

**REQUEST FOR PROPOSAL – SERVICES PERTAINING TO
CURRICULUM AND INSTRUCTION**

April 24, 2018

PINE TREE ISD

**REQUEST FOR PROPOSAL
SERVICES PERTAINING TO CURRICULUM AND INSTRUCTION**

Pine Tree ISD is accepting proposals for the services listed in Addendum A from July 1, 2018 through the federal grant period September 30, 2019.

The recommendation will be presented to the board at the June 11, 2018 board meeting but no later than the July 9, 2018 board meeting. The district is requesting the vendor offer services on all or any of the needs listed in **Addendum A**. More than one solution can be proposed for any needs listed.

Vendors must be available to present their solution if requested. Vendors will be notified if the district chooses to schedule presentations.

We will host a Google Hangout to vendors to answer questions regarding this process or the required documentation on Thursday, May 10, 2018, at 4:30 p.m. CST.

Requirements from Vendors

All invoices shall be mailed to:
Pine Tree ISD
Attention: Accounts Payable
P. O. Box 5878
Longview, TX 75608

Vendor invoices shall reflect any contract number and purchase order number. Discounts will be taken from the date of receipt of services or of invoice, whichever is later. As pertains to this proposal, date of payment will be considered the date payment is mailed. If no discount is offered or accepted, payment terms will be net 30 days.

The district's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render this proposal null and void to the extent funds are not available. Proposer should keep the accounts payable department advised of any changes in their remittance addresses.

If the vendor is unable to deliver in the manner specified in the proposal, the district reserves the right to purchase the same or like services on the open market and charge the difference to the vendor.

Nothing herein shall be construed as creating the relationship of employer or employee between the district and the vendor or between the district and the vendor's employees. The district shall not be subject to any obligations or liabilities of the proposer or his/hers employees, incurred in the performance of the proposal unless otherwise herein authorized. The vendor is an independent vendor and nothing contained herein shall constitute or designate the vendor or any of his/hers employees as employees of the district. Neither the vendor nor his/hers employees shall be entitled to any of the

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benefits established for district employees, nor be covered by the district's workers' compensation program.

The district may, by written notice to the vendor, cancel this proposal without liability if it is determined by the district that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the vendor, or any agent or representative of the vendor, to any officer or employee of the Pine Tree ISD with a view toward securing a proposal or securing favorable treatment with respect to the awarding or amending, or the making or any determinations with respect to the performing of such a proposal. In the event this proposal is canceled by the district pursuant to this provision, the district shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the vendor in providing such gratuities.

Vendor shall not advertise or publish, without the district's prior consent, the fact that the district has entered into this proposal, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

Both parties agree that venue for any litigation arising from this proposal shall lie in Longview, Texas, Gregg County.

As part of this proposal vendor agrees to ascertain whether services with the specifications attached to this proposal will give rise to the rightful claim of any third person by way of infringement of the like. The district makes no warranty that the services/benefits according to the specification will not give rise to such a claim and in no event shall the district be liable to the vendor for indemnification in the event that vendor is sued on the grounds of infringement or the like. If vendor is of the opinion that an infringement or the like will result, vendor will notify the district to this effect in writing within two weeks after the signing of this proposal. If the district does not receive notice and subsequently held liable for the infringement or the like, the vendor will save the district harmless (if the vendor in good faith ascertains that production of goods/services in accordance with the specifications will result in infringement of the like, this proposal shall be null and void except that the district will pay the vendor the reasonable cost of his search as to infringements).

The award of this proposal is dependent on the availability of funding. In the event funds do not become available, the proposal may be terminated, or the scope amended. A 30-day written notice will be given to the vendor, and there shall be no penalty or removal charges incurred by the district.

Any board member which has any substantial interest, either direct or indirect, in any business entity seeking to proposal with the district, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect of the public. However, if a majority of the governing body is also required to abstain from further participation.

Vendor shall provide evidence of liability insurance. Pine Tree ISD retains the right of approval for insurance coverage. **The below insurance requirements pertain to the vendor's insurance.** Copies of the successful proposer's liability insurance and workman's compensation certificates will be required.

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This certificate does not amend, extend or alter the coverage afforded by the policies below.

