

# REQUEST FOR PROPOSALS



## Professional Development Services Bid #654

**Office of the Assistant Superintendent**

**Contact: Pamela Barr-Lenoir**

**Phone: 662-241-7400**

**Email: [lenoirp@columbus.k12.ms.us](mailto:lenoirp@columbus.k12.ms.us)**

**Date: June 13, 2017**

To: Prospective Bidders

From: Pamela Barr-Lenoir, Assistant Superintendent

RE: Bid #654 Professional Development Services

Notice is hereby given that the Board of Trustees of the Columbus Municipal School District is accepting sealed bids for Bid #654 Professional Development Services. Please find enclosed documentation of bid specifications. Bids must be indicated on the provided bid sheets or on your company's letterhead. Please place in the lower left-hand corner of the sealed envelope, **Bid #654 – Professional Development Services**.

The Board reserves all rights to reject any or all bids due to informality.

Bids will be received until 3:00 p.m. on July 6, 2017. Bids will be opened on July 7, 2017, at 10:00 a.m. at Brandon Central Services.

Submit bids to:  
Pamela Barr-Lenoir  
Columbus Municipal School District  
P.O. Box 1308  
Columbus, MS 39703-1308

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Company

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Title

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Address

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Phone Number

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Company

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Bid Price

## **REQUEST FOR PROPOSALS ID: Professional Development Services**

### **A. OVERVIEW OF SERVICES**

The Columbus Municipal School District (CMSD) is soliciting sealed bid proposals from qualified vendors to provide expert professional development services mainly in the form of teacher coaching and modeling. The vendor should have a record of experience in working with other school districts and/or schools to provide such services in the areas of curriculum and instruction.

Consultants will provide services during the 2017-2018 academic year in the elementary and secondary schools to build teacher capacity while increasing teacher effectiveness. Services will support district efforts to improve teaching and learning practices in the areas of:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Technology

Columbus Municipal School District seeks a vendor who has prior proven successful experience in the areas mentioned above.

Tentative schedule of RFP events are as follows:

- RFP Released – June 15, 2017
- Proposal Due Date – July 6, 2017 at 3:00 p.m.
- Bid Opening – July 7, 2017 at 10:00 a.m.

### **B. SCOPE OF SERVICES (SPECIFICATIONS)**

Components of the company's work include, but are not limited to, supporting teachers by providing professional development and teacher coaches to:

- aide in building knowledge and capacity in the content area using research based strategies known to increase student achievement.
- utilize available resources to plan and prepare lessons that contain the appropriate rigor while using the Mississippi College and Career Readiness Standards.
- provide support in writing assessments that effectively tests the written curriculum
- make adjustments and/or revisions as necessary (based on information released from the Mississippi Department of Education) to the CMSD ELA and mathematics units of instruction.
- effectively deliver instruction through the use of High Impact Centers and the CMSD Instruction and Technology Model.
- utilize data obtained from formative and summative assessments to effectively plan and differentiate instruction.

- plan and prepare lessons that contain effective student engagement and motivation strategies.
- plan and integrate authentic technology into lesson plans (considering that elementary schools utilize iPads and laptops, the middle school uses laptops, and the high school will be a one-to-one campus with MacBooks for freshmen and sophomores and HP laptops for all others).

The vendor must be able to provide coaches to support teachers in the delivery of standards in the core content areas (English Language Arts, mathematics, science, and social studies). Coaches will provided job-embedded professional development to teachers in five elementary buildings, one middle school, one high school, and one Success Academy that accommodate the needs of both alternative and overaged students.

The coaches or assigned staff are expected to:

- work with CMSD Academic Coaches to assist in building capacity in effective coaching techniques.
- work with the teachers in the schools to implement effective, instructional practices.
- work with staff to increase student achievement based on proficiency levels defined by the Mississippi Department of Education.
- Work with staff to increase growth as it relates to student achievement as defined by the Mississippi Accountability System.
- meet with designated district administration monthly to review progress.
- provide weekly work reports to the Assistant Superintendent outlining the scope of work completed during the week, actions taken, and recommendations.

