Request For Proposal
Ferguson-Florissant School District/Professional Learning Community (PLC) Coaching and Training Services

NOTICE
Parker Road Primary School, a PK–2 elementary school within the Ferguson-Florissant School District, is seeking proposals from qualified professional development providers to deliver three (3) on-site Professional Learning Community (PLC) training and coaching sessions during the 2026–2027 school year.

The selected provider will support school leaders and teachers in strengthening PLC practices and utilizing STAR Early Literacy and STAR Math data to improve instructional decision-making and student outcomes.

PROPOSAL SHALL BE LABELED:

"PROPOSAL-Professional Learning Community (PLC) Coaching and Training Services"

AND SUBMITTED ELECTRONICALLY TO:

Dr Joycelyn Pugh-Walker, Executive Director of Federal Programs

jpughwalker@fergflor.org

All RFP packets should be submitted by 12:00 p.m on Tuesday, June 16, 2026. The email subject line for information packet submissions should be "PROPOSAL-Professional Learning Community (PLC) Coaching and Training Services RFP Submission." The document must be a single file in PDF format. An email receipt will be sent when a packet is received. Any submissions received after the specified date will be excluded from consideration.

Questions may be directed to Dr Pugh-Walker
Phone: 314-687-1950
Email: jpughwalker@fergflor.org
General District Information:
www.fergflor.org

The Ferguson-Florissant School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **The Respondent is required to complete, sign electronically and return this form with the proposal.**

Company Name	Authorized Person
Address	Signature
City, State, Zip	Title

Tax ID#	Phone
Entity Type	Email

I. Introduction

Parker Road Primary School is a prekindergarten through second-grade learning community committed to ensuring that all students receive high-quality instruction that promotes early literacy, foundational mathematics skills, and long-term academic success. As part of its continuous improvement efforts, the school is focused on strengthening collaborative teacher practices through the effective implementation of Professional Learning Communities (PLCs).

Over the past several years, Parker Road has established PLC structures and dedicated collaborative planning time for teachers. While these structures are in place, school leaders have identified a need to deepen the effectiveness of PLC conversations and increase the use of student data to drive instructional decision-making. Specifically, educators require additional support in leveraging STAR Early Literacy and STAR Math assessment data to identify learning needs, plan targeted instructional responses, monitor student progress, and evaluate the impact of instructional practices.

To address these needs, Parker Road Primary School seeks an experienced professional learning provider to facilitate a series of three interactive PLC training sessions during the 2026–2027 school year. The selected provider will partner with school staff to strengthen data-driven collaboration, improve instructional planning, and build educator capacity to use assessment information in ways that lead to measurable improvements in student achievement.

Through this work, Parker Road aims to develop a sustainable PLC culture where teams consistently analyze student learning, respond to identified needs, monitor outcomes, and make informed instructional adjustments that accelerate growth for all students.

II. Project Requirements

RFP Overview

Parker Road Primary School, a PK–2 elementary school within the Ferguson-Florissant School District, is seeking proposals from qualified professional development providers to deliver three (3) on-site Professional Learning Community (PLC) training and coaching sessions during the 2026–2027 school year.

The selected provider will support school leaders and teachers in strengthening PLC practices and utilizing STAR Early Literacy and STAR Math data to improve instructional decision-making and student outcomes.

Training Dates

The selected provider must be available to deliver services on the following dates:

- October 7, 2026
- December 2, 2026
- February 10, 2027

Problem of Practice

Parker Road Primary School has established PLC structures and meeting schedules; however, PLC meetings are not consistently resulting in instructional adjustments or improved student outcomes.

Teachers report challenges using STAR Early Literacy and STAR Math data to identify priority skill gaps, plan targeted instructional responses, and monitor the impact of instruction. Consequently, STAR data is often reviewed for compliance purposes rather than leveraged as a tool to inform Tier 1 core instruction, intervention planning, and student progress monitoring.

The school seeks professional learning that will strengthen teachers' ability to engage in data-driven PLC conversations that result in measurable instructional actions and improved student achievement.

Purpose

The purpose of this RFP is to secure a professional development partner that will provide practical, job-embedded PLC training and coaching focused on helping educators:

- Utilize STAR Early Literacy and STAR Math data effectively.
- Identify priority standards and foundational skill gaps.
- Develop targeted instructional responses.
- Monitor student progress using short-cycle assessment data.
- Facilitate results-oriented PLC discussions.
- Strengthen collaborative instructional planning practices.

Scope of Services

The selected provider shall design and facilitate three professional learning sessions aligned to the school's identified needs.

