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341 South Bellefield Avenue | Pittsburgh, PA 15213-3516

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

## **REQUEST FOR PROPOSALS**

Oliver Citywide Academy

**Issuance Date: April 5, 2017**

**Submission Date: April 20, 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 Bellefield Ave, Pittsburgh, PA 15213 or 412.529.HELP (4357).

## **Introduction**

Pittsburgh Public Schools (PPS) Office of School Performance(OSP) and Program for Students with Exceptionalities (PSE) are in need of consultative support for Oliver Citywide Academy.

### **This includes the following:**

- Provide on-site consultant services to Oliver Citywide Academy
- Immediate support for schoolwide norms, expectations and individualized behavior contracting
- Develop student leadership culture and active parent involvement
- Support school administration in development and implementation of comprehensive schoolwide behavior plan
- Provide full-time on-site staff (1-3 people) to support Oliver Citywide Academy staff and students with overall day-to-day operations
- Conduct current state analysis and identify strategies for immediate next steps
- Facilitate professional development and coaching for Olive Citywide Academy staff and other PSE staff
- Develop a school identity with support from students and staff to develop a sense of pride
- Facilitate parent information sessions
- Develop and implement tier I and tier II supports for Oliver Citywide

### **OBJECTIVES:**

1. Support the Superintendent's goals of increasing student achievement and eliminating racial disparity as well as becoming a district of first choice
2. Support for the school administrators, teachers, and other staff to improve academic and behavioral outcomes for students that attend Oliver Citywide Academy

## **Scope of Work**

Priority 1: Immediate support for schoolwide norms, expectations and individualized behavior contracting

Priority 2: Develop a student leadership culture, active parent involvement and provide leadership coaching for all staff

Priority 3: Support school administration for developing comprehensive schoolwide behavior plan for 2017-2018

## **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 54 schools with 1,992 teachers.

## **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:

- April 5, 2017: Release of RFP
- April 20, 2017: Receipt of Proposals
- May 17, 2017: Recommendation for Selection
- May 24, 2017: Legislative Approval by Board

**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:**

Proposals **must** be submitted in an electronic format to Mr. May-Stein (dmaystein1@pghboe.net) by 12:00 PM, April 20, 2017. In addition to the electronic copy, you can also mail a hardcopy if you choose.

Proposals, including any/all attachments, cover letter, tabs 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 which summarizes key points of the proposal and which 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 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 rising 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 support to Oliver Citywide Academy 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.

#### **Cost**

1. What is the entire cost of implementation? You may attach a separate budget sheet if you prefer.
  - a. One time cost?
  - b. Ongoing yearly cost?
  - c. Customization rate?
  - e. Is there additional cost for training?
  - f. Is there additional cost for support?

All proposals shall be submitted to PPS as follows:

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