

Ogden City School District

**REQUEST FOR PROPOSAL
COACHING- INSTRUCTIONAL COACHES**

RFP # 20-007

**DUE: August 29, 2019
2:00 P.M.**

**Ogden City School District
Purchasing Department Room #210
1950 Monroe Blvd.
Ogden, Utah 84401**

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**OGDEN CITY SCHOOL DISTRICT
REQUEST FOR PROPOSAL**

COACHING- INSTRUCTIONAL COACHES

RFP # 20-007

**DUE: August 29, 2019
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I. GENERAL

A. Intent of Request for Proposal (RFP)

Ogden City School District (District) seeks competitive sealed proposals from qualified companies/consultants with expertise in providing evidence-based professional development and coaching for Instructional Coaches (educator mentors) on behalf of the District's Board of Education and its appointed officers and/or committees. This Request for Proposal (RFP) is intended to support the District's determination to provide Instructional Coaches with high-quality, ongoing, professional development and coaching aligned to the District's Strategic Plan in order to systematically support the effectiveness of the Instructional Coaches related to the growth of all teachers and impact student achievement. Ogden School District employs at least one (1) Instructional Coach per school.

B. Ogden City School District Background

Ogden City School District has a long history of providing education to residents of Ogden City. The Ogden City School District has 11,500 students K-12. Its boundaries are the same as the city of Ogden. The district operates 20 schools: 13 elementary (K-6), 3 junior high (7-9), 2 comprehensive high schools (10-12), one alternative high school, and one youth in care high school.

C. Eligibility Requirements

In order to be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

1. **Experience**. Proposer must have experience and a proven track record with districts of similar, or larger, size. Documented evidence that supports the impact of the coaching cycle within those districts aligned to educator and student outcomes.
2. **Non-Discrimination**. The proposer must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, City, and District anti-discrimination laws, ordinances, rules, and regulations. Any violation of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

D. Other Requirements

1. **Conform to Response Form Guidelines**. All proposed information must be submitted on the Proposal Response forms found in Section III.

2. **Proposals Submitted on a Timely Basis.** To qualify as a responsive proposal, three (3) hard copies of the proposal and 1 electronic copy (a redacted hard copy with a corresponding electronic copy may also be submitted) must be sealed and received by Ken Crawford, Director of Purchasing (1950 Monroe Blvd. Room 210, Ogden, Utah 84401) no later than 2:00 P.M. on August 29, 2019. Envelopes must be sealed and labeled “RFP # 20-007 COACHING-INSTRUCTIONAL COACHES”. The Cost proposal must be submitted in a separately sealed envelope. Any proposal received after that deadline will be deemed non-responsive and will not be considered for evaluation.

E. Written Agreement

The selected company/consultant must enter into a written agreement with Ogden City School District to assist with the implementation.

F. Proposal Calendar

It is anticipated that the following schedule will be followed:

8/9/19	RFP Released
8/29/19	Proposals due: Written proposals must be submitted by an official of the firm authorized to bind the firm and the proposed terms for a period of sixty (60) days from the due date.
8/29-9/5/2019	Evaluation of Proposals. The District may request formal written clarification of any item.
9/5-9/6/2019	Interviews with selected firms (potentially).
9/19/2019	Board Approval of committee recommendations.

*All dates are approximate

G. Evaluation Criteria

Only those proposals that meet the Eligibility & Other Requirements shall be evaluated using the following general criteria. The evaluation criteria are not listed in any particular order of importance. Sub-criteria for each shall be identified by the District and be the means for measuring how well each offeror meets the general evaluation criteria:

- Cost
- Experience
- Structure/Framework
- Quality Control
- Alignment with the District’s Strategic Plan
 - o Alignment to the Core Principles within the Strategic Plan will be weighted heavily

Proposal Classification. An evaluation committee shall review all proposals and classify them as “unacceptable,” “potentially acceptable” or “acceptable”. “Unacceptable” proposals will receive no further consideration. Offerors of proposals considered “potentially acceptable” may be requested to provide

additional information or participate in oral discussions. Following the request, the committee may then deem the proposal to be either “acceptable” or “unacceptable”. Potentially acceptable proposals then deemed to be “unacceptable” shall receive no further consideration. Proposals failing to meet Eligibility & Other Requirements shall automatically be considered “unacceptable”.

Evaluation Criteria/Methodology. 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. Generally, and at the committee’s discretion, the top three highest scoring offerors may be requested to participate in oral discussions and/or give presentations to the committee. If invited, Presenters shall be provided instructions and questions the committee wishes to be answered during the scheduled presentations.

H. Ogden City School District Contacts

Questions, interpretations, clarifications or communication regarding RFP 20-007 must be submitted through Sciqwest and must be submitted **by noon on August 23, 2019**. Responses to any postings shall be the responsibility of: Ken Crawford- Director of Support Services.

No other Ogden City School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

I. Discretion of Ogden City School District

This is a request for proposals (RFP) and not a purchase order, contract, or offer. OCSD will consider various factors in making its decision including price, quality of service, terms and conditions of service, customer convenience, etc. OCSD is under no obligation as a result of this request for proposals. OCSD reserves the right to reject any or all proposals, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP. The Board of Education further reserves the right to make the contract award deemed by the Chief Procurement Officer of the School District to be in the best interest of the District. The Board’s decision to accept or reject the contract shall be final.

