



Shaker Heights City School District

**Request for Proposals
Middle Years Redesign**

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|-----------------------------|--|
| Proposals Due: | Not Later than 2:00:00 PM Eastern Standard Time, July 31st, 2024 Late proposals may not be accepted or considered. |
| Submit Proposals to: | <u>SUBMITTAL INSTRUCTIONS</u> The proposal, including all required documentation, must be submitted through hard copy and email not later than 2:00:00 PM EST on 7/31/2024 in accordance with the email internal timestamp. Late Proposals may be rejected. Firms interested in being considered should reply with four individually bound proposals, (and one (1) electronic copy by email), delivered in a sealed envelope marked "Request for Proposal – Middle Years Redesign" to the District. Proposals received after this date and time may not be accepted. Proposals should be sent to the attention of: Dr. Felecia Evans Shaker Heights School District 15600 Parkland Drive Shaker Heights, Ohio 44120 Email: MiddleYearsRedesign@shaker.org |
| Direct Questions to: | Procurement Contact: Dr. Felecia Evans Email: MiddleYearsRedesign@shaker.org Deadline for Questions: July 8th, 2024 |

Pre-Proposal Conference:

The pre-Proposal conference will be held on July 9th, 2024, via Zoom. Please email MiddleYearsRedesign@shaker.org for the Zoom link. Attendance is optional, the Shaker Heights School District conducts such meetings in order to clarify information provided in the RFP. Statements made by the District's representatives at the conference are not binding on the District unless confirmed by written addendum.

RFP Availability:

This RFP is available electronically through the District website at: <https://www.shaker.org/ContractBidInformation.aspx>

TABLE OF CONTENTS

| | |
|---|----------|
| 1 Introduction | 3 |
| 1.1 About Shaker Heights City Schools | 3 |
| 1.2 Timeline | 3 |
| 1.3 Diversity | 3 |
| 1.4 RFP Questions, Clarifications and Changes | 4 |
| 2 Scope of Work | 5 |
| 2.1 Scope of Work | 5 |
| 3 Proposal Format, Content, and Submission | 7 |
| 3.1 Proposal Format | 7 |
| 3.2 Proposal Selection Criteria | 7 |
| 3.3 Proposal Submission | 7 |
| 4 Proposal Evaluation and Award | 8 |
| 4.1 Clarification of Responses | 8 |
| 4.2 Proposal Evaluation | 8 |
| 4.2.1 Ranking of Proposals | 8 |
| 4.2.2 Invitation for Interview | 8 |
| 4.2.3 References | 8 |
| 4.3 Notification of Intent to Award | 8 |
| 4.4 Negotiation | 9 |
| 5 Solicitation Terms and Conditions | 9 |
| 5.1 Terms and Conditions | 9 |
| 5.2 Proposal Validity | 10 |
| 5.3 Disputes | 10 |

1 Introduction

Shaker Heights City Schools (“District”) seeks written proposals from qualified vendors able to provide middle years redesign services. The District intends to award a contract as a result of this RFP. This determination will be based upon the evaluation of scores underlying the rank of each proposal and the capacity of the proposers, and shall be at the sole discretion of the District. The contract term will be 9/2/24 - 6/30/2025 with options to renew for additional one-year terms.

1.1 About Shaker Heights City Schools

The Shaker Heights City School District has always been a trailblazer in education excellence. Becoming the first school district in Greater Cleveland—and one of only seven districts across the nation—to provide the International Baccalaureate Programme to students in all grade levels underscores our vision to be the first choice school district for all students, both locally and around the globe.

The Shaker Heights City School District includes the city of Shaker Heights and a small portion of Cleveland near Shaker Square, encompassing about 7.5 square miles. The District is situated within a 15-minute drive from Cleveland’s University Circle, the home of world-class hospitals and museums, The Cleveland Orchestra, and Case Western Reserve University. Long known for the beauty of its neighborhoods and parklands, Shaker Heights is home to some 30,000 residents of diverse cultural backgrounds and is renowned for its commitment to educational excellence.