Insurance Requirements:	Limits:	
A. General Liability	General Aggregate	\$1,000,000
	Products - Comp/or Agg	\$1,000,000
Commercial General Liability	Personal & Adv. Injury	\$1,000,000
Claims Made Occur.	Each Occurrence	\$1,000,000
Owner's Proposer's Prot. (Note A)	Fire Damage (Any one Fire)	\$50,000
	Med. Expense (any one person)	\$5,000
B. Automobile Liability	Combined Single Limit	\$1,000,000
Any Auto	Bodily Injury	
All Owned Autos	(Per Person)	
Scheduled Autos	Bodily Injury	
Hired Autos	(Per Accident)	
Non-Owned Autos	Property Damage	
Garage Liability		
C. Umbrella form - Excess Liability		
State the limits that your Company carries		
D. Worker's Compensation and Employer's Liability	Statutory	
	Each Accident	\$500,000
	Disease - Polity Limit	\$500,000
	Disease - Each Employee	\$500,000

Note A: - Owner's Proposer's Protection shall include: (1) Premises - Operations, (2) Independent Contractors, (3) Products - Completed Operations, (4) Contractual Liability, and (5) Board Form Property Damage.

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The Insurance requirements, as listed on the previous page apply to the proposer and to any sub-contractor(s) in the event that any work is sublet. The proposer is responsible to insure that the sub-contractor(s) meets the minimum insurance requirement limits as by law.

Should any of the above described policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder, Pine Tree ISD.

The proposer shall agree to waive all right of subornation against the district, its officials, employees and volunteers for losses arising from work performed by proposer for the district.

Vendor shall indemnify and hold harmless the Pine Tree ISD and its Board of Trustees, officers, agents, employees from all suits, actions, losses, damages, claims or liability of any character, type or description, including but not limited to, all expenses of litigation, court cost, penalties, and attorney's fees the Pine Tree ISD incurs defending any action, suit, or claim from any source whatsoever and of any kind or nature arising directly or indirectly on the part of vendor, its agents, servants, employees, contractors, and supplies, out of the operation under this agreement.

The selected vendor(s) will be required to supply an insurance certificate naming Pine Tree ISD as an additional insured.

The selected vendor(s) will be required to register with the Pine Tree ISD human resources department to ensure background checks are performed if deemed necessary.

Instructions for Submission of Offers

Proposals will be received by Pine Tree ISD until 2:00 pm, Wednesday, May 23, 2018. The proposals must be mailed to:

Pine Tree ISD
Attention Assistant Superintendent for Business/Finance
P. O. Box 5878
Longview, TX 75608

The proposals may also be hand delivered to:

Pine Tree ISD
Attention Assistant Superintendent for Business/Finance
1701 Pine Tree Rd.
Longview, TX 75604

If delivered by carrier such as UPS or FedEx, please deliver to:

Pine Tree ISD
Attention Assistant Superintendent for Business/Finance
1400 Silver Falls Rd.
Longview, TX 75604-2311

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The proposals will not be publicly opened and read. The District will require the vendor to complete a District contract for services which is included in the proposal packet after the list of vendors have been approved by the Pine Tree ISD Board of Trustees. **No faxed or emailed proposals will be accepted. Questions concerning the proposal and services requested are encouraged to be emailed to the contacts listed in this proposal.**

The Assistant Superintendent for Business/Finance may open unlabeled submittals to properly identify them. Proposers are therefore advised to correctly label their submittals in order to protect the integrity of their proposals and to fully avail themselves of the proposal process.

Proposer accepts all responsibility for forwarding the proposal to the address above within the specified time or it will be returned unopened. If the envelope does not reflect a return address, it will be opened for the sole purpose of obtaining the return address.

No verbal or informal amendment to this solicitation shall be binding on Pine Tree ISD. Any changes to the solicitation will be made by amendment, delivered to all parties which the district shows as having received a copy of the solicitation. No change to the solicitation will be made except by formal written amendment signed by the Assistant Superintendent for Business/Finance.

The district reserves the right to accept or reject any or all proposals, to waive all proposals, to waive all technicalities, and to accept the proposal or proposals that are determined to be the most favorable to the district.

This solicitation does not commit Pine Tree ISD to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.

Ongoing documentation by using department(s) regarding a company's past performance may be used in determining the proposer's responsibility for award purposes of this and future awards.

Once proposals are received, the district will review and rank the vendors. Once this process is complete, administration will make a recommendation of vendor(s) to the Pine Tree ISD Board of Trustees at the June 11, 2018 board meeting but no later than the July 9, 2018 board meeting.

