



Request for Proposals
World Languages: Spanish 1-5 Core Curriculum
RFP 24-016

DUE: April 12, 2024 | 2:00 P.M.

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I. Purpose

Ogden School District (the "District") (OSD) is seeking a comprehensive, standards-aligned **core curriculum for our World Languages Spanish 1-5 courses** that will support our students in achieving proficiency in interpersonal, interpretive, and presentational communication skills, as well as intercultural competencies (full implementation beginning in SY 2024-2025). The District's goal in this evaluation process is to provide our learning communities with a curriculum that will support our educators in delivering personalized, culturally responsive learning experiences to all students, including heritage speakers, and prepare them to be college, career, and world-ready. Moreover, we aim to provide all district administrators, educators, and students with access to resources and assessments that will inform instruction, support student growth, and promote mastery of essential language skills and cultural understanding.

Through this evaluation and selection process, the District aims to advance the Ogden School District Board of Education's mission, vision, and values by (a) improving access to high-quality, proficiency-oriented language learning, (b) increasing effectiveness of language instructional practices, (c) providing resources that promote student engagement and achievement, and (d) empowering students to take ownership of their learning and progress toward language proficiency and intercultural competence.

The purpose of the RFP is to solicit complete proposals in accordance with the Proposal Response Format listed in the RFP, from agencies with expertise in providing high-quality, standards-aligned core curricula for World Languages courses in medium to large K-12 public school districts. The selection and implementation of a district-wide Spanish 1-5 curriculum is a complex process as it will serve a diverse range of students and educators. Therefore, experience with successful management of similar projects is integral to this project's success.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential information. Respondents are at liberty and are encouraged to expand upon the specifications as to provide further evidence of service capability under any proposed agreement. Bids will be evaluated and each requirement will be scored. Emphasis will be placed on alignment to the Utah World Languages Core Standards for Proficiency; quality and relevance of the curriculum materials; adaptability for heritage speakers and diverse learners; ease of use for students and teachers; data privacy; set-up costs; initial training; and ongoing support.

The District reserves the right to reject any and all proposals or waive any non-statutory informality. The District further reserves the right to award the contract in the best interest of the District, as deemed by the Ogden School Board of Education, regardless of the selection committee's evaluation and scoring. The Board's decision to accept or reject the contract will be final. Upon completion of the evaluation and selection process, Ogden School District will assume ownership of all materials provided as part of the proposal.

The World Languages Curriculum Selection Committee (the "Committee") is composed of highly-qualified educators, which may include teachers, district content specialists, district administrators, and school administrators. To ensure diverse, representational evaluations, the Committee is made up of members of various roles, responsibilities, and backgrounds. To maintain a fair and independent evaluation process, all Committee members serve on a volunteer, non-stipend basis. Each member will personally review all curricula submitted for approval. The Committee will then submit the final recommendation directly to the Ogden School District Board of Education. This multi-stage evaluation process, involving numerous people, guarantees to each Agency equity and fairness in the bidding, evaluation, and selection process.

Respondents are strongly encouraged to carefully read the entire request for proposals.

II. Background

Ogden School District has a high school (Grades 7-12) student enrollment of approximately 4,700 students. The District currently operates three junior high schools, two comprehensive high schools, one alternative high school, and one youth-in-care facility.

District offices are located at 1950 Monroe Blvd, Ogden, Utah 84401.

For the purposes of this RFP, please use the following enrollment estimates when developing your proposals.

Teachers/Classroom Sets	Ogden High	Ben Lomond High	Highland JHS	Mound Fort JHS	Mount Ogden JHS
Spanish 1	1	1	1	1	3
Spanish 2	1	1	1	1	3
Spanish 3	1	2	0	0	3
Spanish 4	1	1	0	0	3
Spanish 5	0	0	0	0	1
Sp. for Heritage Speakers	1	1	0	0	0
Students	Ogden High	Ben Lomond High	Highland JHS	Mound Fort JHS	Mount Ogden JHS
Spanish 1	85	60	85	200	500
Spanish 2	180	45	25	25	320
Spanish 3	130	35	0	0	120
Spanish 4	45	30	0	0	65
Spanish 5	0	0	0	0	25
Sp. for Heritage Speakers	30	30	0	0	0

III. Description of Current Technology

Ogden School District's digital teaching and learning environment uses a mixture of client/server and web-based technologies for delivery of information services.

