



CHAPPAQUA
Central School District

Request For Proposal
CCSD RFP# 2020-14

**Equity, Inclusion, Anti-Racism & Social Justice Professional
Learning in Chappaqua CSD**

**66 Roaring Brook Road
Chappaqua, NY 10514**

Purpose:

The purpose of this RFP is to provide support, in the form of professional learning, for members of the school community as we continue our equity, social justice and anti-racism work. We are focused on providing consistent and robust learning opportunities for all faculty, staff, students and families to help disrupt the existing systems and structures that oppress and marginalize certain groups of people including BIPOC, LGBTQ+, women, and others. This work will include training, curricular reviews and community engagement so we can effect sustainable change.

Description of the School District:

- A. **Number of Schools:** 6 Total - 3 elementary schools, 2 middle schools & 1 high school
- B. **Number of Employees:** Approximately 700
- C. **Number of Students:** 3,590
- D. **BOCES:** Member of Putnam Northern-Westchester BOCES
- E. **Board of Education:** 5 Member Board
- F. **District Leadership Team:**
 - a. Superintendent- Dr. Christine Ackerman
 - b. 4 Assistant Superintendents
 - i. Business - Mr. John Chow
 - ii. Curriculum - Dr. Adam Pease
 - iii. HR - Dr. Tony Sinanis
 - iv. PPS - Ms. Ellen Doherty
 - c. 6 Directors
 - i. Athletics - Mr. Jason Semo
 - ii. Equity, Inclusion & Wellness - Mr. Phillip Marcus
 - iii. Facilities - Mr. Joseph Gramando
 - iv. Literacy - Ms. Jamie Edelman
 - v. Special Education Services & 504 - Ms. Karen Smith
 - vi. Technology, Mathematics & Innovation - Mr. Josh Culwell-Block
 - d. 6 Building Principals
 - i. Horace Greeley High School - Mr. Andrew Corsilia
 - ii. Bell Middle School - Mr. Joseph Wiener
 - iii. Seven Bridges Middle School - Dr. Joseph Mazza
 - iv. RB Elementary School - Ms. Tonya Wilson
 - v. DG Elementary School - Ms. Carol Bartlik
 - vi. WO Elementary School - Mr. James Skoog
 - e. 9 Assistant Principals (3 elementary, 2 middle school & 4 high school)

Scope:

- A. We foresee this professional learning work unfolding over a 2.5 year period commencing in April 2021 and concluding in June 2023 (potentially beyond)
- B. The work will take place in person during the school day and outside of the school day depending on the group
 - a. We will continue to leverage remote meeting platforms as well, to connect as many people as possible
- C. The main areas of focus are as follows:
 - a. **Professional Learning/Professional Development Goals for all staff**
 - i. Experiences that all staff members must be part of associated with
 - 1. Self-reflection/identity work
 - a. Awareness of privilege, power and impact
 - 2. Bias/Assumptions about individuals, race, gender, sexuality, etc with a focus on the following:
 - a. Coded language
 - b. Microaggressions/ "Jokes"
 - c. Tokenism
 - d. Cultural appropriation
 - 3. Unpacking the concepts of equity, social justice, anti-racism and inclusion
 - 4. Explicit training around being an anti-racist & the continuum of that work
 - ii. Opportunities for differentiated professional development/learning for staff - people get what they need based on where they "sit" and identify
 - iii. Assisting in becoming allies and accomplices in anti-racist/equity work
 - iv. Job embedded PD - coaches/staff developers in the classrooms
 - v. Centering students in this work - ensuring that all students have a voice; not just those in a formal leadership position
 - b. **Professional Learning/Development Goals for Leadership Team**
 - i. Training for facilitation for identity work, race in America, other PD
 - ii. Listening strategies/tools for leadership facilitation with an awareness of privilege
 - c. **Learning experiences for students**
 - i. All students (Gr. K - 12) around issues of equity, anti-racism, social justice, etc.
 - ii. BIPOC students - specifically for our BSU, Alliance, etc.
 - iii. Empowering students to offer pushback/perspective/feedback
 - iv. Assisting in establishing Affinity Circles/Groups for students
 - d. **Curricular review**
 - i. Review/audit curricular materials by department/school/level to align with the broader professional learning that will be unfolding
 - ii. Audit the SEL approach
 - iii. Suggest specific curricular guides and resources that we can rely on to inform this work
 - iv. Assist in the development of a K - 12 social justice/anti-racist scope & sequence that transcends content areas
 - e. **Learning opportunities for families & community members**
 - i. Exposure to what our students and colleagues have learned - possibly facilitated by our students, faculty and staff

Submission Requirements:

A. Qualifications of the Staff Members of Any Potential Organizations/Firms:

- a. The district is especially interested in the level and type of equity, social justice, anti-racism and inclusion professional learning that has been facilitated by the individual or members of the organization that would be assigned to work with our faculty, staff, students and families. CV, brief resumes and a listing of school districts and educational institutions to attest to prior successful experiences is required. The District reserves the right to reject, without prejudice, any and all proposals received under this Request for Proposal, to request additional information from all proposers and to negotiate the terms of the engagement.