All questions concerning this proposal should be emailed to Dr. Daya D. Hill, Assistant Superintendent of Curriculum/Instruction and copied to Judy A. Downing, Assistant Superintendent Business/Finance at the following email addresses: dhill@ptisd.org, and jdowning@ptisd.org.

The criteria used to evaluate the proposals will include the following:

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Evaluation Section 1 – To Be Considered for Demonstration

Qualifications – 25 Points

May include but not limited to

Years in business

Extent of experience with school districts and school districts in Texas

Number of years offering the product, service and/or solution

Ability to meet federal and state requirements

Responsiveness – 15 Points

May include but not limited to:

Vendor responded to all required information critical to making an informed evaluation about their proposal (Reference the Request for Proposal- Services Pertaining to Curriculum and Instruction pgs. 1-5)

Overall quality of the proposal and responses

Addressing district needs – 30 Points

May include but not limited to:

Addressing the professional learning needs listed in Addendum A

Price – 30 Points

May include but not limited to:

Value to students, curriculum department and district

Benefits included for the cost

The committee will be composed of curriculum/instruction professionals, Director of Special Education and other administrators as determined by the Curriculum Department. Each committee member will rank the proposed vendors and then submit to the Assistant Superintendent for Business/Finance for combining the scores and completing the ranking spreadsheet.

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By submitting this proposal, the proposer:

- a) Represents that to the best of its knowledge the proposer is not indebted to the Pine Tree ISD. Indebtedness to the District shall be basis for non-award and/or cancellation of any award;
- b) Certifies that it does not and will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap, political belief or affiliation, and that it will abide by the Equal Employment Opportunity requirements of the State of Texas and the Pine Tree ISD.
- c) Acknowledges that it has read, understands, and agrees to the requirements of the specification and all other provisions of this solicitation.
- d) Certifies that it has not colluded or attempted to collude with other vendors or merchants in the trade to fix or hold prices above the level attained through a free and competitive market.
- e) Certifies that the owner operator has not been convicted of a felony, except as indicated on a separate attachment to this proposal, in accordance with Sec. 44.034, Texas Education Code.

The proposer, by checking the applicable box, represents that: It operates as () a corporation incorporated under the laws of the State of _____, () an individual, () a partnership, () a non-profit organization, or () a joint venture; or

If the proposer is a foreign entity, it operates as () an individual, () a partnership, () a non-profit organization, () a joint venture, or () a corporation, registered for business in _____ (Country).

The State of Texas does not employ a resident preference however; it does employ a reciprocity rule. Proposers whose principal place of business is located in a state which gives preference to resident proposers are subject to the same restrictions when submitting a proposal with an entity of the State of Texas.

Signature – Officer

Date

Please return this page and any attachments with your proposal.

ADDENDUM A

Pine Tree ISD is seeking professional learning sessions in the following subjects and grade levels:

Elementary Math

- Grades K-5 Content building and instructional strategies focused on building numeracy
- Grades 1-4 Math Workshop focused on Guided Math and stations

Elementary English Language Arts/Reading

- Grades PreK-4 Classroom walkthroughs/Fidelity checks focused on implementation of reader's and writer's workshop and guided reading
- Grades 1-4 Classroom walkthroughs/Fidelity checks focused on implementation of reader's and writer's workshop
- Grades 1-2 grades writer's workshop and 1-4 grades balanced literacy components and research based practices training. Participants will synthesize, adapt, and transfer current and new learning to provide effective reading/writing instruction, practice, and assessment.
- PreK - 4th grades balanced literacy and evidence based practices. Participants will synthesize, adapt, and transfer current and new learning to provide effective reading/writing instruction, practice, and assessment.
- Grades K-2 coaching focused on implementation of guided reading, interactive writing, and running records.

Secondary Math

- Grades 6-8 Building Numeracy Skills with addition, subtraction, multiplication, division, fractions, percents, and proportional reasoning.
- Professional learning sessions focused on evidence based best practices in the 6-12 Math classrooms.

Secondary English Language Arts/Reading

- New 2019-2020 Texas ELA/R standards (TEKS) curriculum support and training
- Grades 5-10 Balanced Literacy and evidence based practices. Participants will synthesize, adapt, and transfer current and new learning to provide effective reading/writing instruction, practice, and assessment. This training should emphasize:
 - Balanced Literacy Units planning and delivery including Tools to Know, Ways to Show, Fiction Unit, Literary Unit, Review Unit, and Authentic Writing using Author's craft skills.

