

**REQUEST FOR PROPOSAL-Wilkinson County School District**  
**Professional Development Leadership Coaching**

May 12, 2022

To Whom It May Concern:

Proposals for “2022-2023 Professional Development/Leadership Coaching” will be received by Wilkinson County School District located in Woodville, MS, until **Tuesday, May 31, 2022 at 4:00 P.M.** Proposals may be mailed to the following address:

Attn: Jason Hamilton, Federal Programs Director

P.O. Box 975, Woodville, MS 39669

Proposals should be sealed and clearly marked “Professional Development Leadership Coaching”. Late proposals will not be accepted or considered for award.

Educationally yours,

Jason Hamilton

Federal Programs Director

**REQUEST FOR PROPOSAL-Wilkinson County School District**  
**Professional Development Leadership Coaching**

**REQUEST FOR PROPOSALS**

**Professional Development Leadership Coaching**

Wilkinson County School District

Attn: Jason Hamilton, Federal Programs Director

P.O. Box 975

Woodville, MS 39669

Contact:

Jason Hamilton, Federal Programs Director

[jhamilton@wilkinson.k12.ms.us](mailto:jhamilton@wilkinson.k12.ms.us)

PH: 601-888-3320

Fax: 601-888-4722

Due Date: **May 31, 2022**

**4:00 P.M.**

**REQUEST FOR PROPOSAL-Wilkinson County School District**  
**Professional Development Leadership Coaching**

The Wilkinson County School District is requesting proposals from qualified vendors to provide professional development for administrators at the elementary and middle school level that focuses on instructional effectiveness in the Mississippi College & Career Readiness Standards. The professional development provided should focus on English/Language Arts, Mathematics, Literacy Instruction, and Fifth & Eighth Grade Science.

The proposal should also include coaching/modeling professional development for administrators on the high school level that focuses on instructional effectiveness and data analysis in the content areas of English I, English II, Algebra I, Biology I, U.S. History, and ACT Preparation coursework.

**REQUEST FOR INFORMATION**

Questions concerning the RFP must be submitted in writing via electronic mail

to: Jason Hamilton at [jhamilton@wilkinson.k12.ms.us](mailto:jhamilton@wilkinson.k12.ms.us)

The deadline for submitting questions is **Tuesday, May 31, 2022**. All responses to questions will be communicated via email to the persons submitting questions.

Only the federal programs director is authorized to respond to questions on behalf of WCSD, and any response from the federal program director must be in writing in order to be considered official. WCSD reserves the right, as its sole discretion, to determine appropriate and adequate responses to questions.

**A. DUE DATES FOR PROPOSAL**

One (1) original proposal must be received by 4:00 P.M., on Tuesday, May 31, 2022, at the following address:

Attn: Jason Hamilton  
P.O. Box 975  
Woodville, MS 39669

or

**[jhamilton@wilkinson.k12.ms.us](mailto:jhamilton@wilkinson.k12.ms.us)**

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**B. RESPONSIBILITIES OF THE OFFERING VENDOR**

- Ensure that sealed proposals are delivered by the deadline and assume all risk of delivery. Upon receipt by WCSD, proposals will be stamped and dated by WCSD. Proposals and any modifications that are not timely received at P.O. Box 975 Woodville, MS, will be considered late and will not be accepted or considered for award.
- Submit a complete proposal containing at least, all the information and documentation requested in this RFP. Incomplete proposals will not be evaluated by WCSD and will not be returned for revisions. No late, faxed or emailed copies will be accepted.
- The proposal transmittal form must be signed by an authorized official to bind the offering vendor to the proposal provisions.

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**C. SCOPE OF WORK**

**District Leadership Coaching**

Wilkinson County School District is seeking vendors to assist with leadership coaching of all principals and assistant principals for the 2022-2023 school term. WCSD is requesting a professional development plan that will provide the items listed below.

**The professional development plan will:**

- Provide coaching to develop data plans to impact differentiated instruction for all learners to further implement Response to Intervention tiered approach to instruction.
- Provide professional development and leadership through job-embedded coaching and workshops to include, but not limited to, collaboration, research-based reading and math teaching strategies, and classroom management.
- Assist with data analyzation and use multiple data points to correlate student achievement to teach effectiveness.
- Assist the school's leadership team in assessing students' learning strengths and gaps using assessment data from a variety of sources to include state, school, district data, or other sources; help to facilitate regular data meetings with the school's leadership team to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.
- Provide any other training as identified by observation or upon the district's request.

