

Lee County School System



REQUEST FOR INFORMATION FOR

K-12 Instructional Materials
Specifically K-12 Math, K-12 Science, 6-12 ELA

Opening: Thursday, February 1, 2024 at 12:00 p.m. EST

Closing: Friday, February 23, 2024 at 4:00 p.m. EST

*There will not be a formal proposal opening and no contract will be awarded. This is an opportunity for interested entities to present their materials to the LCSS to be reviewed and vetted as part of a list of recommended K-12 high-quality curricula materials.

Lee County Schools Teaching and Learning Department

Request for Information 24-001

K-12 Instructional Materials

-Specifically K-12 Math, K-12 Science, 6-12 ELA

Purpose

Lee County Schools is seeking to acquire resources to support research-based instructional materials to include K-12 Math, K-12 Science, and 6-12 English Language Arts resources. The resource should be directly aligned to the Georgia Standards in English Language Arts, Math, and Science. The resource should include both digital and print access. To facilitate planning for our goals, Lee County Schools is soliciting information and/or statements of qualifications from ***vendors interested in providing all of the aforementioned resources***. This Request for Information (“RFI”) is intended to identify one or more responsible vendors who meet or exceed the base requirements identified within this document. This RFI will not result in a contract award. Instead, this RFI will establish a list of one or more qualified vendors who will be eligible to participate to win future contracts from Lee County School System (LCSS). Within this document, the terms Respondent, Offeror, Vendor, and/or Contractor are synonymous and refer to the person, entity, or firm that submits a response to this RFI.

Information to Offerors

1. RFI OVERVIEW AND TIMETABLE

The RFI is a prequalification process intended to identify one or more responsible vendors who meet qualification requirements to provide the goods and/or services outlined in this RFI. All qualified vendors are invited to participate by submitting responses, as further defined below. After evaluating all vendor responses received before the closing date of this RFI, the results of the RFI process will be published, including the names of those respondents who were identified as qualified vendors. Subject to the protest process, the finalized list of qualified vendors will be established. Only these qualified vendors will be eligible to participate in any future solicitations posted by LCSS for the identified goods/services within this RFI. For general informational purposes, the dates below are prospective and may be subject to change. Any such change will be publicly communicated via the Lee County School Systems website and shall be made at least 48 hours before the event beginnings.

Release of RFI	Thursday, February 1, 2024 at 12:00 p.m. EST
Deadline for Questions	Monday, February 19, 2024 at 4:00 p.m. EST
Responses to Questions Posted	Thursday, February 22, 2024 at 4:00 p.m. EST
RFI Submission Deadline	Friday, February 23, 2024 at 4:00 p.m. EST
Evaluation Period	February 26, 2024- March 14, 2024
Notification of Qualification to all Vendors	March 15, 2024

Designated Representative

1. The LCSS Purchasing Department has designated the following staff member as the representatives of the Department and District during the RFI process: Katie Peppers, Senior Director, Learning and School Leadership - Grades PK-5, pepperska@lee.k12.ga.us or (229) 903-2100.

Authorized Party

The table on the cover sheet of this RFI shall be completed and signed by the offeror. The cover sheet to the submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the submitting firm.

Georgia Open Records Act Compliance (O.C.G.A. § 50-18-70)

1. This RFI and any resulting solicitations, responses, evaluations, contracts, agreements, or purchase orders are subject to the Georgia Open Records Act and may be released publicly.

2. NOTICE OF GEORGIA OPEN RECORDS ACT

By responding to this RFI, each offeror expressly acknowledges and agrees that Lee County School System is obligated to timely comply with requests for information under state and federal laws and regulations, including the Georgia Open Records Act ("GORA"), O.C.G.A. § 50-18-70 et seq. Lee County School System will comply with GORA at its discretion, and is not required to notify any offeror before compliance. Each offeror also agrees to comply with GORA and to make records subject to GORA, as determined by the Lee County School System, available for inspection as required by law, unless otherwise exempt under other provisions of the GORA.

Further, if any offeror intends to reserve any record or information as confidential, trade secret, proprietary, or otherwise permissibly exempted under GORA or public record

production, the offeror agrees that any such record will be labeled "PROPRIETARY TRADE SECRET " conspicuously on the records submitted in the proposal, and it shall be the offeror's sole obligation to notify Lee County School system of asserting such exemption. A "public copy" of the offer – including any appropriate redaction or modification to preserve the offeror's asserted confidential, trade secret, and/or proprietary information – shall be mailed to the Lee County Schools (126 Starksville Avenue North, Leesburg, Georgia, 31763) and addressed to the attention of the issuing party of this solicitation. Lee County School System must receive the public copy within three (3) business days following the submission deadline outlined within the RFI Timetable. Lee County School Systems shall intend to supply this "public copy" in response to public records requests including any such request made under GORA.

