



## **Request for Proposals**

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For Curriculum, Assessment, and Learning  
Experiences  
for

**Allentown School District  
STREAM Academy- Pre K**

**Proposals Due by 5:00 pm, Friday, November 10, 2023**

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# REQUEST FOR PROPOSAL

## Description of Project:

The Da Vinci Science Center and the Allentown School District (ASD) have joined forces in an innovative museum-school partnership that provides ASD students with state-of-the-art immersive learning experiences in Science, Technology, Reading, Engineering, Art, and Mathematics, or STREAM, at the Science Center's new facility in downtown Allentown and expands ASD capacity for next generation science, teaching, and learning.

As a result, the Allentown School District is seeking support in the development and implementation of STREAM curriculum, assessment, and learning experiences.

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### ***Allentown School District***

Allentown School District ("ASD") is inviting proposals from qualified companies for curriculum, assessment, and learning experiences for a new STREAM Academy, scheduled to open in Fall 2024.

All proposals can be sent electronically in PDF format by email to the following: [RFP@allentownsd.org](mailto:RFP@allentownsd.org)

Or by mail or hand delivered to:

Allentown School District  
Attn: Beth Hildabrant  
31 S. Penn Street  
Allentown, PA 18102

**Proposals must be received no later than 5:00 pm, Friday, November 10, 2023.** The Allentown City School District is not liable for any cost incurred by any person or firm responding to the RFP.

Questions prior to the submittal of the RFP are to be directed to:

*Beth Hildabrant*  
*Director of Procurement*  
[RFP@allentownsd.org](mailto:RFP@allentownsd.org)

Beth Hildabrant is the only contact for this project. Contacting other administrators, School Board Members, Science Center or ASD staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. All questions must be submitted via email and will be publicly shared along with the response to all those invited to submit a proposal.

# INTRODUCTION

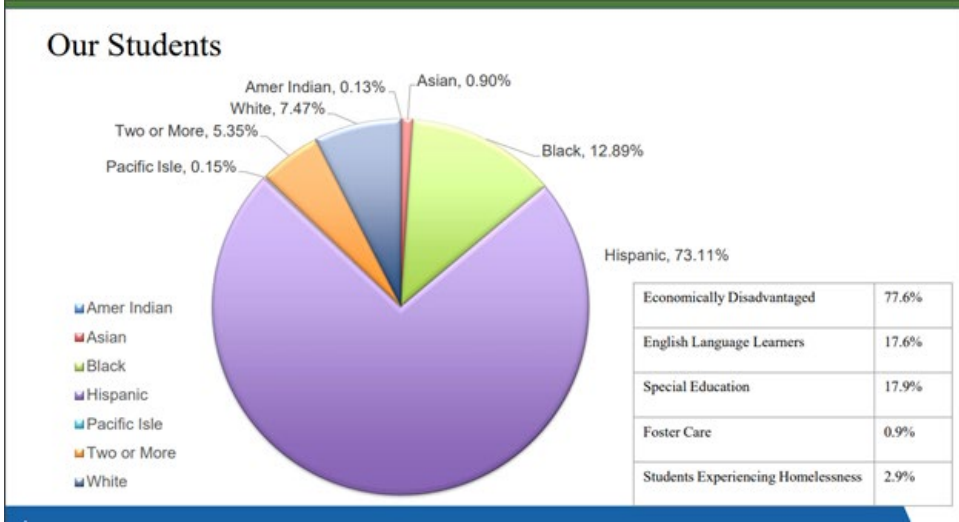
## **Statement of Work:**

Allentown School District (“ASD”) is seeking proposals from companies who will provide high quality support in developing and implementing curriculum, assessment, and learning experiences for students and teachers to launch a Science, Technology, Reading, Engineering, Arts, and Math (STREAM) Academy in partnership with Central Elementary School and Da Vinci Science Center (“DSC”). DSC is building a new Science Center 3 blocks from ASD’s Central Elementary School. This new site will serve as a second campus for Central Elementary with daily access to Da Vinci’s STEAM Learning Center, exhibit galleries, Fab Lab, and Media Production Studio. The priority for this RFP is developing experiences for Grades PreK. The suggested scope of work for services is listed below. Components may be modified through negotiation and/or by written addendum issued by the District and will be made a part of the Agreement.

## **Demographics:**

The Allentown School District is a large, urban public school district located in Allentown, Pennsylvania, in the Lehigh Valley region of eastern Pennsylvania. The District is the fifth-largest school district in Pennsylvania. The Allentown School District has 24 schools comprised of three high schools, four middle schools, fourteen elementary schools, and three specialized options.