Training topics shall include, but are not limited to:

- Establishing effective PLC norms and expectations
- Creating results-oriented collaborative teams
- Using student data to guide collaborative planning
- Using and interpreting STAR Data to Drive Instruction
- Identifying priority standards and instructional needs
- Monitoring Impact and Sustaining PLC Practices
- Progress monitoring using STAR short-cycle assessment data
- Facilitating data-driven PLC conversations

Expected Deliverables

The selected provider shall:

1. Facilitate three on-site professional learning sessions.
2. Provide training materials and participant resources.
3. Incorporate active learning opportunities and collaborative planning time.
4. Model protocols for data analysis and PLC facilitation.
5. Provide implementation tools, templates, and action-planning resources.
6. Support administrators in monitoring PLC effectiveness.
7. Provide recommendations for sustaining PLC implementation beyond the training cycle.

Intended Audience

Participants may include:

- Classroom Teachers (PK–2)
- Instructional Coach
- Building Administrator

Estimated participation: 30–40 educators.

Desired Qualifications

Preference will be given to vendors with demonstrated expertise in:

- Professional Learning Communities (PLC) implementation
- Early literacy and elementary mathematics instruction
- Data-driven instructional decision-making
- STAR Early Literacy and STAR Math assessment systems
- Elementary school improvement initiatives
- Coaching and facilitation of adult learning

Proposal Requirements

Interested vendors shall submit:

1. Company overview and qualifications.
2. Description of proposed training approach.
3. Detailed agenda or outline for each session.
4. All proposals should clearly identify what resources, materials and access will be provided by the vendor and what the District is expected to provide.
5. Evidence of previous success implementing PLC-related professional development.
6. Resumes or biographies of facilitators.
7. References from at least three school districts or educational organizations.
8. Cost proposal, including all fees and expenses.
9. Description of any follow-up support included in the proposal.

Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Points
Experience and Qualifications	25
Alignment to Problem of Practice	25
Quality of Training Design and Deliverables	25
Evidence of Prior Success and References	15
Cost Effectiveness	10
Total	100

Funding Source

Services will be Title 1 professional development funds. All proposed activities must meet applicable federal supplement-not-supplant, reasonable and necessary, and allowable use requirements.

Timeline

The Request for Proposal will be posted on the district website on 6/9/26. All responses associated with the RFP should be submitted to jpughwalker@fergflor.org by 12:00 p.m. Tuesday, June 16, 2026. The final selection for the vendor to lead the PLC Coaching/Training is expected on Thursday, June 18, 2026. The School Board will vote to approve the recommendation on July 8, 2026.

Submission Information

Proposals must include all requested documentation and be submitted electronically by the deadline identified by the Ferguson-Florissant School District.

Questions regarding this RFP may be directed to:

Executive Director of Federal Programs
Ferguson-Florissant School District

Reservation of Rights

Parker Road Primary School and the Ferguson-Florissant School District reserve the right to reject any or all proposals, waive informalities, negotiate with selected vendors, and accept the proposal determined to be in the best interest of the district.

PART II: INSTRUCTIONS TO RESPONDENTS

1. QUALIFICATIONS

In addition to the qualifications above, the following information shall be included in the proposal:

A. Felony Conviction Notification Form

B. Federal Work Authorization Program (E-Verify) Addendum

C. Federal Work Authorization Program Affidavit

2. SUBMITTING A RESPONSE

In submitting a proposal, the vendor agrees to provide the services outlined in the proposal according to the fee structure enumerated in the same proposal. The successful vendor will provide a contract outlining the terms of the service.

The District reserves the right to terminate the relationship with the vendor at any time and for any reason.

Commencement of services shall be as soon as possible after the District Board of Education approves the proposal with the successful vendor.

The response shall follow the outline above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, vendors should clearly limit responses to the specific criteria in the order listed. No joint responses (proposals) will be accepted by the District.

The deadline for submitting the response shall be in accordance with the notice. Proposals received after this date and time will not be considered. Telephone, facsimile, electronic or electronic modification of proposals will not be considered. The time and date recorded by the District shall be the official time of receipt.

3. FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement".

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and the vendor agrees to share this information with the District upon request.

Vendor Name:_____

Vendor Address:_____

Vendor E-mail Address:_____

Vendor Telephone: _____

Fax Number:_____

Authorized Company Official's Name:_____

Signature of Company Official:_____Date:_____

(Printed)_____

4. FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars ($5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a)agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b)affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c)affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d)affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e)agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g)agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By:_____
(signature)

Printed Name and Title:_____

For and on behalf of:_____
(company name)

4. FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I,_____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by_____(hereinafter "Company") and have authority to issue this affidavit on its behalf
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By:_____(individual signature)

For:_____(company name)

Title:_____

Subscribed and sworn to before me on this_____day of_____, 2021 .

_____

NOTARY PUBLIC

My commission expires:

PART III: GENERAL CONDITIONS-RESPONSES & SUBSEQUENT CONTRACTS

1. **SCOPE:**
   The following terms and conditions shall govern the submission of proposals and subsequent contracts.
2. **DEFINITIONS AS USED HEREIN:**
   The term "request for proposal" or RFP means a solicitation of a formal, sealed proposal.
   The term "respondent" or "firm" means the person or entity submitting a formal sealed proposal.
   The term "District" means Ferguson-Florissant School District.
   The term "School Board" means the governing body of the District.
   The term "contractor" means the respondent awarded a contract under this proposal.