Respondent Registration

1. Respondents are encouraged to register with the representative listed above via email after reviewing this RFI.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of future solicitation issuance, even if they choose not to submit a response.

Response Delivery

1. Responses and all materials should be sent to the LCSS Teaching and Learning and must be received before the due date and time specified. Such materials are to be picked up by March 29, 2024, at 4 P.M. All materials not picked up at this time will be discarded.
2. Responses may be submitted electronically, by mail, or hand-delivered to the Lee County School System. All proposals must be submitted by February 23, 2024, by 4 p.m. at 126 Starksville Ave North in a sealed envelope. Please label the envelope "LCSS K-12 Instructional Materials -Specifically K-12 Math, K-12 Science, 6-12 ELA RFI".
3. No faxed or telephone responses will be accepted or considered.
4. Responses may be emailed to the designated representative if meeting the following guidelines:
 - 4.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise.)
 - 4.2. All response documents should be bound in one document. To reduce waste and allow for broader dissemination, the District recommends electronic documents be submitted in lieu of paper copies including brochures, catalogs, etc.

Additional Information/ Addenda

Lee County School System will issue responses to submitted questions, inquiries, and any other corrections or amendments it deems necessary in written addenda issued prior to the submission deadline. Offerors should not rely on any representations, statements, or explanations other than those made in this RFI (which shall include any addendum). Where there appears to be a conflict between the RFI and any addendum issued, the last addendum issued will prevail. Offerors must acknowledge any issued addenda defined within the delivery method mentioned above. Responses that fail to acknowledge the offeror's receipt of any addendum may result in the rejection of the offer or result in the disqualification of the prospective offeror's submittal. A table of contents should be included to reference each document and index it to the corresponding topic and question.

Late Submittal/Late Modifications and Late Withdrawal

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered.

Scope, Questions, and Expectations

Current State

Lee County School System is responsible for educating more than 6,300 students in a diverse, constantly changing and growing rural environment. Our vision is " Learning, Empowering, Excelling." Our mission is "THE LEE COUNTY SCHOOL SYSTEM FOSTERS RELATIONSHIPS THROUGH DIVERSE, CHALLENGING, AND QUALITY EDUCATIONAL EXPERIENCES THAT CULTIVATE SUCCESSFUL CITIZENS." Our Strategic Plan calls for us to "Increase the percentage of students demonstrating proficiency on assessments by 3% Increase enrichment opportunities and participation by all students Pre-K through 12th Enhance Tier 1 instruction." Lee County School System has 8 schools that include 2 Primary, 2 Elementary, 2 Middle, 1 9th grade campus, 1 High School (10th-12th grade) School, and 2 Programs including Pre-K and Transitional Learning Center.

Lee County School System currently uses the following resources and digital platforms to support instruction:

- Benchmark Workshop (Grades K-5)
- Illuminate Education (Grades K-12)
- Leveled Literacy Intervention (Grades K-5)

Scope of Work for Desired State

The desired solution would satisfy the following criteria:

- Directly support the instruction of the Lee County Teaching and Learning Standards, which are aligned with the Georgia State Standards
- Include a balance of print and digital learning materials. Digital learning materials must meet these criteria:
 - If included, digital learning materials are device agnostic and conform to IMS Global standardization.
 - If included, digital learning materials support integration with other systems or 3rd party software, i.e. supports open standards, including Learning Tools Interoperability (LTI®) standards.
 - If included, digital learning materials are written using HTML5 (if web-based) with a responsive design such that resources can be fully utilized across devices.
 - If included, digital learning materials will allow for Single Sign On (SSO) through Google or Clever Authentication.
 - If included, digital learning materials contain content that is current and updated in a timely manner.
 - If digital learning materials are included, the provider shares guest login access with the District for both teachers and students for all web-based and digital products.

Scope of Work for Desired State

The desired solution would satisfy the following criteria:

All Subjects

Criteria	Desired Solution
Alignment	Directly support the instruction of the Lee County Teaching and Learning Standards, which are aligned with the Georgia State Standards.
Digital and Print	Include a balance of print and digital learning materials. If digital learning materials are included, the provider shares guest login access with the District for both teachers and students for all web-based and digital products.