Allentown School District (ASD) serves approximately 16,100 students in Kindergarten through Grade 12. ASD serves approximately 1275 students per grade level in Kindergarten through Grade 5 for a total of 7650 students across 14 buildings and an Elementary Newcomer Academy. There are approximately 450 teachers in Kindergarten through Grade 5 including regular education, special education, ELL, and reading specialists/interventionists. ASD serves approximately 1200 students per grade level in Grade 6 through Grade 8 for a total of 3600 students across 5 buildings and a Newcomer Academy. ASD serves approximately 5200 students in Grade 9 through Grade 12 for a total of 5200 students across 4 buildings and a Newcomer Academy. There are preschool classrooms in 8 of the elementary schools. ASD serves approximately 126 pre-kindergarten students at eight elementary schools. The Allentown School District student population demographics include the following:



**District Mission:**

Each and every student will graduate college and career ready by having their individual needs met through active engagement in a rigorous, safe, and nurturing learning environment.

**District Vision:**

Each and every student, with the active support of the entire community, will graduate ready to thrive in a diverse and complex world.

**District Beliefs:**

1. Honoring each student’s unique qualities
2. Ensuring equity of access and opportunities
3. Nurturing the pursuit of lifelong learning
4. Strengthening partnerships with families and communities
5. Promoting cultural responsiveness
6. Building trust and mutual respect

**District Theory of Action:**

If we create a shared vision of excellent learning and teaching and provide adequate and differentiated resources including partnerships responsive to the identified needs of students and adults; build our own muscle to monitor for consistent implementation; and model best practices in professional development/capacity building through onsite professional learning and coaching, THEN we will reduce variability in learning outcomes, accelerate progress, and increase academic performance for all students.

# GENERAL RFP TERMS AND CONDITIONS

**CHARACTER.** It is recognized that, for the protection of the children, all persons affiliated with and/or employed by the Vendor must be of stable personality and of the highest moral character. Any persons working on school grounds shall obtain the following clearances: Federal Criminal History Record, FBI Clearance Check, PA State Criminal Record Check, and PA Child Abuse History Clearance. The cost to obtain these clearances shall be borne by the Vendor who is awarded the contract. Copies of the clearances shall be given to ASD upon their request.

**COMPLIANCE WITH LAWS.** The proposal shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county, and other local government agencies, which may in any manner affect the performance of the contract. The Vendor, as an employer, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.

**CONTRACTOR NOT AN AGENT.** Unless otherwise stated in the final Professional Services Agreement, the Vendor shall not be held or deemed in any way to be an agent, employee, or official office of ASD, but rather an independent contractor furnishing professional services to ASD.

**INDEMNIFICATION.** The Vendor shall indemnify, save, and hold ASD and PDE and all of its employees, officers, directors, subcontractors, and agents harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Vendor with any agreements, warranties or undertakings contained in or made pursuant to this Agreement.

**TERMINATION.** Failure by the successful Vendor to comply with the terms and conditions of this RFP or to deliver the Services identified in this RFP or the contract at the prices quoted shall void the contract award. In the case of the successful contractor's failure to deliver the Services in accordance with the contract terms and conditions, ASD, after due oral or written notice, may procure such Services from other sources and hold the successful contractor responsible for any resulting additional purchase and administrative costs.

**COLLUSIVE PROPOSALS:** By submitting a Proposal, Proposer certifies that it has not combined, conspired, or agreed to intentionally rig, alter or otherwise manipulate, or cause to be rigged, altered or otherwise manipulated, its Proposal for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with ASD. By submitting its Proposal, Proposer certifies that its Proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer, or related entity in connection with its Proposal.

# SCOPE OF SERVICES

The scope of work is separated into three sections. It includes collaborating with Allentown School District (ASD) and Da Vinci Science Center (DSC) leadership to:

1. Design a multi-year Professional Learning Plan and implement Professional Learning Activities associated with all program development outlined in this Scope of Services.
2. Develop and implement new or modified curriculum, learning experiences, and assessment in the following areas:
  - Pre-Kindergarten STREAM Experiences in English and Spanish for ages 4-5
3. Create multi-year Family and Community Engagement Activities associated with all program areas in this Scope of Services.

## 1. **PROFESSIONAL LEARNING ACTIVITIES**

- For the scope of services described in #2, develop and implement ongoing professional learning experiences.
- Support development of a comprehensive multi-year professional learning plan.
- Create professional learning for various ASD and DSC roles such as teachers, intervention specialists, support staff, principals, other leaders and administrators, with targeted learning experiences for each.
- Plan for ongoing, sustained support of professional learning, including for new teachers and administrators.
- Implement selected professional learning activities according to the professional learning plan.
- Select or develop professional learning activities based on evidence.
- Model classroom experiences and use student work in professional learning activities.
- Begin professional learning activities to help teachers learn new curriculum for Fall 2024 no later than Summer 2024.