- Guided Reading planning, execution, and monitoring to increase reading levels for all students
- Balanced Literacy classroom execution fidelity walkthroughs
- Writing Support including planning and execution of writing instruction using the writing design elements, essay scoring and calibration, and conferencing with students.
- Teacher support and coaching on Balanced Literacy design and delivery.

Science

- Grades 5-12 science instruction based on Inquiry Based Learning strategies, notebooking strategies and the use of Science Cut Ups in the classroom.
- Professional learning sessions focused on evidence based best practices in the PreK-12 Science classrooms.

Secondary Social Studies

- Grades K-12 Document Based Questioning - A one day includes an overview of The DBQ Project 6-Step Method where teachers go through all the steps in a lively, interactive session. This is both to reinvigorate teachers who have been trained in the DBQ process and those that are new to the DBQ process. Special emphasis will be placed on differentiating the process to meet the needs of all learners and utilizing the gradual-release model for document analysis. The goal of the workshop is for all participants to leave enthusiastically ready to implement a DBQ in their classrooms.
- Literacy in the Social Studies classroom - Workshops that focus on literacy in the social studies classroom to support reading and writing.
- Best Practices for Social Studies delivery - Workshop that focuses on research based instructional strategies that are engaging students in high level thinking to make social studies curriculum come alive. Topics to include are formative assessment, student engagement and relevance to today's students to connect history to their current world.

Gifted and Talented

- Grades K-12 Depth and Complexity Training based on the research of Dr. Sandra Kaplan including differentiation to be responsive to students' individual needs, abilities, and interests.
- Grades K-12 Nature and Needs of Gifted students to better understand the gifted students in our classrooms, how they think and how we can best challenge them.
- Grades K-12 Social Emotional Needs of Gifted students to better understand the emotional side of gifted students in order to function completely in society, increase relational capacity, enhance trust and motivation needed for students to reach their full potential.
- College preparedness curriculum designed to challenge students in reading, math, and science for grades 5-12 developed and delivered by master teacher(s) with numerous

years of experience and a record of high achieving students. Training to include equipping educators with content knowledge and instructional know-how needed to set high instructional expectations and encourage high levels of student thinking and learning.

The training program should include:

- Hands-on training that allows teachers to experience learning from the student's perspective.
- Content-rich lessons with clear outcome goals and suggested teaching strategies.
- Classroom exercises that allow teachers of all experience levels to relate math and science concepts to real-world scenarios.
- Tools to help monitor student understanding of complex concepts that are critical to rigorous coursework in higher grades.
- Opportunities for educators to collaborate, learn new techniques and receive feedback from peers.
- Services to support the GT Identification and Assessment process.

Administrator professional learning:

- Professional learning sessions to increase instructional leader capacity to include professional learning communities (PLC)/Backwards Design/Response to Intervention (RtI)/Differentiation. These processes are not taught in isolation as individual components. Training will include all district, campus based administrators, and teacher leaders.
- Professional learning focusing on building a culture of "All means All" including the concepts of a professional learning community.
- Ongoing coaching/mentoring in the Big Ideas of PLC and creating action plans for utilizing data to change instructional practices for district and campus administrators.

Special Programs:

- Training to include evidence based practices for the Bilingual and ESL classrooms and instructional and programmatic design.
- Professional learning focused on understanding poverty related to student learning.
- Ongoing professional learning regarding the Pine Tree ISD redirect program including positive behavior support systems.

Special Education:

- **Interpreting Services**-The district is in need of a company who can interpret all languages except Spanish. We are in need of a company who understands the written and verbal languages, can respond in written and oral format of all languages and can interpret educational language in multiple formats. The interpretation service will be needed for written purposes, meetings with parents, special education test interpretation, and therapy services.

- **Evaluation Services (Bilingual Dyslexia, Bilingual Special Education Evaluations)-** The district is in need of a company/person who can evaluate students for special education services and for dyslexia services. The company needs to be able to conduct the evaluation in a second language, write the evaluation report in English and the second language, and must own their own test kits.
- **Orientation and Mobility Services-** The district is in need of a consultant to provide orientation and mobility services to a child with a visual impairment in the special education program. This consultant will be expected to provide direct and consult services to students and teachers in addition to conducting evaluations, attending Admission, Review and Dismissal meetings, and writing evaluation reports.