

**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT  
REQUEST FOR PROPOSAL (RFP)  
Amendment to September 3, 2021 RFP  
Professional Development Services**

**Overview**

1. Introduction: The Holmes County Consolidated School District (HCCSD) is located in Holmes County. School facilities consist of seven schools and one central office. The district has approximately 3000 students.
2. Purpose of RFP: The district is requesting for sealed bid proposals in the areas of **English/Language Arts, Mathematics, Science, Social Studies, Integrating Technology, Instructional Support Services, ACT Training, Exceptional Education Services, and Multi-Tiered System of Support (MTSS)** for Curriculum Development. (See B for specifics).
3. Each location and category can be bid on separately (See A & B).
4. Tentative schedule of RFP events are as follows:
  - a. **Advertisement Dates: September 9, 2021 & September 16, 2021**
  - b. **Proposal Due Date: 9/23/2021 at 9:00 a.m. Bid Opening: 9/23/2021 at 10:00 a.m.**
5. These services shall be provided to the Holmes County Consolidated School District during the 2021-2022 school year and upon a satisfactory evaluation of the provided services, contracts may be extended to include services during the 2021-2022 summer.
6. HCCSD reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. Presentation of services may be requested of vendors as an additional evaluation criterion.
7. Quotes are requested for half and full day rates for professional development services. The use of the days depends on the identified needs.
8. General Specifications and Instructions to Bidders:
  - a. A paper copy or an email copy of this document, including any addendums, can be obtained by submitting a request to:

Dr. Furlinda Travis, Federal Programs Director  
**Holmes County Consolidated School District**  
Post Office Box 630  
313 Olive Street  
Lexington, MS 39095  
(662) 834-2175 (voice)  
(662) 834-4002 (fax)

E-Mail:[furlinda.travis@holmesccsd.org](mailto:furlinda.travis@holmesccsd.org)

- b. RFP submission requirements: **Submit 5 copies** of the RFP response **in one sealed package with Professional Development for Services for Administrative and Instructional Staff indicated on the outside of the package** by 9/23/2021 9:00 a.m. to the following address:

Shaquita Burke, Financial Advisor  
**Holmes County Consolidated School District**  
**Post Office Box 630**  
**313 Olive Street**  
**Lexington, MS 39095**

## **COMMUNICATIONS REGARDING THE RFP**

All questions regarding the RFP are to be submitted in writing to:

Dr. Furlinda Travis,  
Director of Federal Programs  
Post Office Box 630  
313 Olive Street  
Lexington, MS 39095  
Email: [furlinda.travis@holmesccsd.org](mailto:furlinda.travis@holmesccsd.org)

**The deadline for submission of written questions is September 17, 2021.** All responses to written questions and changes to specification requirements will be communicated via the district's website to all potential bidders in the form of a Q & A document.

All questions, comments, and requests for clarifications must be in writing. Any oral communication shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

The school district reserves the right to request a presentation of proposed services to the evaluation team.

**All addendums and any other correspondence (general information, questions, and responses) to this RFP will be made available *exclusively* through the Holmes County Consolidated School District's website.**

### **Minimum Eligibility Requirements for Contract Award**

1. Applicants must provide documentation of a minimum of three (3) years of experience providing educational consulting, training services, and instructional materials or have a proven track record based on data as an instructional leader, teacher, or have proven results as a company assisting schools with student proficiency and/or growth.
2. Applicants must provide a listing of other contacts under which services in scope, size, or discipline to the required services were performed or undertaken within the past three (3) years.
3. Applicants must include abilities, qualifications, and experience of all persons who would be assigned to provide the required services.
4. Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years.
5. Applicants must have financial stability and adequate staff to manage the program.
6. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with "personal injury" coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) on account of bodily injuries to or death of one person and an aggregate of THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) for any one occurrence. **Holmes County Consolidated School District** and **Holmes County Consolidated School District's Interim Superintendent** shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or canceled except upon 30 days written notice

to **Holmes County Consolidated School District**. Proof of insurance must be submitted to the **Holmes County Consolidated School District** at the time the contract is executed.

7. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers' compensation insurance for coverage in Mississippi with an employer's liability limit of:

Bodily Injury by accident - \$500,000.00 each employee

Bodily Injury by disease - \$500,000.00 policy limit

Bodily Injury by disease - \$500,000.00 each employee

The insurance policies required under this Section shall not be modified or canceled except upon 30 days written notice. Proof of insurance must be submitted to the **Holmes County Consolidated School District** at the time the contract is executed.

8. Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.
9. Applicants must comply with all applicable qualifications, licensing, and certification requirements specific to the proposed services.
10. Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes, and ordinances. The vendor must reference in its contract, if awarded the bid, that the vendor has read, understood, agreed to, signed, and submitted an original copy of the ESSER Contractual Services Providers' Assurances to the LEA.
11. All vendors will adhere to the district's COVID-19 guidelines and safety protocols.

## **PURPOSE of RFP**

The purpose of the RFP is to solicit requests from qualified vendors to bid on Professional Development Services in the Holmes County Consolidated School District. In addition, the purpose shall be to improve the quality of teaching and learning by ensuring that teachers participate in substantial job-embedded professional development in order that they remain current within their profession and meet the learning needs of their students.

