

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
SCIENCE PROFESSIONAL LEARNING SERVICES

REQUEST FOR PROPOSALS

RFP #2020-08

SCIENCE PROFESSIONAL LEARNING SERVICES

ADVERTISED: December 18, 2020  
DUE: December 23, 2020 - 10:00 AM EST

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

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
SCIENCE PROFESSIONAL LEARNING SERVICES

**COMMENCING WITH THE 2020-2021 SCHOOL YEAR**

**A. Introduction**

1. Purpose

This request for proposal is for the purpose of selecting a qualified and experienced individual / firm to provide Professional Learning in the area of Science to the School District for 2020-2021 and continuing thereafter as may be mutually agreeable.

2. Brief Description of the School District.

- a. Number of Schools- 5 (five), Grades K-12, Student enrollment -1587
- 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, Melissa Szymanski
  - Hillside Elementary School (Grades K-4), Principal- Amy Cazes
  - Middle School (Grades 5-8), Principal- Jennifer Spirelli
  - High School (Grades 9-12), Principal- Louis Adipietro
- g. Budget

The 2020-2021 General Fund Budget is \$51,283,825 as approved by District voters in June 2020.

**B. Scope**

The individual / firm will be expected to provide Professional Development in Science over 4.5 days. Services to include the following:

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
SCIENCE PROFESSIONAL LEARNING SERVICES

**Science Leaders and Administration (.5 days):**

- Meet and collaborate with Science Leaders and Administration to consolidate the scope of work during the 2020-2021 school year
- Outline goals/action plan for 2020-21
- Review NYSED timeline for implementation and share current updates on State Science Assessment
- Unpack Achieve NGSS District Implementation Indicators document as part of a conversation to identify specific needs for K-2, 3-5, 6-8 and 9-12 teachers
- Discuss work around NYSP-12SLS that has already been accomplished in the District
- Initiate a transition plan

**Workshops with teachers (9 days):**

- Develop a deeper understanding of the NYSP-12SLS standards through hands on materials
- Articulate a consensus understanding of expectations for 3D instructional shifts inherent in NYSP-12SLS and the “non-negotiables” that should be included in all units and lessons aligned to NYSP-12SLS.
- Examine tools currently available for evaluating alignment of lessons and assessments and identify those which are most useful in transitioning to the new standards.
- Review units/lessons/formative and summative assessments already developed by grade levels and subject areas to refine their alignment.
- Identify gaps/overlaps and develop a transition plan for their grade level/subject area
- Develop NYSP-12SLS curriculum materials
- Identify future needs

**C. Qualifications of Firms Staff**

The District is keenly interested in the level and type of science professional development service experience of the individual / firm and those persons who will be assigned to work with staff. 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 do not have appropriate experience or qualifications to provide the desired science professional development services.

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
SCIENCE PROFESSIONAL LEARNING SERVICES

**D. Qualifications and Experience of the Firm**

Individuals / 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.

A listing of school district and educational institution references is required.

**E. Preparation of Documents**

The individual / 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 Business Official/District Treasurer no later than December 23, 2020 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](mailto:CARABALLOM@HOHSCHOOLS.ORG)
- Mail addressed to:  
Maureen Caraballo, Business Official/District Treasurer  
Hastings-on-Hudson UFSD  
27 Farragut Avenue  
Hastings-on-Hudson, NY 10706

The envelope shall be labeled "Proposal for Science 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

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
SCIENCE PROFESSIONAL LEARNING SERVICES

anyone outside the District without the written approval of the individual / 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 Science Professional Development Services Learning Plan.
- c. Provide the names of staff members to be assigned to the District, and their roles.

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, Business Official/District Treasurer  
Hastings-on-Hudson UFSD  
27 Farragut Avenue  
Hastings-on-Hudson, NY 10706  
TEL (914) 478-6210  
FAX (914) 478-6219  
[CARABALLOM@HOHSCHOOLS.ORG](mailto: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 individual's / firm's proposal
- Oral interview

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