of literacy professional development service experience of the individual / firm and those persons who will be assigned to work with staff and the Board. Brief resumes and listing of school district or educational contacts to attest to their experience is expected. The Board of Education reserves the right to reject staff that they feel does not have appropriate experience or qualifications to provide the desired literacy professional development services.

D. Qualifications and Experience of the Firm

Firms submitting proposals should be of a sufficient size to ensure timeliness, stability and responsiveness during the year. Firms submitting proposals shall provide information about their size as well as their school district or educational institution experience.

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A listing of school district and educational institution references is required. The location of the office from which the work is to be done should be no more than 50 miles from the Hastings on Hudson UFSD.

E. Preparation of Documents

The firm will be expected to prepare and make copies of documents as may be required on its premises and provide for delivery to the District.

F. Requirements for Proposals and Description of the Process

1. Response Submission

All proposals must be received by the District Treasurer no later than Friday, June 21, 2019 at 10:00 AM.

2. Mailing and Delivery Instructions

- Proposals will be accepted via fax, e-mail and mail
- Fax submitted to (914) 478-6219
- E-mail to CARABALLOM@HOHSCHOOLS.ORG
- Mail addressed to:

Maureen Caraballo, District Treasurer
Hastings-on-Hudson UFSD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706

The envelope shall be labeled "Proposal for Literacy Professional Development Services."

3. Ownership of Proposals

All proposals and accompanying documentation become the property of the Hastings-on-Hudson UFSD. The District shall not divulge any information presented to anyone outside the District without the written approval of the firm unless legally required.

4. Proposal Required Information

- a. Provide and clearly state the annual fees to be charged to the District and identify applicable hourly/daily rates.
- b. Provide a detailed Literacy Professional Development Services Learning Plan.
- c. Provide the names of staff members to be assigned to the District, and their roles.

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PLEASE NOTE: If any type or segments of services is not included in the above quotation, firms must specify what services they are and what the additional fees the District would be charged for such services.

G. Inquiries and Questions

1. All inquiries concerning this request for proposal should be directed to:

Maureen Caraballo, District Treasurer
Hastings-on-Hudson UF SD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706
TEL (914) 478-6210
FAX (914) 478-6219
CARABALLOM@HOHSCHOOLS.ORG

To the extent possible, each question should be submitted in writing, citing a particular Request for Proposal section, prior to the submission of the proposal.

J. Criteria for Evaluation of Proposals

The Board of Education is responsible for establishing the criteria of the evaluation.

Elements include, but are not limited to:

- School district / educational institution experience and staff to be assigned
- Reference checks
- Clarity of the firm's proposal
- Oral interview

Thank you for your interest in the Hastings on Hudson UFSD.