Application Description	Vendor/Product
Student Information System	Infinite Campus
Directory Services	Microsoft Active Directory
Roster Sync	Clever
Early Warning System	Panorama Student Success
School Communication	Infinite Campus
Productivity	Google Workspace
Assessment System	Pear Assessment
Library Management	Follett
Learning Management System	Canvas LMS

IV. Scope of Services

The desired outcome for this evaluation and selection process is to provide Ogden School District's schools with a comprehensive, standards-aligned core curriculum for Spanish 1-5 courses that effectively supports students in developing proficiency in interpersonal, interpretive, and presentational communication skills, as well as intercultural competencies, and offers teachers and administrators the necessary tools to monitor progress, ensure consistency, and facilitate student success.

The following list of requirements, although extensive, is not exhaustive and is intended to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential information. Moreover, the Committee members will be expected to introduce their knowledge of Ogden School District's learning communities' needs and classroom requirements as they evaluate the Spanish 1-5 curricula in relation to the selection criteria.

System and Technical Requirements

1. Web-based and accessible via laptops, Chromebooks, and other devices used by the district
2. Support common web browsers (e.g., Chrome, Firefox, and Safari)
3. Fully accessible through a web browser, and available 24/7 outside of regularly-scheduled maintenance and/or update windows
4. User-friendly interface and navigation for all users, including students, teachers, and administrators
5. Does not require local client installation
6. System must support single sign-on integration with the district's existing authentication system
7. System features can be updated and/or phased in over time without disruption and at no additional cost to the district
8. *Optional:* System integrates with the district's existing learning management system (e.g., Canvas)

Data Management & Reporting Requirements

1. System should be compatible with the Ogden School District's student information system (Infinite Campus) and/or Clever for rostering and data management.
 - a. Please include your tech support contact information so the District can determine specific compatibility.
2. Permissions-based access to reports, and data for administrators, teachers, and students.

Curriculum and Proficiency-Based Learning Requirements

1. Provides a comprehensive, standards-aligned curriculum for Spanish 1-4 courses
 - o Curriculum should be aligned with the Utah World Languages Core Standards for Proficiency, addressing:
 - Interpretive listening and reading
 - Interpersonal communication
 - Presentational speaking and writing
 - Investigation of cultures' products and practices
 - Understanding of cultures' perspectives

- Interaction and bridging of one's own and the other's culture
- 2. Allow for District users to customize and supplement curriculum materials as needed
- 3. Provides differentiated learning materials and activities to support students with diverse needs
- 4. Supports a proficiency-based learning approach, with clear performance targets for each level
- 5. Offers a variety of engaging, authentic content types (e.g., videos, audio recordings, texts, cultural realia) to support language acquisition and cultural understanding
- 6. Includes both formative and summative assessments to measure student progress and proficiency in all three modes of communication (interpretive, interpersonal, presentational)
- 7. Provides opportunities for students to set personal language learning goals, self-assess, and reflect on their progress

Student Data Privacy and Security Requirements

1. Allow the District to configure roles and permissions to control access to student data.
2. All digital/electronic/online resources and tools meet all Federal and State student data privacy requirements.
 - Information about Federal and State requirements can be accessed by following the link below:
 - <https://www.schools.utah.gov/studentdataprivacy/laws>
3. Provider shall give notice to the District any time the provider makes a material change to the content of the online or digital materials, excluding regular informational updates on current events.

Training, Service and Support Requirements

Training and Support

1. Agency has knowledgeable and capable Curriculum and Proficiency-Based Learning Requirements deployment/implementation specialists to drive a successful implementation with an assigned Project Manager to oversee product implementation, training, and overall client support.
2. Agency's customer support is available via phone, email, or online support portal

3. Agency offers initial on-site training, training of trainers, and refresher trainings as necessary.
4. Agency makes the following information available:
 - Guaranteed uptime
 - Minimal performance expectations
 - Bug fixing policy
5. Agency provides a system for the District to report system bugs and product enhancement requests.
6. Agency has knowledgeable client support staff who are available to personally take calls and provide immediate assistance.
7. Agency maintains a thorough online knowledge base; including training documents, user guides, and administration guides.
8. Agency provides information regarding planned scheduled maintenance and product releases to allow the District to preview changes prior to deployment.