The vendor must be able to provide teacher coaches for a minimum of 10 days per building per semester. The number of days worked may be adjusted based upon data and needs by individual building as agreed upon by the CMSD and the awarding vendor.

**C. COMMUNICATIONS REGARDING THE RFP:**

All questions regarding the RFP are to be submitted in writing. The deadline for submissions of written questions is July 6, 2017. All responses to written questions and changes to specification requirements will be communicated via email to the person submitting questions. Any oral communications shall be considered unofficial.

**D. INSTRUCTIONS TO BIDDERS**

**I. PREPARATION OF BID:**

- A. Each bidder must fully inform himself of the conditions relating to the project and employment of labor thereon. Failure to do so will not relieve a successful bidder of his**

**obligation to furnish all material and labor necessary to carry out the provisions of this contract.**

- B. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and all authorities having jurisdiction over the project apply to the contract.
- C. At the time of the opening of bids, each bidder will be presumed to have read the bid specifications and scope of work. Any questions about the bid specifications shall be addressed to the Assistant Superintendent for clarification prior to bidding.

II. DELIVERY OF BIDS:

- A. The Columbus Municipal School Board will receive sealed, competitive bids in the Office of The Assistant Superintendent, Brandon Central Service Center, 2630 McArthur Drive, or **Post Office Box 1308, Columbus, Mississippi, 39703** until **July 6, 2017**, at 3:00 P.M. Bids will be publicly opened, read aloud and taken under advisement on Friday, June 7<sup>th</sup> at 10:00 A.M. When mailing in bids the P.O. Box address shall be used.
- B. The Bid Proposal Form must be received on or before said date and time, neither the dating of the Bid Proposal form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked "LATE BID" and returned to the Bidder unopened.
- C. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
- D. Bids or alterations by fax or telephone WILL NOT be accepted.

III. BID ADDENDUM:

- A. **Any interpretation of the documents will be made by written addendum only issued by the Assistant Superintendent and a copy of such addendum will be mailed to each person receiving a set of bid documents and posted on the district web site. The district will not be responsible for any other explanation of the proposed document.**
- B. As per Mississippi Code of 1972, as amended; SEC. 31-7-13, Bid requirements and exceptions; (iv) no addendum to these bid specifications shall be issued by the district within twelve (12) hours of the date and time herein stated for receipt of bids

IV. PROPER EXECUTION:

- A. All bids must be submitted in accordance with Section 31-7-13 of Mississippi code of 1972 as amended, and must be properly executed and signed by a responsible officer or employee of the Bidder
- B. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialed by the person who signs the Bid Proposal Form.
- C. Bids should be checked before submission for accuracy and correctness since the Columbus Municipal School Board WILL NOT be responsible for any errors for which the bidder is responsible.
- D. The district reserves the right to reject bids from Bidders who submit poorly completed bids.
- E. To prevent opening by unauthorized individuals, it is required that the Bid Proposal Form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

**DATE (date the bid is submitted)**  
**DUE (date the bid is due)**  
**BID NUMBUER (on bid documents)**  
**BID TITLE**  
**BIDDER'S NAME**

V. CERTIFICATION OF INDEPENDENT DETERMINATION:

- A. **By signing the BID PROPOSAL FORM the bidder certifies, in connection with procurement, that they, to the best of their knowledge and belief:**
  - 1. That the prices in the BID PROPOSAL FORM have been arrived independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Bidder
  - 2. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder prior to the Bid Opening Date and Time specified on the NOTICE TO BIDDERS, directly or indirectly with any other Bidder.
  - 3. That no attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

VI. BID WITHDRAWAL and MODIFICATION:

- A. **Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of Assistant Superintendent, two (2) working days prior to the above stated bid opening date and time.**
- B. No withdrawals will be accepted by telephone or fax.
- C. If a Bidder withdraws his bid, all documents shall remain in the possession of the Columbus Municipal School Board, marked as withdrawn, and included in the permanent file of that bid item.
- D. No bids shall be withdrawn for a period of thirty- (30) days following the bid opening date.