K-12 Math

Criteria	Desired Solution
Alignment	The resource is in direct alignment with key competencies/ overarching standards for the grade level. The resource is also directly aligned to the Essential Instructional Guidance components included within the standards. The information and tools within the resource connect to the GaDOE resources through a cluster-based approach to the key competencies/ standards and learning objectives.
Instruction through a lens of Mathematical Modeling	Interdisciplinary learning tasks are provided in this resource to help students learn mathematics through real-life contexts and phenomena.
Student Actions	The tasks and learning resources included in this resource are student-centered and regularly engage students in creative and patient problem solving provoking thought leading to understanding. The resource includes lessons and activities that regularly engage students in productive discourse and collaboration when learning mathematics. The materials in the resource help students build a positive attitude toward and an appreciation for mathematics through engaging student-centered classroom tasks and lessons.
Mathematical Practices	The tasks, activities, and lessons included in the resource help bring to life the 8 Mathematical Practices. There is direct alignment to multiple mathematical practices in each lesson.
Student Supports for Learner Variability	The resource supports students' prior knowledge by building upon the previous skills maintained and providing the necessary scaffolds of support to access the new content. The resource includes embedded tiered supports for all lessons.
Mathematical Reasoning and Sense-Making	The concepts presented in the resource are not overly procedural and encourage higher-order thinking and mathematical modeling through the instructional lessons outlined. All lessons include a focus on mathematical reasoning and sense-making.
Flexibility in Strategy Selection and Problem Solving	<ul style="list-style-type: none"> • The resource is developed to promote student-centered teaching and learning of mathematics based on the tasks and activities included. • The tasks and activities encourage students to use their reasoning flexibly allowing choice in their strategy selection and problem-solving methods.
Statistical Thinking	The Framework for Statistical Reasoning is referenced and evident throughout the resource to encourage statistical problem-solving when engaging students with understanding the mathematical concepts presented. Students are provided with opportunities to ask statistical investigative questions when solving contextual problems.

Criteria	Desired Solution
Conceptual Understanding	The tasks and activities included in this resource provide strategic support for helping learners develop a conceptual understanding of the concepts presented within each of the big ideas of the standards.
Numeracy Development	The resource includes tasks and activities to help students develop a foundation of numeracy through part-whole reasoning and strategy development within each of the big ideas.
Technology Tools for Students	Interactive technology tools are embedded to help students visualize the mathematics presented and make connections between mathematical concepts. The technology is included as a tool for learning designed to help students build a solid understanding of the concepts included within each big idea through exploration, investigation, and play.
Assessment	There are accompanying diagnostic, formative, and summative assessments that align directly with the standards and assess mathematical reasoning and comprehension. The assessments are contextual in nature and help students explain real-life phenomena using the mathematics learned.
Teaching Support	<p>The tasks and activities included in the resource are student-centered. The teacher support resources include specific teacher moves to help learners engage with and master the content. The following additional components are all included within each lesson as support for the teacher:</p> <ul style="list-style-type: none"> • Consideration for students with disabilities • Lessons addressing multiple DOK level • Explanations and ideas for using manipulatives or exploring concrete representations of the mathematical ideas • Details for the educators (particularly those without formal education preparation) • Accessible to a wide variety of teacher experience • Support teachers in the use of manipulatives
Embedded Professional Learning	High-quality professional learning related to the essential instructional components of Georgia’s K-12 Mathematics Standards is embedded within the resource. Teachers can learn solid instructional practices through the use of the resource. The resource helps teachers think creatively about allowing students to generate mathematical ideas of their own.

K-12 Science

Criteria	Desired Solution
Alignment	The resource is in direct alignment with key competencies/ overarching standards for the grade level. The resource is also directly aligned to the Essential Instructional Guidance components included within the standards. The information and tools within the resource connect to the GaDOE resources through a cluster-based approach to the key competencies/ standards and learning objectives.
Instruction through the lens of a Scientist	Interdisciplinary learning tasks are provided in this resource to help students learn through the lens of a scientist through real-life contexts and phenomena. Engages students in authentic and meaningful scenarios reflecting real-world science and engineering practices.
Conceptual Understanding	The tasks and activities included in this resource provide strategic support for helping learners develop a conceptual understanding of the concepts presented within each of the big ideas of the standards.
Student Supports for Learner Variability	The resource supports students' prior knowledge by building upon the previous skills maintained and providing the necessary scaffolds of support to access the new content. The resource includes embedded tiered supports for all lessons. Guides for teachers to support differentiated instruction, including ways to access instruction and linguistic, visual, and kinesthetic engagement opportunities. Provides extra support for struggling students and extensions for those with high interest or who have already met performance expectations.
Technology Tools for Students	Interactive technology tools are embedded to help students visualize the mathematics presented and make connections between mathematical concepts. The technology is included as a tool for learning designed to help students build a solid understanding of the concepts included within each big idea through exploration, investigation, and play.
Assessment	There are accompanying diagnostic, formative, and summative assessments that align directly with the standards and assess mathematical reasoning and comprehension. The assessments are contextual in nature and help students explain real-life phenomena using the mathematics learned. Includes pre-, formative, summative, and self-assessment measures assessing three-dimensional learning. Provide aligned rubrics and scoring guidelines for interpreting student performance.