Evidence of Performance

1. Agency has a broad client base of districts of various sizes, with different requirements and unique needs.
 2. Agency exhibits a strong, steady client retention rate within the K-12 public school market that proves its success in providing high levels of value and service to its clients.
 3. Agency provides multiple references from districts of similar size and requirements as Ogden School District.
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V. Technical Proposal Response

Each respondent should set forth its most compelling case as to its ability to provide a World Languages: Spanish 1-5 Core Curriculum, based on the scope of services required. All proposals must have page numbers and be organized in the following order to comply with the following sections:

- 1. Transmittal Letter (2 pages Maximum)**

The letter of transmittal should include: a) an introduction of the agency, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response; b) a general statement of interest and what sets your agency apart from other potential respondents.

2. Executive Summary (2 pages Maximum)

The executive summary should briefly describe the agency's philosophical approach to World Languages: Spanish 1-5 Core Curriculum in public education systems and its summarized approach to completing the scope of services outlined. Clearly indicate any options or alternatives being proposed and clearly disclose any major requirements included in the scope of services the agency cannot address.

3. Detailed Discussion (6 pages Maximum)

This section constitutes the major portion of the proposal and must contain at least the following information:

- Provide a brief narrative of the World Languages: Spanish 1-5 Core Curriculum and any ancillary resources. Describe the agency organization and list of the agency's personnel available to the District.
- Briefly summarize your agency experience and overall qualifications as a World Languages: Spanish 1-5 Core Curriculum for public school districts. Provide three (3) to five (5) references of existing clients, including name of contact, school district, size of district, address, email, and phone number.
- Provide summary resumes and credentials for the professionals anticipated to be assigned to work with the District. (Professional resumes will not count toward six page maximum).
- Provide documentation of system/technical requirements (Detailed technical documentation will not count toward six page maximum).
- Provide a statement regarding your agency's ability to provide the scope of services requested.
- Provide instructions, usernames, and passwords for accessing your program.
 - Agency must provide access for, at minimum, ten (10) reviewers.

4. Samples of Instructional Materials

○ Physical Materials:

- Samples of physical instructional materials and/or digital resources/software/tools submitted for review are due to Ogden School District by the posted dates on the RFP timeline.
- Samples must be clearly labeled as "RFP24-016 REVIEW SAMPLES," and marked with the content area/grade levels for which they have been submitted.
- Samples will not be returned to the publisher and must be sent free of charge.
- The SHIPPING ADDRESS for UPS, FEDEX, etc. is:
Ogden School District
% Curriculum Department
956 20th Street

Ogden, UT 84401

- Text Materials
 - Individual Titles - One (1) copy of any student edition(s) and one (1) of any teacher edition(s), along with one copy of the listed ancillary materials.
 - Series - One (1) copy of each main title and related ancillary materials.
- Software, Multimedia & Online Curriculum
 - For online/digital programs, agencies must send instructions, usernames, and passwords for accessing your program.
 - Agency must provide access for, at minimum, twenty (20) reviewers
 - Software or online material publishers are requested to send at least one (1) copy, physical or digital, of the informational resources or catalogs about the software or multimedia program for the Selection Committee to reference. Committee members reserve the right to request sample copies of material from publishers

5. Protected / Proprietary Information

Protected information should be clearly identifiable and included in the *Detailed Discussion* section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

- (1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);
- (2) commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

* * * * *

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to the state, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic "redacted" (excluding protected information) copy of the proposal. Copy must clearly be marked "Redacted Version."

An entire proposal cannot be identified as "PROTECTED", "CONFIDENTIAL" or "PROPRIETARY", and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District's option.

6. Fee Proposal

Must be in a separate attachment from the technical proposal

The District is interested in a Fee for Services arrangement under this agreement. All respondents must include a fee for services proposal.