In its second century of educational leadership, the community of Shaker Heights is sought by families from all over the United States — and from all over the world — because of its outstanding schools and beautiful, welcoming neighborhoods. In fact, successful Shaker graduates total more than 35,000 worldwide, and more than 4,000 graduates have returned to make their homes in Shaker Heights.

The Shaker Heights schools currently serve about 5,000 students in eight buildings: five K-4 elementary schools (Boulevard, Fernway, Lomond, Mercer and Onaway); Shaker Heights Middle School (grades 6-8); and Shaker Heights High School (grades 9-12). The Shaker Heights Preschool Program is currently housed at Onaway Elementary School with plans to expand to the Ludlow School in 20235

1.2 Timeline

| ACTIVITY | DATE |
|--|-----------------------|
| Issuance of Request for Proposal | June 24th, 2024 |
| Deadline for Questions or Clarifications | July 8th, 2024 |
| Pre-Proposal Conference | July 9th, 2024 (10am) |
| Proposals Due | July 31st, 2024 |
| Interviews | August 9th, 2024 |
| Anticipated Notice of Intent to Award | Aug 23rd, 2024 |
| Board Approval | Sept 10th, 2024 |
| Anticipated Contract Start | Sept 11th, 2024 |
| Project Completion Date | June 30th, 2025 |

The District reserves the right to deviate from this schedule. Please monitor the District website at <https://www.shaker.org/ContractBidInformation.aspx> for any updates, changes, or addendums.

1.3 Diversity

The District and Community place a high value on diversity, equity, and inclusion, viewing these principles as essential pillars for institutional and education excellence. Thus, securing and sustaining a diverse workforce that reflects the community’s diversity in all its forms positions us to achieve inclusive and equitable spaces of working and learning that will benefit all District and community stakeholders. As such, each responding firm should include a plan for having a diverse workforce involved in the project.

1.4 RFP Questions, Clarifications, and Changes

Questions regarding the interpretation of the information provided in this solicitation must be in writing by email with “Middle Years Redesign” on the subject line and directed to MiddleYearsRedesign@shaker.org not later than Noon, EST, on July 12, 2024.

If questions are answered, they will be in writing and sent to all firms who are on record with the Owner as having received a copy of this RFP as well as posted at <https://www.shaker.org/ContractBidInformation.aspx>. The name of the party submitting the question will not be identified in the answers. Wherever possible, all questions for a single solicitation should be grouped together in a single email. Please monitor this website for any updates, modifications, or addendums relating to this solicitation. The District may at its sole discretion reject questions or requests that do not adhere to these guidelines.

2 Scope of Work

2.1 Scope of Work

Shaker City Schools is actively engaged in the renovation of an existing educational facility, which will soon serve as the new venue for our Middle Years Programme (MYP) for 6th-8th graders. In line with this development, the district seeks the expertise of a professional firm to revitalize and realign the middle school experience, harmonizing it with both the ethos of the new school building and the district's strategic vision. An appreciative inquiry approach is necessary to both honor the existing strengths of the District and help us live up to our commitments to IB and equity.

The chosen firm will develop and implement a comprehensive plan to reshape the learning landscape for students, educators, and the broader community, ensuring an equitable, dynamic, and effective educational environment. Central to this transformation is the adherence to our district's pillars of equity and IB. Our district's focus on equity means that students deserve to be held to high expectations while being given the resources and support they need to exceed those expectations. Doing so in the International Baccalaureate framework ensures a universally high standard of authentic, collaborative, inquiry-based learning and teaching for every student.

Inclusive Planning Process:

- This initiative demands a participatory approach, engaging students, staff, families, and community members in the planning process to foster a collective vision and shared ownership over the new educational model.

Curriculum and Instructional Design:

- Enhance learning and teaching methods to include a wide range of high quality curricular offerings aligned to the IB framework.
- Integrate equitable instructional practices that accommodate diverse learning needs and promote detracked learning spaces, cultural responsiveness, personalization, modern skill acquisition, and social justice within collaborative spaces.
- Facilitate professional development to equip educators with innovative instructional techniques and a new perspective on their roles as facilitators of learning.

