

**Ogden City School District**

**REQUEST FOR PROPOSALS  
FOR EVALUATION OF LOW PERFORMING SCHOOL BOARDS BY  
INDEPENDENT SCHOOL TURNAROUND EXPERTS,  
OGDEN SCHOOL DISTRICT,  
JAMES MADISON ELEMENTARY (JMES)  
RFP 20 -002**

**DUE: Wednesday, August 7, 2019**

**2:00 p.m.**

**The Utah School Board of Education has identified two vendors to perform the work described in this RFP, Catapult Learning and Utah Education Policy Center. As such, we are only soliciting bids from these two vendors.**

**Those wishing to bid must submit 5 hard copies and 1 electronic copy on 1 USB drive (you may also submit 1 redacted copy electronically) of the Proposal. It must be received by The Ogden School District Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Wednesday August 7, 2019 and must be labeled RFP 20-002 on the outside of the package.**

**Ogden City School District  
Purchasing Department  
Attn. Ken Crawford  
1950 Monroe Boulevard  
Ogden, UT 84401**

**General Purpose:**

Ogden School District (the “District” or “OSD”) is accepting proposals from qualified, reputable firms from turnaround experts identified by the Utah State Board of Education (USBE) that will meet our specifications listed below. Proposals will be evaluated, then the selected proposal will be submitted to the USBE for review and approval, at which point a contract with the selected expert to implement the plan may be awarded.

In accordance with 53E-5-303, school board’s with identified low performing schools are required to create a turnaround committee (who shall also serve as the evaluation committee) comprised of the following individuals (at a minimum):

- (a) the local school board member who represents the voting district where the low performing school is located; OSD-OSD Board member Joyce Wilson
- (b) the school principal; OSD-JMES Principal and Assistant Principal
- (c) three parents of students enrolled in the low performing school appointed by the chair of the school community council; OSD-TBD 3 parents from JMES
- (d) one teacher at the low performing school appointed by the principal; OSD-TBD
- (e) one teacher at the low performing school appointed by the school district superintendent; OSD-TBD and
- (f) one school district administrator; OSD-Executive Directors for both Equity & Access and Instructional Leadership

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to provide evidence of service capability under any agreement.

**Proposal Requirements:**

The proposals submitted shall include:

- (a) strategy to address the root causes of the low performing school's low performance identified through the included completed needs assessment
- (b) scope of work to facilitate implementation of the strategy that requires the turnaround expert to:
  - (i) develop/*refine* and implement, in partnership with the school turnaround committee, a school turnaround plan;
  - (ii) monitor the effectiveness of a school turnaround plan through reliable means of evaluation, including on-site visits, observations, surveys, analysis of student achievement data, and interviews;
  - (iii) provide ongoing implementation support and project management for a school turnaround plan;
  - (iv) provide high-quality professional development personalized for school staff that is designed to build:
    - (A) the leadership capacity of the school principal;
    - (B) the instructional capacity of school staff;
    - (C) educators' capacity with data-driven strategies by providing actionable, embedded data practices; and
  - (v) leverage support from community partners to coordinate an efficient delivery of supports to students inside and outside the classroom

**Plan Requirement:**

The plan must:

- (a) address the root causes of the low performing school's low performance identified through the included completed needs assessment;
- (b) include recommendations regarding changes to the low performing school's personnel, culture, curriculum, assessments, instructional practices, governance, leadership, finances, policies, or other areas that may be necessary to implement the school turnaround plan;
- (c) include measurable student achievement goals and objectives and benchmarks by which to measure progress;
- (d) include a professional development plan that identifies a strategy to address problems of instructional practice;
- (e) include a detailed budget specifying how the school turnaround plan will be funded;
- (f) include a plan to assess and monitor progress;

- (g) include a plan to communicate and report data on progress to stakeholders;  
and
- (h) include a timeline for implementation.

**Evaluation Criteria:**

OSD JMES Score Sheet	Evaluator Score (1-5)	Criteria Weight	% of Tech Criteria	Points Possible	Points Earned
Category 1- Proposal					
Criteria 1- Strategy to address root causes		20	16.70%	100	
Criteria 2- Scope of Work		20	16.70%	100	
Category 2 - Plan					
Criteria 1- addresses root cause		10	8.30%	50	
Criteria 2 -recommendations regarding changes to low performing school's personnel, culture, curriculum, etc.		10	8.30%	50	
Criteria 3- measurable student achievement goals and objectives and benchmarks		10	8.30%	50	
Criteria 4- professional development plan with strategy to address instructional practice		10	8.30%	50	
Criteria 5- detailed budget		10	8.30%	50	
Criteria 6- plan to assess and monitor progress		10	8.30%	50	
Criteria 7-plan to communicate and report data on progress to stakeholders		10	8.30%	50	
Criteria 8 - timeline for implementation		10	8.30%	50	

**Fee proposal:**

One copy of the fee proposal must be submitted in a separately sealed envelope. If cost proposal is not separately sealed from the technical proposal, it will be deemed non-responsive.

- The fee proposal should include a clearly delineated cost breakdown.
- Any variable costs and options should be included in the fee proposal and designated appropriately.

**Terms of Agreement:**

All recommendations from the selection committee are subject to board approval. Once the Board has approved the recommendation, the district may then enter into a contractual agreement with the selected vendor. The Board of Education reserves the right to reject any or all bids or to waive any information or technicality in any bid in the interest of the Board of Education of Ogden City School District.

In order to avoid any conflict of interest, once a vendor has been selected, no former employee of Ogden School District can be a part of the support team for James Madison Elementary.

**Protected / Proprietary Information:**

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 electronic 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.

**Standard Contract Terms and Conditions:**

Any contract resulting from this RFP will include, but not be limited to, Ogden School District’s Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will

not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

**Due Date:**

To qualify as a responsive proposal, five (5) hard copies of the proposals and one (1) electronic copy on a 1 USB drive of the proposal must be received by the office of Ken Crawford, Director of Purchasing, (1950 Monroe Blvd., Building 1 Room 210, Ogden, Utah 84401) no later than 2:00 PM Wednesday, August 7, 2019. Please reference RFP 20-002 and Vendor Name on the outside package label.

**Questions and Answers:**

Any questions concerning this RFP must be sent to the Director of Support Services, Ken Crawford in writing by emailing him at [crawfordk@ogdensd.org](mailto:crawfordk@ogdensd.org). Contact with any other employees of Ogden School District concerning this RFP during this RFP posting and selection process may be terms of disqualification from the selection process. All questions must be received no later than Friday August 2, 2019 by 12:00 PM.