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**D. SCOPE OF SERVICES**

**All responses to the RFP must demonstrate the vendor's expertise and capacity to integrate the use of technology to do the following at each school:**

- Guide principals through the Professional Growth Rubric of evaluating/observing teachers in order to give constructive, meaningful feedback.
- Model how to use data to drive instruction to improve the learning process. Data may consist of bi-weekly assessments and benchmark assessments through ELS.
- Assist principals with data analyzation to monitor student progress using ELS.
- Coach principals on how to use ELS to evaluate lesson plans effectively.
- Critique teachers' lesson plans, evaluate the rigor/relevance of lessons, and provide teachers feedback on improving those plans.
- Assist the school's administrator in creating a schedule effectively evaluating classroom teachers
- **Coach principals on how to manage the Google Classroom platform effectively.**

**E. TIME FRAME**

The contract will become effective on the date it is signed by all parties and will end no later than June 30, 2023. This contract may be extended for one additional year for up to two additional years at the sole discretion of the Wilkinson County School District and the grantor agency (Mississippi Department of Education). A contract will be awarded to the vendor whose proposal is determined to be the most advantageous to the school, taking into consideration the price and evaluation factors set forth in the RFP.

**A. TYPE OF CONTRACT**

It is anticipated that this contract will be a fixed price contract per day with payment made upon completion of tasks identified within the proposal. Should additional services be needed, separate contracts will be issued accordingly.

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**B. CONTRACTOR REQUIREMENTS**

The contractor will be responsible for performing all tasks required to complete the project as described in the Scope of Work.

**C. FORMAT AND PROCEDURE FOR DELIVERY OF PROPOSAL**

The proposal will consist of six parts: Part I-Proposal Transmittal Form; Part II-Vendor Profile; Part III- Proposed Plan; Part IV- Budget; Part V- Standard Terms and Conditions; Part VI- Prospective Contractor's Representation Regarding Contingent Fees Form

- Part I is the Proposal Transmittal Form, which shall serve as the cover page of the offering vendor's proposal. The offering vendor shall complete the form and attach it to the proposal in response to the RFP.
- Part II is the Vendor Profile, which shall provide satisfactory evidence of the vendor's capability to manage and coordinate the types of activities and to provide the services described in the RFP in a timely manner.
- Part III is the Proposed Plan that shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP.
- Part IV is the Budget that shall include the cost of the proposal and must encompass all requirements of this RFP. In order to be considered, vendors must submit a proposal that includes the budget narrative/cost proposal that addresses all cost for services, expenses, and products specified in the RFP.
- Part V is the Standard Terms and Conditions section where the Vendor shall indicate agreement with the terms and conditions set forth in the RFP. If the Vendor objects to any of the terms and conditions, the Vendor shall so state and shall indicate any revisions desired by the Vendor. Please note that any revisions may be considered adequate cause of rejection to the proposal.
- Part VI is the Prospective Contractor's Representation Regarding Contingent Fees Form which must be completed and attached to the proposal in response to the RFP.

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**F. ACCEPTANCE OF PROPOSALS**

The Wilkinson County School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation from the requirements of the RFP which does not affect the price of the proposal, or give one party an advantage or benefit not enjoyed by other parties. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements if the party is awarded the contract.

WCSD reserves the right to award the proposal (or portions) to more than one vendor.

**3. REJECTION OF PROPOSALS**

Any proposal shall be rejected in whole or in part when it is determined to be in the best interest of WCSD. Reasons for rejecting a proposal include, but are not limited to:

- The proposal is conditional.
- The proposal is incomplete or contains irregularities, which make the proposal indefinite or ambiguous.
- The proposal is not signed by an authorized representative or vendor.
- The proposal contains false or misleading statements or references.
- The proposal is determined to be non-responsive.
- The products or services offered in the proposal are unacceptable by reason of their failure to meet the requirements of RFP.

**EXCEPTIONS: The WCSD reserves the right to reject any and all proposals to negotiate with one or more offering vendors to award a contract to other than the lowest dollar amount offering vendor, or not to make any award if it is determined to be in the best interest of WCSD.**



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K. Qualifications

**The offering vendor shall provide the following minimum information:**

- The name of the offering vendor, the location of the offering vendor's principals place of business and, if different, the place of performance of the proposed contract
- The age of the offering vendor's business and average number of employees over the **past three years**
- The abilities, qualifications, and experience of all persons who would be assigned to provide required services.
- A reasonably detailed plan explaining how the services will be performed.

**Consultant Capabilities/Specifications:**

**At a minimum, the offering vendor should have a record of experience in:**

- a. Working with other school districts in Mississippi to implement and to provide student remediation.
- b. Executing projects on approved schedule
- c. Documented expertise in the areas of their work's focus.

**L. AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the WCSD to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or the State of Mississippi to appropriate funds or otherwise available to the WCSD, the WCSD shall have the right upon ten (10) working days written to the Contractor, to terminate this agreement without damage, penalty, cost or expenses to the district of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination. **The amount of \$30,500.00 has been set aside for Leadership Coaching throughout the Wilkinson County School District.**

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**M. TERMINATION FOR DEFAULT**

If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Agent of WCSD may notify the contractor in writing of the delay or non-performance and if not cured in ten days or any longer time specified in writing by the Purchasing Agent of WCSD. The federal programs director may recommend to the superintendent that the board of education may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or failure to properly perform.