Innovative Scheduling Solutions:

- Design a master schedule that supports various and flexible student grouping strategies, including provisions for gifted students, special education, and acceleration programs.
- Explore and implement flexible time blocks and scheduling to optimize educational delivery and student engagement.

Student Programs:

- Develop a comprehensive student experience framework encompassing advisory services, athletics, extracurricular activities, career-based learning opportunities, and other enrichment opportunities.
- Strengthen student support systems through Multi-Tiered Systems of Support (MTSS), team-based approaches, and initiatives aimed at enhancing school climate, peer relationships, and personal growth.

Human Resources Strategy:

- Assess and optimize staffing levels and leadership structures to support the redesigned educational framework.
- Promote the formation and effectiveness of professional learning communities within and beyond our existing collaborative structures

Family and Community Engagement:

- Establish robust mechanisms for the active participation of families and community members in the educational process.
- Develop structured engagement platforms to facilitate two-way communication, meaningful collaboration and support for the educational transformation.

- The goal of this RFP is to secure a partnership that will not only meet the immediate needs of our curriculum redesign but will also lay a strong foundation for the sustained success and growth of our middle school students. Through this collaborative effort, we aim to cultivate an educational environment where every student has the opportunity to thrive.

Planning and Communication:

- Maximize stakeholder input including in-person meetings, online feedback tools, and other effective modes.
- Engage with the Middle School Design Team.
- Assist in the development of communication materials including materials for the community, staff, and stakeholders.
- Customize the process aligned with the District's specific needs.
- Ensure inclusion of all stakeholders (Board of Education members, community, parents, students, and staff) that is proportionately representative of the District.
- Ensure all stakeholders have an opportunity to provide structured input.
- Demonstrate knowledge of the IB Middle Years Programme and its impacts on the redesign.
- Facilitate meetings.
- Attend meetings.
- Outline a process to ensure implementation and evaluation of the plan with measurable key performance-based indicators/metrics.
- Prepare and give presentations for Board of Education meetings, community meetings, and for posting on the District website.

3 Proposal Format, Content, and Submission

3.1 Proposal Format

District proposal standards:

- a) Proposal includes a one-page cover letter as the first page of the proposal.
- b) Proposal includes a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the firm's officers, and where you do business.
- c) Proposal names individuals who will be providing services for this project and their areas of expertise. You may not substitute these individuals without the written consent of the District.
- d) Proposal addresses the scope of work, summary of approach to complete the scope of work, outline detailing tasks, methods, project schedule, and timeline for completion of the project.
- e) List of at least three (3) current references for whom comparable work has been performed.
- f) Proposed budget based on costs associated with the tasks outlined in this RFP, and rate schedule.
- g) Proposal includes 4 individually bound proposals.
- h) Proposals must also be submitted electronically via email.

Please do not include sales or promotional materials as part of the proposal unless requested.

3.2 Proposal Selection Criteria

All proposals, submitted by the deadline, will be reviewed and evaluated based on information provided in the submitted proposal, schedule, cost, and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposer's performance history and capability to deliver proposed services by the timeline.
- Proposer's ability to provide and deliver qualified personnel required to effectively and efficiently execute proposed services.
- Overall cost

Price alone will not be the sole determining factor in the selection process. The District reserves the right to award proposals solely determined by the District, to be the most advantageous to the District without discussion. As part of this evaluation, the District may hold interviews with only the top ranked proposals, the top two (2) or three (3) depending upon the number of proposals received and preliminary rankings. The District expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed.

3.3 Proposal Submission

The proposal, including all required documentation, must be submitted through hard copy and email **not later than 2:00:00 PM EST on 7/31/2024** in accordance with the email internal timestamp. Late Proposals may be rejected.

Firms interested in being considered should reply with four individually bound proposals, (and one (1) electronic copy by email), delivered in a sealed envelope marked "Request for Proposal – Middle Years Redesign" to the District. Proposals received after this date and time may not be accepted.

