

**Students first***Always, in all ways.*

The School District of Pittsburgh (Pittsburgh, PA)

REQUEST FOR PROPOSALS (RFP)

<Title>

Issue Date: <Insert Date of Posting>

Submission Deadline: <Submit Deadline>

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Parent Hotline: 412-529-HELP (4357)

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Introduction

The School District of Pittsburgh (PPS (Pittsburgh Public Schools)) invites proposals from qualified firms to **<Insert RFP services>**.

District Mission

PPS will be one of America's premier school districts, student-focused, well managed, and innovative. We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

District Vision

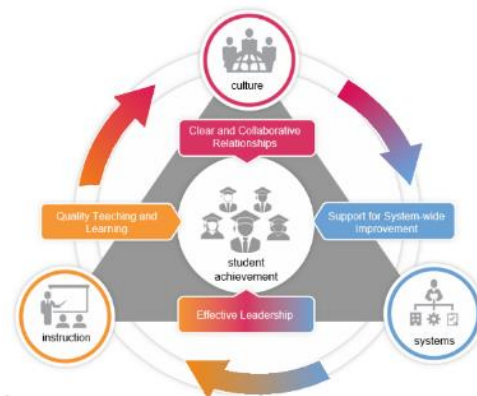
All students will graduate high school college, career and life-ready prepared to complete a two-or four-year college degree or workforce certification.

District Beliefs

- All children can learn at high levels.
- Teachers have a profound impact on student development and should have ample training, support, and resources.
- Education begins with a safe and healthy learning environment.
- Families are an essential part of the educational process.
- A commitment from the entire community is necessary to build a culture that encourages student achievement.
- Improvement in education is guided by consistent and effective leadership.
- Central office exists to serve students and schools.

District Theory of Action

If PPS **CULTURE** values clear and collaborative relationships and **SYSTEMS** are in place that support system-wide improvement and effective leadership, then quality and equitable teaching and learning practices utilizing culturally responsive practices and standards-based **INSTRUCTION** with a belief that all students can learn, will ensure high expectations and **STUDENT ACHIEVEMENT**, so all students successfully graduate college, career and life-ready.





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Priority Goals

The Superintendent's five priority goals articulate key strategies aimed at improving Culture, Systems, and Instruction in the School District of Pittsburgh. The implementation of these priority goals will serve as steppingstones to outline a collaborative and strategic approach via a strategic plan to solve our challenges with student outcomes and experiences.

1. Invest in culturally responsive, evidence-based training, tools, and resources.
2. Construct safety, health, and wellness protocols.
3. Expand stakeholder communication and partnerships.
4. Design effective organizational systems.
5. Strategically allocate resources to ensure equity, excellence, and efficiency.

Please click [here](#) to learn more about the superintendent's five priority goals.

Background

As the largest of 43 school districts in Allegheny County and the second largest in the Commonwealth of Pennsylvania, PPS serves nearly 20,000 students in Pre-Kindergarten through Grade 12, in 54 schools, over 4,000 employees, and a general budget of 716.9 million dollars. The student population is 53% African American, 33% White, and 14% Other, with 58 languages spoken, representing 58 countries.

Scope of Services

The selected consulting firm will be responsible for:

<Detail specific expectations >

Deliverables

The consultant will provide:

1. <Deliverable>
2. <Deliverable>
3. <Deliverable>

To effectively address this requirement, you should include the following key components in your deliverables:

1. Communication Schedule: Clearly outline the frequency and method of communication. This could include weekly progress updates, bi-weekly meetings, or any other agreed-upon schedule.
2. Access to Information and Materials: Specify how access will be provided to the collected information and materials. This could involve setting up a shared drive, providing regular updates via email, or scheduling specific times for information sharing.
3. Reporting Mechanisms: Detail how progress will be reported, including the format of reports, key metrics to be included, and any specific requirements for reporting.



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4. Escalation Procedures: Outline the process for escalating issues or concerns, including who should be contacted and how quickly issues should be addressed.

By including these components in your deliverables, you can ensure clear communication and effective collaboration with the Superintendent throughout the project.

Timeline/Response Submittal

The **<Department>** requests proposals from experienced and qualified firms/companies. The consultant will be selected based on the proposals and an interview if needed. A timetable for the selection process is provided below:

RFP Release Date:

Proposal Submission Deadline:

Possible Interviews (if needed):

Legislative Approval by Board:

Project Start Date:

Final Report Submission: **<When Applicable>**

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 the School District of Pittsburgh as follows:

<Include Name of Person to Receive RFP>

School District of Pittsburgh

<Address>

Pittsburgh, PA <zip>

Tel: (412) 529-

Fax: (412) 622-

Email:

Proposals can be submitted electronically via **<email address> by Noon on <Due Date>**. Proposals should not exceed 30 pages on 8 ½" X 11" paper 11" paper (including the cover letter, budget narrative, references, and all attachments), single-spaced, using a minimum font size of 10 pt. Any questions regarding this RFP should be addressed to **<Person listed in box above>**.

