



341 South Bellefield Avenue | Pittsburgh, PA 15213-3516
Parent Hotline: 412-529-HELP | www.pps.k12.pa.us
Mrs. Rhonda Graham, K-12 Science Supervisor

REQUEST FOR PROPOSALS

Science Supplemental Instructional Materials and Professional Learning

Issuance Date: Dec. 6, 2017

Submission Date: Dec. 14, 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 Professional Development Consulting Services

Introduction

Pittsburgh Public Schools (PPS) Science Department is in need of supplemental instructional materials and science teacher Professional Development Services to support the science proficiency of all PPS students especially in grades 4, 8, 9, and Biology classrooms.

This work is expected to begin January 2, 2018.

Scope of Work

Build educator capacity so PPS Science Teachers can effectively accelerate student learning by providing rigorous standards aligned student-centered engaging learning opportunities.

Develop a comprehensive science professional development plan with a focus on teachers who teach grades 4, 8, 9 and Biology.

The proposal must provide a multiple year plan that strategically addresses the following:

- Science pedagogical professional learning sessions for science teachers, school-based administrative, and central office science staff.
- Professional learning sessions that are aligned to PA Academic Standards for Science and Technology, PA Eligible Content, the 5 E-Model, and the NGSS Science and Engineering Practices.
- Professional learning sessions that will enable teachers to effectively use digital media along with effective strategies to create meaningful instruction for students.
- Professional learning sessions that provide relevant, Standards/ Eligible Content aligned, inquiry-based student centered learning activities to PPS Science Teachers.
- Professional learning sessions that provide educators with the tools and techniques to create rigorous and relevant student centered classroom environments.

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. The District percentage of proficient and advance students in science on the PSSA are 54% in Grade 4, 21.6% in Grade 8 and 21% on the Biology Keystone Assessment.

Timetable/Response Submittal

The K-12 Science Curriculum Supervisor 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:

- December 6, 2017: Release of RFP
- December 14, 2017: Receipt of Proposals
- December, 15, 2017: Recommendation for Selection
- December, 20, 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:

Mrs. Rhonda Graham
K-12 Science Curriculum Supervisor
School District of Pittsburgh
1400 Crucible Street
Pittsburgh, PA 15203
Tel: 412-529-3626
Email: rgraham1@pghboe.net

Proposals can be submitted in electronic format, or mailed to Rhonda Graham by noon on December 14, 2017.

Proposals, including any/all attachments, cover letters, 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 Rhonda Graham.

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.

V. Fee Proposal

Please provide a fee structure that your company would propose to provide supplemental instructional materials and supporting professional development consulting services given the scope of services provided in your detailed work plan. Proposals must include the overall cost of all work, and how the work is broken down, *i.e.*, number of professional development sessions, coaching sessions at schools per year over the lifetime of the contract.

VI. Evaluation Criteria and Selection Process

The contract will be awarded to the qualified proposer whose proposal is most advantageous to PPS, based on the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the overall scores will guide PPS in making an intelligent award decision based on the evaluation criteria.

PPS 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.

PPS anticipates selecting one consultant using the following criteria:

<u>Supplemental Science Instructional Materials and Professional Development support</u>	<u>PTS.</u>
Background and experience in inquiry-based science instructional materials	25
Background and experience in inquiry-based science professional development	25
Background and experience in working with improving science achievement in urban school districts	25
Overall scope of work and services	25
Cost-effectiveness of proposal	25

The contractor will be selected by December, 15, 2017.