Proposals should be sent to the attention of:

Dr. Felecia Evans

Shaker Heights School District

15600 Parkland Drive Shaker Heights, Ohio 44120

Email: MiddleYearsRedesign@shaker.org

4 Proposal Evaluation and Award

4.1 Clarification of Responses

In the event that one or more proposals are in need of clarification, the District will request such clarification in writing and will afford the Proposer(s) contacted an opportunity to respond in kind, with the necessary clarification.

4.2 Proposal Evaluation

The evaluation process of this RFP will consist of a scoring evaluation and may include an interview/presentation.

An Evaluation Committee, consisting of not less than three individuals, shall evaluate the proposals. Each evaluator will independently evaluate and score proposals.

4.2.1 Ranking of Proposals

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the District may hold interviews with top ranking individual firms. The District expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The District reserves the right to select one or more project delivery methods and one or more firms to provide services for the project and the consultant delivery method(s).

4.2.2 Invitation for Interview

- a) The District may invite the top Proposers to an interview with the Evaluation Committee.
- b) No additions, deletions or substitutions may be made to proposals during the interview/presentation that cannot be viewed as clarification.

4.2.3 References

The District reserves the right to investigate references, including customers other than those listed in a Proposer's submission. This inquiry may include without limitation, investigation of past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and its lawful payment of employees and subcontractors.

4.3 Notification of Intent to Award

The District shall notify Proposers of its Intent to Award by email.

4.4 Negotiation

- a) After the District has issued the Notice of Intent to Award, the District will commence serial negotiations with the highest-ranked eligible Proposer.
- b) At any time during negotiations, the District may terminate negotiations with the highest ranked Proposer, or the eligible Proposer with whom it is currently negotiating if the District believes that:
 - i. The eligible Proposer is not negotiating in good faith; or
 - ii. Further negotiations or negotiations with the eligible Proposer will not result in the parties agreeing to the terms and conditions of the final Contract in a timely manner.
- c) If the District terminates negotiations with an eligible Proposer, the District may then commence negotiations with the next highest-ranked eligible Proposer.
- d) The District reserves the right to negotiate final contract terms with the selected Proposer(s) to the fullest extent allowed by law and as in the best interest of the District.

5 Solicitation Terms and Conditions

5.1 Terms and Conditions

The District shall not be responsible for any costs incurred by an interested party in preparing, submitting, or presenting its response to the RFP.

Bidder hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

Firms considering responding to this RFP are strictly prohibited from communicating with any member of the District's staff or representatives of the District except as set forth in this RFP.

The District reserves the right to cancel, suspend, and/or discontinue at any time for any reason, without obligation or notice to the proposing bidder, this solicitation, and to reject all proposals.

The District reserves the right to award the contract to more than one Bidder and refuse any proposal or contract.

The District reserves the right to determine which bid or proposal is the most satisfactory and responsible and shall be the sole judge thereof. No plea of mistake in the bid shall be available to the bidder as a defense to any action based upon the neglect or refusal to execute a contract.

The decision to award a bidder to provide services to the District is neither endorsing nor suggesting that the bidder is the best or only solution. The bidder agrees to make no reference to the District in any literature, promotional materials, brochures, sales presentation, or the like without the express written consent of the District.

All materials submitted in response to this RFP must become the property of the Shaker Heights City School District whether or not they are selected for the services.

Any and all contracts arising from this RFP contain the content of this RFP in its entirety and are an extension of this RFP.

FINAL DECISION DATE: August 23rd, 2024

We appreciate your interest in responding to this RFP and look forward to reviewing your proposal. Thank you for considering the opportunity to support the Shaker Heights School District.

5.2 Proposal Validity

Proposals will remain valid for a period of 90 days following the Proposal submission deadline.

5.3 Disputes

In case of any doubt or difference of opinion as to:

- a) The items or service to be furnished under this RFP, or
- b) The interpretation of the provisions of the RFP, the decision of the District will be final and binding upon all parties.