

Request for Proposal

Supplemental Literacy Program

The Board of School Directors of the Lamoille North Supervisory Union, Hyde Park, Vermont hereinafter known as the District, invites sealed bids for literacy program supplemental materials to include both digital and print materials for reading groups. Proposals are to be submitted on the Bid Form provided and all documents signed where indicated.

Proposals will be accepted via email to kahunt@Insd.org and copied to dclark@Insd.org with the subject line “**Supplemental Literacy Program**” and will be accepted on or before Monday, December 16th, 2024 @ 1:00 PM.

Proposals will also be accepted via the USPS with the sealed notation on the outside of the envelope, “**Supplemental Literacy Program**” and will be accepted on or before the time stated above.

Bids mailed to: Kimberly Hunt, Director of Curriculum, Instruction, Assessment
Lamoille North Supervisory Union
96 Cricket Hill Road
Hyde Park, VT 05655

All questions must be submitted via email to: Kimberly Hunt at kahunt@Insd.org

Signature is required on Pages 2 & 5

LAMOILLE NORTH SUPERVISORY UNION SCHOOL DISTRICT
GENERAL CONDITIONS FOR ALL BIDS/PROPOSALS

The District reserves the right to reject any or all bids/proposals submitted.

One of these bid/proposals are enclosed for your convenience. One copy of all required forms must be submitted in a SEALED envelope that is properly identified in accordance with the stated information.

The District reserves the right to return any merchandise that does not comply with the conditions and specifications.

The District reserves the right to increase or decrease quantities shown on the bid.

The District reserves the right to cancel purchase orders if the delivery of completion of service is not performed in accordance with the bidding document and/or if the approved budget does not appropriate funds for the purchase or service.

Bids/proposals will be awarded to the lowest responsible bidder complying with these conditions and specifications. In determining the successful bidder, the District reserves the right to consider overall quality of the item and service qualifications of the bidder.

The District reserves the right to vary from specifications as deemed to be in the best interest of the District.

All bids/proposals submitted must be valid for a period of sixty (60) days after the bid opening prior to award of the bid.

Except for delivery of goods, all prices are F.O.B. (their respective district). Exact delivery point will be determined and provided to the successful bidder at time of order.

All of the provisions in the Vermont Statute Title 16 §559, Public bids/proposals, are incorporated in this contract by reference.

The successful bidder will be notified after the bid opening and subsequent approval by the District at its regular business meeting.

The signature below implies that all conditions and specifications have been read in full; the bidder understands the same and is willing to comply with each.

Name of Firm

Address of Firm

Signature of Authorized Person

Federal Employer I.D. Number

COMPREHENSIVE LITERACY PROGRAM
SPECIFICATIONS

There are five elementary schools in the district: Cambridge Elementary School, Eden Central School, Hyde Park Elementary School, Johnson Elementary School, and Waterville Elementary School.

School	Grade level	Number of teachers	Number of students
Cambridge	K	2	30
Cambridge	1	2	37
Cambridge	2	2	31
Cambridge	3	2	41
Eden	K	1	18
Eden	1	1	11
Eden	2	1	12
Eden	3	1	10
Hyde Park	K	2	32
Hyde Park	1	2	29
Hyde Park	2	2	21
Hyde Park	3	2	28
Johnson	K	2	21
Johnson	1	2	27
Johnson	2	2	23
Johnson	3	2	26
Waterville	K	1	10
Waterville	1	1	11
Waterville	2	One teacher for grades 2/3	9
Waterville	3	1	9

Elements of supplemental program will include both print and digital materials:

Foundational Skills

- Concepts of print
- Phonemic awareness
- Letter, recognition
- Phonics/decoding
- Spelling/encoding
- High frequency words/ Word identification
- Word recognition strategies

Comprehension

- Strategy use (e.g., inferring, predicting retelling summarizing)
- Skills (e.g., key ideas, and details, craft, and structure, integration of knowledge and ideas,)
- Close reading

Speaking and listening

Language/vocabulary

Assessment

LAMOILLE NORTH SUPERVISORY UNION

BID SHEET

Submit a bid on the firm's own letterhead with detailed specifications. Also, please submit on this sheet, the following information.

Submitted by: _____

(Signature)

(Printed Name and Title)

(Company Name)

(Address)

(Telephone Number)

Page 2 and 5 of this RFP must be signed by an authorized representative of your company and accompany your bid.