- a. Fee proposals should enumerate any costs the District can expect to be charged and specify the types of materials and services that would generate any additional charges; including ongoing costs, maintenance fees, technical support costs, and professional development costs.
- b. Fee proposal should include single year costs and longitudinal costs for at least a five-year period.

- c. Respondents are welcome to submit alternative fee proposals for consideration.
- d. Although all vendors will submit a fee proposal, only fee proposals from the finalists (stage 2 or beyond) will be evaluated.

VI. Multi-Stage Evaluation Process and Criteria

The Committee shall develop specific criteria and a rating and/or scoring methodology by which the general criteria will be evaluated. Evaluation shall be by individual rating/scoring or by group consensus or another method as deemed in the District’s best interests. Based on the results of the initial evaluation, two to five respondents may be required to meet (face-to-face or online) with the selection committee for an oral presentation and comprehensive product demonstration.

Proposals, however, may be accepted without oral presentation and the District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

1. **Stage 1:** The Committee will evaluate each agency’s proposal based on the listed requirements and anticipate selecting two to five respondents to continue to stage 2.
2. **Stage 2:** Based on the Committee’s evaluation, it is expected that **two to five respondents** will be selected to meet (face-to-face or online) with the Committee for an oral presentation and comprehensive product demonstration. Proposals, however, may be selected without an oral presentation.
 - **Oral Presentations and Product Demonstration:** During stage 2, committee members will have the opportunity to engage with agency representatives during an oral presentation and product demonstration. This stage will provide the agency to showcase their World Languages: Spanish 1-5 Core Curriculum and respond to committee members’ questions.
4. **Stage 3:** The Committee will convene to discuss all aspects of the evaluation process and select the World Languages: Spanish 1-5 Core Curriculum to be presented for the Board’s consideration.

Evaluation Weighting

Stage 1

Category	Weight
Curriculum and Proficiency-Based Learning Requirements	70%
System and Technical Requirements	20%

Agency Qualifications, Experience, and Support	10%
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Stage 2

Category	Weight
Agency Presentation - Information Only	N/A
Limited Pilot - Information Only	N/A

Stage 3

Category	Weight
Fee Proposal and Fee Schedule	30%
Agency's Ability to Accomplish Scope of Service <ul style="list-style-type: none"> <i>Presentation Notes</i> <i>Committee Member's Perceptions</i> 	70%

Fee Proposal will not be the sole determinant for the award. Award shall be made to the respondent deemed most capable of accomplishing the Scope of Services required, taking into account the proposals and evaluation factors here outlined.

VII. Term of Agreement

The Contract resulting from this RFP shall be renewable annually for up to five (5) years.

Tentative date for formal approval by the Board is **June 20, 2024**.

Effective date of contract will be **July 1, 2024**.

Annual renewal is contingent upon the District's satisfaction with the services provided and overall performance of the agency.

VIII. Due Date

To qualify as a responsive proposal; 1 electronic copy of the technical proposal (a redacted electronic copy of the technical proposal may also be submitted) and 1 electronic copy of the fee proposal ([as a separate attachment](#)) submitted through SciQuest

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>, not later than **2:00 pm** on **April 12, 2024**.

IX. Tentative Timeline (Subject to modification)

RFP Advertised: March 15, 2024

Deadline for Questions: March 29, 2024

RFP Response Deadline: April 12, 2024

Stage 1 Evaluations: April 15-19, 2024

Service Provider Demonstrations: April 29-May 3, 2024

Final Evaluation: May 6-10, 2024

Public Comment: May 16 and June 20, 2024

Board Action: June 20, 2024

Contract Effective Date: July 1, 2024

X. Questions and Contact Information

Questions, interpretations, clarifications or communication regarding **RFP 24-016** must be submitted through Sciqwest and must be submitted by noon on March 29, 2024.

Responses to any postings shall be the responsibility of:

Ken Crawford- Director of Support Services

Contact made with any other Ogden School District personnel during the RFP process concerning the RFP may be considered grounds for disqualification.

RFP 24-016 will be posted on Sciqwest

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>, which is where any addenda to this solicitation will be posted, up to 24 hours prior to the closing of the bid. It is the sole responsibility of all interested offerors to ensure submittals reflect all the details of the solicitation in its entirety.