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**David May-Stein**, Chief of School Performance

## REQUEST FOR PROPOSALS

**Issuance Date: January 27, 2017**

**Submission Date: February 9, 2017**

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Dr. Dara Ware Allen, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 Bellfield Ave, Pittsburgh, PA 15213 or 412.529.HELP (4357).

# **Pittsburgh Public Schools RFP for Principal Supervisor Professional Development**

## **Introduction**

Pittsburgh Public Schools (PPS) Office of School Performance is in need of Professional Development for principal supervisors to support school leaders to be highly effective instructional leaders to help ensure that every Pittsburgh Public School student is college and career ready.

This work is expected to begin February 23, 2017.

## **Scope of Work**

- Develop a shared vision for excellent instruction that meets the demands of college and career-ready instruction and the related instructional shifts priority
- Conduct a snapshot diagnostic to determine the extent to which current classroom practice reflects the shifts required for college and career-ready instructional excellence
- Provide ongoing monthly professional development and executive coaching for the Assistant Superintendent team aligned to the instructional shifts and PPS priorities

## **Background**

As the largest of 43 school districts in Allegheny County and second largest in Pennsylvania, Pittsburgh Public Schools serves approximately 25,000 students in Pre-K through Grade 12 in 57 schools with 94 school-based administrators.

## **Timetable/Response Submittal**

The Chief of School Performance is requesting proposals from experienced and qualified companies. Selection will be made based upon the proposals submitted. A timetable for the selection process is provided below:

- January 27, 2017: Release of RFP

- February 9, 2017: Receipt of Proposals
- February 13, 2017: Recommendation for Selection
- February 22, 2017: Legislative Approval by Board of Directors

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents, their lobbyist(s) or agent(s) and any employee of PPS or its elected Board of Directors, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals shall be submitted to PPS as follows:

David May-Stein  
Chief of School Performance  
School District of Pittsburgh  
341 South Bellefield Ave,  
Pittsburgh, PA 15213  
Tel: 412-529-3702  
Fax: 412-622-3705  
Email: [dmaystein1@pghboe.net](mailto:dmaystein1@pghboe.net)

Proposals can be submitted in electronic format, faxed or mailed to the Mr. May-Stein by Noon on February 6, 2017.

Proposals, including any/all attachments, cover letter, tabs, and completed responses to the technology addendum should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 12 pt. Proposals should be submitted following the instructions detailed below. PPS reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, PPS reserves the right to reject any and all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to Mr. May-Stein.

Responses should address the following questions or requests for information:

### **I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal that summarizes key points of the proposal and is signed by an authorized officer.

### **II. Experience and Qualifications**

Provide brief biographies for the partners and employees who will be supporting PPS' account, including any relevant experience for each. Please include only those individuals who will work on PPS' account and specify their role in the project. Please describe relevant experience with board member governance training including previous work with other school districts. Please provide three references.

### **III. Company Information/Equal Employment Opportunity**

A. Describe your company's equal employment opportunity policies and programs.

B. Has your company or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your company's business or have any of your company's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense, i.e., financial misconduct, fraud or child abuse? If so, please describe any such convictions and surrounding circumstances in detail.

C. Has your company, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your company's business which is still pending or have any of your company's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter, i.e., financial misconduct, fraud or child abuse which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.

### **IV. Project Work Plan**

Submit a detailed work plan for performed services, including a timeline for completion of specific work products. Address all components detailed in the

scope of work. Answers to all questions in the addendum section should be included.

## **V. Fee Proposal**

Please provide a fee structure that your company would propose to provide a principal supervisor professional development given the scope of services provided in your detailed work plan. Proposals must include the overall cost of all work, as well as hourly or daily rates, and must include cost estimates for travel and time associated with conference calls with PPS staff.