J. Addendums to RFP

RFP 20-007 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.

K. Firm Proposal

Proposals must be signed by an official of the firm, authorized to bind the company to a contract. Conditions must be firm for a period of sixty (60) days from the due date of this RFP.

II. SCOPE OF WORK

The successful company/consultant will provide all services, supplies, resources and personnel necessary to perform the work defined in this RFP. The District will not be responsible for travel/mileage expenses. The

successful consultant shall be an independent contractor and not an agent or employee of the District. The consultant shall adhere to all requirements of federal, State of Utah and local laws, rules, regulations, statutes, etc. pertaining to business operations.

Major Services Requested. The company/consultant shall:

- ❖ Directly train and coach the Instructional Coaches utilizing evidence-based practices for coaching/mentoring educators
- ❖ Provide evidence-based, high-quality, professional development to Instructional Coaches and identified District Leadership personnel (i.e. Teacher Specialists, Directors, etc.) for coaching educators
- ❖ Be familiar with, and utilize, the Personalized Professional Development Cycle (see Attachment 1 & 2)
- ❖ Be familiar with the District's Strategic Plan (see Attachment 2)
- ❖ Align coaching support to the District's Core Principles within the Strategic Plan (see Attachment 2)
- ❖ Provide professional development and coaching to District Leadership as deemed necessary for sustainability regarding Coaching Instructional Coaches

Additional Requirements. The consultant should:

- ❖ Maintain a high level of professionalism and collegiality in all interactions with District stakeholders
- ❖ Be knowledgeable and up to date with current research surrounding adult learners
- ❖ Have a documented reputation for quality service
- ❖ Have the capacity to invoice the District for services provided in a timely manner
- ❖ Maintain comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence, combined single limit for bodily injury and property damage with the District named as the additional insured
- ❖ Provide documentation/assurances that during the course of the contract there will be continuity in the assignment of staff and documented proof that staff assigned will have the appropriate certification/qualifications.
- ❖ Indemnify and hold the District and its officers, employees and agents harmless from and against any and all liabilities, damages, fines, penalties, demands, forfeitures, claims, suits, causes of action or any other liabilities or losses, including all costs of defense, settlement and prosecution along with attorney, expert and other professional fees, arising out of or related to any negligence, wrongful act or breach of this contract.
- ❖ Provide three (3) references including names, addresses and phone numbers where similar services have been implemented by the offeror. References must be for services that are substantially similar to this RFP.
- ❖ Be capable of meeting the District's financial requirements and qualified in providing the services outlined in this document in a cost effective and efficient manner.

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.

III. PROPOSAL RESPONSE FORMS

A proposal must use the following schedules, or copies thereof, in submitting a proposal. **The schedules must be completed in their entirety.** Other materials that support these schedules may be included in the proposal document.

- Schedule A. Certification of Proposal
- Schedule B. Organization
- Schedule C. References, Experience & Expertise
- Schedule D. Costs

CERTIFICATION OF PROPOSAL

We have read the Ogden City School District Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by the Ogden City School District.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding the rebranding of the District's image proposal with any Ogden City School District employee or Board member other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Submitted by:

Proposer's Name

Authorized Signature

Name and Title (if applicable)

Telephone

Date

ORGANIZATION

Company/Consultant Name _____

Address _____

Phone _____ Fax _____ Website _____

Contact Name/Title _____

Contact Phone _____ Contact Email _____

Background Information

Please provide the following information:

- Provide a detailed description of your organization including:
 - Length of time in business;
 - Size;
 - Strength and stability;
 - Resources;
 - Experience with leading professional development and continuous coaching for Instructional Coaches (teacher mentors);
 - Experience with leading systems implementation and sustainability
- List the name and location of the office(s) that would perform the services, and/or desired request for use of District space pending availability. If District space is needed, provide the purpose and frequency for using the space(s).
- Describe your success related to professional development and coaching provided to Instructional Coaches that aligns to Ogden School District's Core Principles:
 - Data-Informed Decision Making
 - Instructional Coaches
 - Multi-Tiered System of Support (MTSS)
 - Observation and Feedback
 - Professional Learning Communities (PLCs)
- Describe any technology systems, or tools you use, that Ogden School District will have access to.
- Describe the quality control measures you have in place to ensure successful implementation of services.
- How do you provide feedback to District leadership regarding implementation of services?

Attachments may be made to this schedule

REFERENCES, EXPERIENCE & EXPERTISE

This includes the qualifications and work references, experience and expertise of key personnel assigned to work with the District. (Should include references and history of Coaching- Instructional Coaches). If additional space is needed, please attach to this document.

COST: COACHING- INSTRUCTIONAL COACHES

Must be submitted in a separately, sealed, envelope.

- A. I (we), the undersigned, hereby propose to furnish all supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work, in accordance with the RFP for Coaching Instructional Coaches used by Ogden City School District.
\$ _____

Please list any items not included in your fee.

- B. I (we) have read and understand the RFP documents. Furthermore, we are prepared to comply with all requirements contained therein.

Type of Organization:
 (Corporation, Partnership, Individual, etc.)
 SEAL (If a Corporation)

Respectfully Submitted,

Name of Bidder _____

Title _____

Authorized Signature _____