- Those submitting proposals by Fed Ex, messenger, or electronically bear the risk of non-receipt by the District.

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- The proposals may be hand delivered to **<Insert Name Listed in Box Above>**. Provide three copies by the deadline via delivery to the Administration Building at the address indicated.
- Recipient shall record the time, date, and manner of delivery of proposals and shall maintain a log showing the name, date, and time of submission and the manner of delivery.
- Proposals received after the deadline will not be accepted or considered.
- Proposals shall be clearly marked **<RFP TITLE>**.
- No amendments to proposals shall be accepted after the proposal has been submitted.

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 proposals and waive irregularities.

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 the proposal's key points and is signed by an authorized officer.

II. Experience and Qualifications

Provide brief biographies for the partners and employees supporting the PPS account, including any relevant experience for each. Please include only those individuals who will work on the PPS account and specify their role in the project.

Please describe relevant experience with facilities utilization planning projects, including previous work with other school districts. Please share any current projects and identify team members dedicated to current projects. 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.



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IV. Project Work Plan

Submit a detailed work plan for performed services. A timeline for the completion of specific work products should also be included.

V. Fee Proposal

Please provide a fee structure that your company would propose to provide strategic planning services for the Office of the Superintendent, given the scope of services in your detailed work plan. Proposals must include the overall cost of all work, any hourly or daily rates, and cost estimates for travel and time associated with communicating with the PPS staff.

Proposals should not include a budget for logistical support for engagement sessions and focus groups, audio-visual needs, meeting space rental, refreshments, and mass printing and distribution of materials. PPS staff will assist with invitations, registration, and on-site logistical support for engagement sessions, as needed.

VI. Additional Information

All submissions shall include:

- Compliance with clearance requirements, i.e. that employees working on the project shall have clearances required by 24 P.S. §1-111 and §1-111.1 and 23 Pa. C.S. §6344 - proof shall be submitted to the District.
- Proof of liability insurance coverage and limits.
- Resumes, licenses, registrations, and certifications of key personnel of the firm.
- Firm's completed projects during the past 5 years.
- Uncompleted projects over the past 5 years.
- Terminations and incomplete projects during the past 5 years.
- Litigation history, i.e. any legal proceedings, convictions, and fines within the past 5 years.

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 determine 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: (The points and categories below may be edited to fit the needs for your proposal. Totals must equal 100, extra (5) points can be added for special reasons, such as EBE eligible.)

- Firm's experience and qualifications (20)
- Quality and feasibility of the proposed approach (30)
- Qualifications of the project team (10)
- Cost-effectiveness of the proposal (30)
- Ability to meet project timelines (10)

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The contractor will be selected by <Insert Date>.

Eligible Business Enterprise (EBE) Participation

1. EBE Goal

An aspirational Eligible Business Enterprise (EBE) goal of 10% for business diversity spending, has been assigned for this contract opportunity. An EBE is a collective of firms that are certified in one or more of the following business diversity categories, registered in our online EBE directory, and used to track the district's diversity spend:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- U. S. Small Business Administration 8(A)

2. Proposed Business Diversity Utilization

Is your firm a certified MBE, WBE, DBE, or 8(A) firm? If so, please provide proof of current certification from a certifying entity. Self-certification is not accepted.

Please also provide detailed information regarding any additional business entity that will assist in completing the scope of work defined by this solicitation. This should include the following:

- Company Name
- Company Contact (including title, email, and phone number)
- Scope of Work
- Dollar Amount & Percentage of Contract
- Company Diversity Type (provide proof for each certified firm)
 - MBE, WBE, DBE, 8(A), Diverse but not certified, N/A

3. Good Faith Effort

If no portion of this contract will be awarded to a diverse business, specifically \$0 or 0% diversity spend, please provide detailed information addressing your firm's culture for business diversity & inclusion.

- Diversity Spend: How much money did your company spend with certified MBE, WBE, DBE, or 8(a) firms last year? What was the diversity percentage based on your total spending?
- Diversity Count: What is the total number of MBE, WBE, DBE, or 8(A) firms your company contracted with last year? Please itemize by each diversity type as well.
- Membership: Are you a member of any supplier/business diversity organizations? If so, please share the organization's name and provide details concerning your involvement with that organization.

For additional documentation related to EBE policies, the proposer should visit the district's website at: <https://www.pghschools.org/mwbe> or contact Paula B. Castleberry, Minority/Women Business Coordinator, pcastleberry1@pghschools.org.