ANGÉLICA INFANTE-GREEN
Commissioner

JAVIER MONTAÑEZ
Interim Superintendent

Providence Public School District
Purchasing Department
797 Westminster Street
Providence, RI 02903-4045
tel. 401.456.9264
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www.providenceschools.org

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: **Education Consultant(s) for Classical High School (SY22)**

DATE AND TIME TO BE OPENED: **Wednesday, July 7, 2021 at 1:00PM**

PRE-BID CONFERENCE (IF APPLICABLE): **None**

SUBJECT MATTER EXPERT (NAME): **Scott Barr, Principal, Classical High School**

SUBJECT MATTER EXPERT (EMAIL): **scott.barr@ppsd.org**

QUESTION DEADLINE: **Friday, June 18, 2021 at 4:30PM**

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

   Purchasing Department, Suite 206
   ATTN: Molly Hannon
   797 Westminster Street
   Providence, RI 02903

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in R.I. General Law Section 38-2 et seq, without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

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Notice to Vendors
General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.

2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.

3. No proposal will be accepted if it is made in collusion with any other bidder.

4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.

5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.

8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.

9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law Section 7-1.2-1401 et seq. as amended)

10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

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11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Section 37-13-1 et seq. as amended).

13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (https://www.providenceschools.org/Page/4634).

14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.

16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law Section 28-29-1, et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.

17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.

19. The Contractor shall not be paid in advance.

20. The contract shall be in effect from the date of award through **June 30, 2022** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.

21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.

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23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees. The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.

26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.

28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Education Consultant(s) for Classical High School (SY22)

DATE AND TIME TO BE OPENED: Wednesday, July 7, 2021 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

_____

Signature of Representation

_____

Title

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Providence Public School District

Request for Proposals

Education Consultant(s) for Classical High School (SY22)

2021-2022

Funding Source (Contingent on Funding): Title I

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I. Background

Classical High School, founded in 1843, integrates a rich and rigorous program of study in core academics, the arts, languages, humanities technology and health and physical education. These offerings include over 23 Advanced Placement courses beginning in the 10th grade. Classical has 1120 students' grades 9-12 and 70 teachers and support staff.

In addition, Classical High School incorporates a wide range of extracurricular opportunities to enhance student learning and promote a culture of success and achievement.

These include:

- Academic competitions such as the Math Team, Science Olympiad, Mock Trial, National Foreign Language Exams, Poetry Out Loud, etc.
- Visual and performing arts presentations, concerts and productions
- Rhode Island Interscholastic League athletic programs and sports events
- Content-specific field trip experiences, guest lectures, community partnerships
- A vibrant student driven cadre of over 40 clubs and organizations

Classical High School's faculty and administration are committed to continuously improve academic programs and to promote and support high academic expectations for every student. As a result, Classical High School continues to rank as one of the highest performing public high schools nationwide and its graduates attend many of the top and most prestigious colleges and universities in the country. Classical High School wishes to utilize a consultancy to facilitate and assist all professional development (PD) sessions and common planning time (CPT) sessions throughout the 2021-2022 academic year. Vendor should work with teachers and administrators on an updated school improvement plan (SIP); assist with instruction initiatives, on Classical High School's "problems of practice" as identified by the school and help to raise awareness through PD on social issues; equity and student achievement. The vendor shall work in concert with the stakeholders, parents, students and staff around a unified vision with regards to the school climate and culture. The contractor shall meet with administrators, teacher leaders and teacher groups in order to prepare the focus and agenda for the upcoming school year and next steps.

II. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below.

- The consultant has demonstrated expertise in multiple areas of school improvement.
- The consultant has experience leading and facilitating PD's around academic problems of practice, school improvement plans, skillful lesson planning, developing classroom teaching practices that raise student achievement
- The consultant is experienced in leading staff discussions around culturally responsive instruction.

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III. Scope of Work

Classical High School is at the beginning stages of its accreditation process. Several areas of PD and CPT should focus on developing an updated vision for the school, conducting a self-study of all programs and examining the school's problem of practice; differentiated instructional methods, creating a culturally responsive classroom in order to raise student achievement and to facilitate a careful discussion on social emotional issues that relates to education at the school and the impact of academic achievement

There are three important components to this consulting work

1. To work with staff/teachers with regards to coaching, examining "lookfors", lesson planning, questioning and discussion practices. There should be guidelines and a product produced for the above stated. There should be notes or a product produced at the end of each session. All goals and practices will align with district and state standards and initiatives, which include but are not limited to equity, access and achievement and curriculum assistance.
2. Develop a mission and vision statement while at the same time working with our accreditation team to meet current 21st Century educational standards and practices.
3. To conduct sessions outlined in the "timeline" via Zoom and or if possible in person.

IV. Timeline for Implementation

The school anticipates holding 20 total sessions and up to 40 hours throughout the school year. This will include trainings on the dates shown below in addition to others to be scheduled at a later date. These dates are subject to change.

August 30-31, 2021
September 1-3, 2021
October 20, 2021
November 17, 2021
January 12, 2022
February 9, 2022
March 12, 2022
April 6, 2022
May 11, 2022

The term of the contract resulting from this award will be one year, ending on June 30, 2022.

V. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

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VI. Proposal Requirements

Bids must be submitted by due date and time listed on page 1of this document and in accordance with the instructions on page 1 of this document. No electronic submissions will be accepted. Late proposals will not be considered.

Potential candidates/contractors must provide the following:

- Resume, including education, experience with other school districts, industry experience and all credentials.
- Provide a sample of similar work completed from a past experience.
- Provide three letters of reference
- Cost proposal, including unit pricing per session should the school elect to hold more than the 20 sessions noted here

VII. Questions

Questions concerning this solicitation should be emailed to Scott Barr, Principal of Classical High School at **scott.barr@ppsd.org.** Questions are due by Friday, June 18, 2021 at 4:30PM. Questions will be answered via addendum. No questions will be accepted over the phone and late questions may not be answered.

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VIII. Evaluation of Proposals

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

Vendor Name	
Technical Proposal Category	**Score**
Executive Summary (0 - 10 points)	
Previous Experience and Background (0 -10 points)	
Capability, Capacity, Staffing and Qualifications of the Vendor, including experience in school improvement, skillful lesson planning, and leading staff discussions around culturally responsive instruction (0 -40 points)	
Work Plan/Approach Proposed (0-40 points)	
Total Score	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.

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