3. **COMPLETING PROPOSAL:**
   All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent will become a part of any contract award as a result of this solicitation.
4. **REQUEST FOR INFORMATION:**
   Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be made in accordance with the timeline. All requests will be responded to in writing by the District in the form of an addendum addressed to all prospective respondents. Verbal responses and/or representations shall not be binding on the District.
5. **CONFIDENTIALITY OF PROPOSAL INFORMATION:**
   All proposals and supporting documents will remain confidential until a final contract has been executed. All responses become the property of Ferguson-Florissant School District and will be part of public record.
6. **SUBMISSION OF PROPOSAL:**
   Proposals are to be sealed and submitted prior to the date and time indicated on the Certification Form. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents. Proposals received after the date and time indicated on the Certification Form shall not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.
7. **NEGOTIATION:**
   The District reserves the right to negotiate any and all elements of this proposal. The District will attempt to negotiate and contract for services described in this solicitation with the most qualified firm(s). If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm(s). This process will continue until an agreement is reached.
8. **TERMINATION:**
   Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the District until said work or services are completed and accepted.

a. TERMINATION FOR CONVENIENCE

   i. In the event that the contract is terminated or cancelled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

b. TERMINATION FOR CAUSE

   i. Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. TERMINATION DUE TO UNAVAILABILITY OF FUNDS

   i. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

9. TAX EXEMPTION:

The District and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.

10. SAFETY:

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

11. RIGHTS RESERVED:

The District reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make an award to the response deemed to be most advantageous to the District. The District reserves the right to use the services of multiple firms.

12. RESPONDENT PROHIBITED:

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the District.

13. DISCLAIMER OF LIABILITY:

The District, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

14. HOLD HARMLESS:

a. The contractor shall agree to protect, defend, indemnify, and hold the School Board, Ferguson-Florissant School District, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.

15. LAW GOVERNING:

a. All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.

16. ANTI-DISCRIMINATION CLAUSE:

a. No respondent of this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

17. CONFLICT OF INTEREST:

a. The successful respondent shall not have conflicts of interest as to revenues derived from the results of tests or recommendations made on behalf of the firm. No salaried officer or employee of the District and no member of the School Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed to work on this project. Ref: Policy 4036

18. INSURANCE:

a. The contractor shall be required to maintain and carry in force, for the duration of the contract, insurance coverage of the types and minimum liability as set forth below:

b. PROFESSIONAL LIABILITY
   i. Professional liability insurance protection must be carried by the contractor, for the duration of the contract, in the minimum amount of $1,000,000.00 each claim/$ 1,000,000.00 aggregate, including errors and/or omissions.

c. COMMERCIAL GENERAL LIABILITY

   i. Limits:
   ii. Each Occurrence: $ 1,000,000
   iii. Personal & Advertising Injury: $ 1,000,000
   iv. Products/Completed Operations Aggregate: $ 2,000,000
   v. General Aggregate: $ 2,000,000
   vi. Policy must include the following conditions: Contractual Liability
   vii. Independent Contractors
   viii. Additional Insured: Ferguson-Florissant School District

d. AUTOMOBILE LIABILITY
    i. Policy shall protect the contractor against claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicle and must include protection for either:
        1. All owned autos; hired autos; and non-owned autos
    ii. Limits of auto liability insurance shall be the same as required in the Commercial General Liability section **with the exception** of the District being named as additional insured.

e. WORKERS' COMPENSATION
    i. This insurance shall protect the contractor against all claims under applicable State Workers' Compensation Laws. The contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation Law. The policy limits shall not be less than the following:
    ii. Workers' Compensation: Statutory
    iii. Employees Liability:
    iv. Bodily Injury by Accident: $ 500,000 Each Accident
    v. Bodily Injury by Disease: $ 500,000 Policy Limit
    vi. Bodily Injury by Disease: $ 500,000 Each Employee

Before entering into contract, the successful respondent shall furnish to the District Purchasing Office a Certificate of Insurance verifying all of the foregoing coverage and identifying the District as an "additional insured" on both the general liability and automobile policies. This inclusion shall not make the District a partner or joint venture with the contract respondent in its operations hereunder.

Prior to any material change or cancellation, the District will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder. Further, the District will be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

In the event of an occurrence, it is further agreed that any insurance maintained by the District, shall apply in excess of and not contribute with insurance provided by policies named in this contract. The certificate holder on the Certificate of Insurance shall be as follows:

Ferguson-Florissant School District
8855 Dunn Road
Hazelwood, MO 63042-2212

19. COSTS

All costs incurred in the preparation of the response to this request for proposal shall be the sole responsibility of the respondent.