## 2. **INNOVATIVE STREAM CURRICULUM, ASSESSMENT, and LEARNING EXPERIENCES**

- ***Pre-Kindergarten STREAM Experiences in English and Spanish for ages 4-5***
  - Create new or modify existing curriculum and learning experiences aligned with PA Learning Standards for Early Childhood (Pre-Kindergarten) in the Key Learning Areas associated with STREAM.
  - Create a mix of experiences that students can participate in as a whole group and at learning stations.
  - Integrate STREAM subjects in authentic and relevant ways through projects, engineering tasks, science investigations, and having students talk, write, sing, read and think like scientists and engineers.
  - Create methods to assess students' progress against PA Early Learning Standards and to prepare them for Kindergarten and PA Science, Technology & Engineering, Environmental Literacy and Sustainability standards (STEELS).

- Design or modify curriculum and recommend learning experiences that use the unique resources of the Da Vinci Science Center such as exhibits, Fab Lab, Media Studio, kitchen, and more.

### 3. FAMILY AND COMMUNITY ENGAGEMENT ACTIVITIES

- For the scope of services described in #2, develop and implement ongoing family and community engagement experiences.
- Support development of a family and community engagement plan that will connect families and the community with STEAM education being conducted at the STREAM Academy and expose them to STEAM careers.
- Create and implement specific activities aligned with the plan.
- Create activities and communications that are in multiple languages.
- Activities may include but are not limited to social media content, in-person family events, student performances, and more.

## RFP REQUIREMENTS

1. All instruction and content must be consistent with those of the ASD school and Pennsylvania learning standards.
2. All services must be aligned with the district's Mission, Vision, and Beliefs.
3. All services must be high quality, research-based, and specifically designed to increase academic achievement at all levels.
4. All student materials must be in English and Spanish. Arabic is preferred.
5. Proposals must describe how the bidder will fulfill the Scope of Services.

## DELIVERABLES

A successful response will include:

1. A **letter of transmittal** summarizing the proposal's key points, signed by an authorized officer.
2. A **proposal narrative** that describes the bidder's experience doing similar work in large urban school districts and the methods you would use to accomplish the stated scope of work.
3. A **project work plan** including an 18-month timetable that includes key milestones to accomplish the objectives. The work plan should include a proposed combination of in-person and virtual site visits to accomplish project goals. Work will begin in Fall 2023. Teacher training must begin in summer 2024 with the ASD STREAM Academy at Da Vinci Science Center fully operational in late August 2024.
4. A **fee proposal** for the services detailed in your work plan. Proposals must include the overall cost of all work, any hourly or daily rates, and cost estimates for travel and time associated with communicating with the ASD staff.
5. A **brief biography and resume** for project lead and other project staff, including all relevant work experience.



## 6. Three references.

Proposals should be submitted following the instructions detailed below. The Allentown School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, ASD reserves the right to choose portions from multiple vendors if that is determined to be the most advantageous to the school district. The Allentown School District reserves the right to reject any and all proposals and waive irregularities.

Proposals will be selected in October 2023 with work beginning in Fall 2023.

## SUBMISSION

Proposals must be submitted by 5:00 pm, Friday, November 10, 2023. All proposals should be sent electronically in PDF format by email to [RFP@allentownsd.org](mailto:RFP@allentownsd.org).

**ALLENTOWN SCHOOL DISTRICT  
31 SOUTH PENN STREET  
ALLENTOWN, PA 18102**

## EVALUATION CRITERIA AND SCORING

The School District will evaluate all proposals submitted in response to this RFP through a School District and Science Center Evaluation Committee based on the Proposer's ability to satisfy the requirements of this RFP in a cost-effective and efficient manner. This committee will consider each measure included in the Scope of Services and Requirements, all being weighed equally in scoring, and at their sole discretion, award the work based on this evaluation.

ASD 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.

Evaluation of Proposals will include review of the following:

1. Background and experience in working with large urban school districts.
2. Background and experience with early learning standards, NGSS and PA STEELS.
3. Background with project-based learning.
4. Background and experience designing learning experiences utilizing Fab Lab and Media Production Studio equipment and the proposed integration of these learning experiences into the project.
5. Background and experience with professional learning in STREAM.
6. Creative, innovative, and cutting-edge ideas.
7. Ability to create materials in English and Spanish.
8. Quality of Family, Student and Community Engagement.

Each item in the Scope of Services and the RFP Requirements will be scored equally using a 1-5 Likert scale.

1. No response
2. Poor response
3. Fair response
4. Good response
5. Excellent response