VII. BID OPENING:

- A. **All bid openings are open to the public. The Columbus Municipal School District staff will read a summary of each bidder's bid and answer questions to the extent possible at that time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.**
- B. All disclosures of bid information to interested parties will be made in compliance with the Columbus Municipal School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

VIII. RIGHT TO REJECT BIDS:

- A. **The Columbus Municipal School Board reserves the right to reject any and/or all bids or any groups thereof and to waive any defect or informality in any bid or bidding procedures.**

IX. BID ACCEPTANCE:

- A. **If Columbus Municipal School District accepts a bid in response to this request, it will accept the bid of and award the bid according to the scoring rubric as specified in Section D.**
- B. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty- (30) days following the acceptance of the bid by the Columbus Municipal School Board.

- C. If bidder wishes to be notified of outcome of the bid, he should include a self-addressed stamped envelope with his bid. The envelope should be marked with the BID NUMBER located on the BID PROPOSAL FORM.

#### **D. CRITERIA FOR EVALUATION OF PROPOSALS**

The CMSD reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with the CMSD.

Proposals submitted by the specified time and containing the requirements described shall be evaluated by a selection committee.

Columbus Municipal School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the companies, as well as any other information available to Columbus Municipal School District staff, will be used to evaluate proposals. The criteria, listed below, are weighted to yield a total of 100 points and shall include the following:

1. Ability to perform the services as reflected by prior experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services (20 points) – Bidders will receive a maximum of 20 points based on information presented that proves that the company has the capacity to effectively fulfill the project. Variables considered in evaluating this category will include, but not be limited to the following:
  - Quality and completeness of proposal
  - Number of years in business
  - Capacity
2. Record of past performance of similar work (15 points) – Bidders will receive a maximum of 15 points based on the data presented that proves the success of their company's ability to increase achievement and improve instructional practices. In the event the district has documented and/or unresolved negative experience with a company, the bidder will receive 0 points.
  - Applicant's experience and success in conducting similar work
  - Experience in fulfilling contract of similar nature
3. Program Design and Operations (35 points) – A comprehensive plan for designing and completing all aspects of the work described in this document will be evaluated. All services proposed will be evaluated to ensure that the bidder meets all specifications set forth. If all specifications are met, the bidder will receive 35 points. If any of the specifications are not met, the bidder will receive 0 points. Variables considered in evaluating this category will include, but not be limited to the following:



- Overall approach and the applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal.
  - Ability to maintain alignment with Mississippi College and Career Readiness Standards.
  - Demonstrated capacity to assist teachers in technology integration into daily instruction.
  - Adequacy of resources, including personnel, equipment, and other related factors.
  - Management and planning: The quality of procedures and organizational structures proposed for completion of the work.
4. Cost (30 points ) – Points will be given based on the offeror's costs in relation to the low bid. Variables considered in evaluating this category will include, but not be limited to the following:
- Total cost of proposed services
  - Value added services

Companies that have provided effective professional development services to the Columbus Municipal School District in the area of teaching and learning will receive 10 extra points.

A recommendation for award will be presented to the Columbus Municipal School District Board of Trustees for approval. The Board of Trustees reserves the right to select a higher bid where, in the judgement of the School Board, the higher bid is of quality or design to make it a significantly more suitable purchase for the needs of the district. The School Board reserves the right to reject any and/or all bids.

Awards shall be made to the responsive and responsible offeror whose proposal is determined to be the most advantageous to the District, taking into consideration the price and the evaluation factors set forth.

**PROPOSAL TRANSMITTAL FORM**

**Name of Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Location of Company's Principal Place of Business:**

\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Proposal Due Date: July 6, 3:00 P.M., Central Time (CT)**

**Columbus Municipal School District**

**ATTENTION: Pamela Barr-Lenoir**

**Professional Development Services – Bid #654**

**See page 1 for delivery address.**

ATTACHMENT B

**REFERENCE INFORMATION FORM**

The information provided below will be used to contact references. At least two references must be from Mississippi K-12 public school districts.

**Reference 1**

Public School District	
Contact Name	
Contact Telephone Number	
Date of Project	
Brief Description of Project	

**Reference 2**

Public School District	
Contact Name	
Contact Telephone Number	
Date of Project	
Brief Description of Project	

**Reference 3**

Public School District	
Contact Name	
Contact Telephone Number	
Date of Project	
Brief Description of Project	