



341 South Bellefield Avenue | Pittsburgh, PA 15213-3516

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**Dr. Wayne Walters**, Assistant Superintendent of Professional Development and Special Programming

**REQUEST FOR PROPOSALS**  
**PROFESSIONAL DEVELOPMENT CONSULTING SERVICES**

**Issuance Date: July 3, 2017**

**Submission Date: July 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) Office of Professional Development is in need of Professional Development Consulting Services to support the professional learning of all District role groups to help ensure that every Pittsburgh Public School student is college and career ready.

This work is expected to begin July 27, 2017.

## **Scope of Work**

- Develop a vision and mission as well as guidelines for quality professional development
- Conduct an analysis of the various federal, state, and local requirements that impact professional development
- Conduct an evaluation of current professional development programs
- Develop a professional development framework
- Develop a district-wide comprehensive professional development plan with full implementation plan which will include the following:
  - An employee induction and mentoring program
  - Roles and responsibilities
  - Evaluation of professional learning
  - Collaborative professional learning
  - Multimodal professional learning
  - Differentiated professional learning for district departments (Human Resources, IT, Data/Research/Evaluation/Accountability, Curriculum/Instruction, Office of School Performance) aligned to the PPS Strategic Plan, to decrease disparity in student achievement and discipline.

## **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 Assistant Superintendent of Professional Development and Special Programming 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:

- July 3, 2017: Release of RFP
- July 14, 2017: Receipt of Proposals
- July 19, 2017: Recommendation for Selection
- July 26, 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:

Dr. Wayne Walters  
Assistant Superintendent of Professional  
Development and Special Programming  
School District of Pittsburgh  
341 South Bellefield Ave,  
Pittsburgh, PA 15213  
Tel: 412-529-3702  
Fax: 412-622-3705  
Email: [wwalters1@pghboe.net](mailto:wwalters1@pghboe.net)

Proposals can be submitted in electronic format, faxed or mailed to the Dr. Walters by noon on July 14, 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 Dr. Walters.

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 a professional development consulting services 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.

## 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:

| <b>Professional Development Consulting Services</b>              | <b>Points</b> |
|--|---------------|
| Background and experience in professional development            | 25            |
| Background and experience in working with urban school districts | 25            |
| Overall scope of work and services                               | 25            |
| Cost-effectiveness of proposal                                   | 25            |

The contractor will be selected by July 26, 2017.