B. Qualification and Experience of Any Potential Organization/Firms:

- a. Any individuals, organizations or firms that submit proposals must have sufficient staffing to ensure timeliness, stability and responsiveness during the time of this commitment. Any individual, organization or firm submitting a proposal must also provide information about size, staffing and evidence of successful experience in other school districts or educational organizations.

C. Proposals shall be evaluated based upon the following:

- a. Professional Qualifications
- b. Prior experience with facilitating professional learning opportunities focused on equity, social justice, anti-racism and inclusion, particularly within New York State.
- c. Clearly articulated scope and sequence for the work with a clear professional development plan that speaks to impact on teaching and learning
- d. Total proposed price for the District
- e. Proposer's demonstrated capabilities (sufficient staffing, access to resources, location, past experience working within NYC)
 - i. Identify staff who would be working with our district
- f. Length of time in business
- g. Client references
- h. Staffing
- i. The District intends to select a firm that, in their opinion, best meet the District's needs, and not necessarily the firm(s) whose fees are the lowest

D. Submission of This Proposal

- a. Each individual/firm/organization responding to this RFP must provide the following:
 - i. If individual/firm/organization is sending submission in a sealed envelope, one (1) original and two (2) additional copies of their proposals is to be included. Finalists may be required to meet with District officials and/or the Assistant Superintendent for Human Resources and Leadership Development and/or the Director of Equity, Inclusion and Wellness
 - ii. If individual/firm/organization is sending submission electronically, one (1) original of their proposal is to be included.

E. Questions Regarding This RFP:

- a. Questions concerning this RFP and the procedures for responding, or a request to speak with someone in the school district, should be directed to Dr. Tony Sinanis at tosinanis@ccsd.ws

Submission Packet:

A. Information and Documents

- a. Proposals should be clearly identified on the envelope as follows:
 - i. CCSD RFP #2020-14- Equity, Inclusion, Anti-Racism & Social Justice Professional Learning in Chappaqua CSD
- b. Sealed envelope proposals should be sent to:
 - i. Dr. Tony Sinanis, Assistant Superintendent for HR & Leadership Development
Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, NY 10514
Or
Electronic proposals may be e-mailed to:
 - ii. tosinanis@ccsd.ws

B. Proposals must be received no later than 2:00pm, January 19, 2021

C. If sending in sealed envelope, Include one (1) original and two (2) copies of proposal with submission. If sending electronic, include one (1) original

D. Each proposal packet must contain the following documents:

- a. Proposal narrative listed under “Proposal Format and Contents” including:
 - i. Clearly articulated scope and sequence for the work with a clear professional development plan that speaks to impact on teaching and learning
 - ii. Total proposed price for the District
 - iii. Proposer’s demonstrated capabilities (sufficient staffing, access to resources, location, past experience working with school districts)
 - iv. Identify staff who would be working with our district
 - v. Length of time in business
 - vi. Client references
 - vii. Signed Hold Harmless agreement (attached)
 - viii. Signed RFP Proposal Certification/Non-Collusive Certification (attached)

All proposals must be received no later than the date mentioned above. Any proposals received after this deadline will be returned unopened to the individual/firm/organization.

Iran Divestment Act

By submission of this RFP, each firm and each person signing on behalf of any firm certifies, and in the case of a joint RFP, each party thereto certifies as to its own organization , under penalty of perjury, that to the best of its knowledge and

behalf that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of the section 165-a of the state finance law.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

CHAPPAQUA CENTRAL SCHOOL DISTRICT

CCSD RFP # 2020-14: "EQUITY, INCLUSION, ANTI-RACISM & SOCIAL JUSTICE PROFESSIONAL LEARNING IN CHAPPAQUA CSD"

HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to defend, indemnify, and save harmless the Chappaqua Central School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the contractor, whether such claims shall be made by an employee of the contractor or by a third party. The contractor covenants and agrees that they will pay all costs and expenses arising there from and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Contracting Firm shall at this own expense satisfy and discharge the same.

By: _____
(Signature of Authorized Representative of Corporation)

Print Name & Title: _____

Company Name: _____

Date: _____

CCSD RFP # 2020-14: EQUITY, INCLUSION, ANTI-RACISM & SOCIAL JUSTICE
PROFESSIONAL LEARNING IN CHAPPAQUA CSD
RFP PROPOSAL CERTIFICATION/NON-COLLUSIVE PROPOSAL CERTIFICATION

FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____ DATE OF RFP _____

I. General Proposal Certification – The proposal certifies that he/she will furnish, at the prices herein quoted, the material, equipment, and/or services as proposed on this bid.

II. Non-Collusive Proposal Certification

By submission of this proposal, the firm certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) By submission of this proposal, each firm and each person signing on behalf of any firm certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other firm or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly discussed by the firm and will not knowingly be disclosed by the firm prior to opening directly or indirectly, to any other firm or to any competitor;
- (3) No attempt has been made or will be made by the firm to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A proposal shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the firm cannot make the foregoing certification, the firm shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a firm (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any proposal hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the firm, and such authorization shall be deemed to include the signing and submission of the firm and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature _____

Title _____