Criteria	Desired Solution
Teaching Support	<p>The tasks and activities included in the resource are student-centered. The teacher support resources include specific teacher moves to help learners engage with and master the content. The following additional components are all included within each lesson as support for the teacher:</p> <ul style="list-style-type: none"> • Consideration for students with disabilities • Lessons addressing multiple DOK level • Explanations and ideas for using manipulatives or exploring concrete representations of the mathematical ideas • Details for the educators (particularly those without formal education preparation) • Accessible to a wide variety of teacher experience • Support teachers in the use of manipulatives
Embedded Professional Learning	<p>High-quality professional learning related to the essential instructional components of Georgia’s K-12 Science Standards is embedded within the resource. Teachers can learn solid instructional practices through the use of the resource. The resource helps teachers think creatively about allowing students to generate mathematical ideas of their own.</p>

6-12 ELA

Criteria	Desired Solution
Alignment	<p>The resource is in direct alignment with key competencies/ overarching standards for the grade level. The resource is also directly aligned to the Essential Instructional Guidance components included within the standards. The information and tools within the resource connect to the GaDOE resources through a cluster-based approach to the key competencies/ standards and learning objectives.</p>
Text Quality and Complexity	<p>The resource contains texts that are worthy of student’s time and attention: texts are of quality and rigorous, meeting the text complexity criteria for each grade.</p>
Text Genre	<p>Materials reflect the variety of genres required by the standards at each grade level.</p>
Text Engagement	<p>The resource contains questions, tasks, and assignments that are text-specific and/or text-dependent, requiring students to engage with the text directly.</p>
Text Features	<p>The resource uses non-text content (maps, graphs, pictures, etc.) that are accurate, authentic, and well-integrated into the instructional material</p>
Scope and Sequence	<p>The layout is consistent; If a textbook -print or online--chapters/units are arranged logically; and allow access through multiple modalities. Organized according to a clear and systematic scope and sequence of reading, language, and vocabulary skills. The scope and sequence feature the application of taught skills in real reading and writing.</p>

Criteria	Desired Solution
Vocabulary Focus	<p>The focus on academic and domain-specific vocabulary is prevalent throughout. vocabulary instruction is connected to reading and supports comprehension</p> <ul style="list-style-type: none"> • Materials provide the opportunity to teach vocabulary, including Tier 2 and Tier 3 words, through a range of strategies • Materials include instruction for students to determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade-appropriate reading and content, choosing flexibly from a range of strategies.
Teaching Support	<p>The tasks and activities included in the resource are student-centered. The teacher support resources include specific teacher moves to help learners engage with and master the content. Materials provide teacher guidance with useful annotations and suggestions for how to enact the student materials to support students’ literacy development, including support for various student populations. The following additional components are all included within each lesson as support for the teacher:</p> <ul style="list-style-type: none"> • Consideration for students with disabilities • Lessons addressing multiple DOK level • Explanations and ideas for using manipulatives or exploring concrete representations of the mathematical ideas • Details for the educators (particularly those without formal education preparation) • Accessible to a wide variety of teacher experience • Support teachers in the use of manipulatives
Embedded Professional Learning	<p>High-quality professional learning related to the essential instructional components of Georgia’s K-12 ELA Standards is embedded within the resource. Teachers can learn solid instructional practices through the use of the resource. The resource helps teachers think creatively about allowing students to generate mathematical ideas of their own.</p>

Required Forms and Submissions

Required Respondent Submissions

1. Product Data: Please provide the District with all product data that pertains to RFI scope, this includes but is not limited to;

1.1. Product Data Sheet

1.2. Product Certification: Submit the manufacturer’s certification that products and materials comply with the requirements of the specifications.

1.3. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;

- 1.4. Preparation, maintenance, and installation instructions and recommendations;
- 1.5. Storage, handling requirements, and recommendations.
- 1.6. Warranties: Submit warranty documents according to specifications (if applicable).
 - 1.6.1. Include any manufacturer's warranties for each item.

Cost/Price Information

1. The District seeks information on cost/pricing as it relates to the product or service requested in this RFI.
2. Pricing should be in line item format with optional materials and/or services listed separately.
3. Unless specifically requested otherwise no quantity or amount is anticipated/guaranteed and all potential discounts should be clearly explained.

Respondent Information Form

1. Respondent must complete a Respondent Information Form attached hereto.
2. This form must be placed on top, or as the first page of your response.

Respondent Information Form

Place this form on top of your response.

Request for Information 24-001: K-12 Instructional Materials- Specifically K-12 Math, K-12 Science, 6-12 ELA

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of a response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the LCSS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of a response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____