## **Proposal Requirements and Project Scope**

### HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

#### **A- Locations:**

- Durant Elementary School
- Goodman Pickens Elementary School
- S. V. Marshall Elementary School
- William Dean Jr. Elementary School
- S.V. Marshall Middle School
- Williams-Sullivan Middle School
- Holmes County Central High School

**B-** The Holmes County Consolidated School District is requesting bids for the following: A coaching/ modeling professional development plan for instructional staff and administrators focusing on instructional effectiveness and student achievement in the following areas:

- **Grades K-2 English/Language Arts and Mathematics**
- **Grades 3-5 English Language Arts**
- **Grades 3-5 Mathematics**
- **Grades 6–12 English/Language Arts**
- **Grades 6-12 Mathematics**
- **Science (5<sup>th</sup>, 8<sup>th</sup>, Biology I)**
- **Social Studies (U.S. History)**
- **ACT Training**
- **Exceptional Education Services K-12**

**The professional development plan will include the following:**

#### SCOPE OF WORK

These professional services for the implementation for virtual and traditional instructional services may include:

- professional development for the implementation of intervention, consultation, and advisement

- professional development sessions with a focus on relevant teaching
- learning culturally relevant pedagogy, content and conceptual development
- job-embedded coaching, observation, and debriefing
- coherent integration of resources, materials, and technology
- vertical and horizontal alignment of curriculum and in-depth training to the level of rigor and complexity of state standards
- classroom management and positive behavior support
- Professional Learning Communities, instructional support services for building administrators, teachers, and other relevant staff.

TARGET GROUP: - Kindergarten - 12<sup>th</sup> grade ELA, Math, Science and Social Studies teachers and students.

OBJECTIVE: The district has a high need for consistent professional services for implementation of research based instructional supports aligned to the Mississippi College and Career Readiness Standards. A committee will be established to identify and adopt a research-based professional development plan that is (1) driven by the results of a regular systematic analysis of a variety of data and information on student learning, (2) focused on the effective implementation of research-based educational practices that supports student mastery of literacy and math skills, and (3) responsive to the unique learning needs and styles of the individual student and educator. Students will be provided direct, explicit instruction through teacher-led instructional materials which allows personalized learning for every student and educator. This will allow for embedded assessment with diagnostic and ongoing progress monitoring.

FOCUS/SPECIFICATIONS:

- Provide training in job-embedded professional development for instructional staff in English/Language Arts, Math, Science, and Social Studies, including but not limited to instructional coaching, data coaching, assessment coaching, lesson planning, lesson modeling, differentiated instruction, scaffolding and utilizing an identification of resources.
- Provide coaching to develop and implement data plans to impact differentiated instruction for all learners to further implement a rigorous approach to individualized 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.
- Develop and submit daily reports to the school administration and district contact no later than two days following the observation.
- Analyze data and use multiple data points to correlate student achievement to teacher effectiveness.
- Assist the school's and district'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 and district's leadership teams to assess, monitor, and adjust students' learning based on the students' identified strengths and weaknesses.

- Develop interactive standards-based videos exhibiting differentiated online instruction in reading and mathematics.
- Provide other training as identified by observation or upon the district's request.
- Assist with standards clustering, alignment, and lesson development for specified courses.

EXPECTED OUTCOMES:

- To improve the quality of teaching and learning by ensuring that teachers participate in substantial job-embedded professional development to remain current with the rigor and demands of the Mississippi College and Career Readiness Standards (MCCRS) in order to meet the learning needs of ALL students.

TIME FRAME:

- The length of the contract is September 27, 2021- June 30, 2022, with possible renewal for additional services will become effective on the date it is signed by all parties and will end no later than June 30, 2022. The District will have the option to renew the contract annually for up to two (2) additional years based upon successful performance in the first year of the contract with marked improvement in student achievement. Renewal of contracts will be determined by the availability of funds. A contract will be awarded to the vendor whose proposal is determined to be the most advantageous to the District, taking into consideration the price and the evaluation factors set forth in the RFP.

**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**  
**Professional Development Services**  
**SCORING METHODOLOGY**

**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**  
**Post Office Box 630106**  
**313 Olive Street**  
**Lexington, MS 39095**  
**(662) 834-2175**

Holmes County Consolidated 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 vendors, as well as any other information available to Holmes County Consolidated School District staff, will be used to evaluate the proposals.

**1. Organizational Experience** **20 Points**

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant’s experience and success in conducting similar work
- b) Experience in fulfilling contract of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

**2. Program Design** **35 Points**

Variables considered in evaluating this category will include, but not be limited to the following:

- a) overall approach and the Applicant’s grasp of the project as shown by the depth, breath, and clarity of the proposal.
- b) Innovative and creative approach
- c) Connection, representation and sensitivity to cultural and ethnic diversity
- d) Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts & Math Practices, PLCs, State Assessments, and Teacher Evaluation System.
- e) Demonstration of capacity to help teachers integrate the Holmes County Consolidated School District’s technology equipment in classrooms

**3. Cost Efficiency** **20 Points**

- a. Total cost of proposed services
- b. Service and support cost;

**4. Program Operations** **25 Points**

- a. Adequacy of resources, including personnel, equipment, financial stability, and other related factors
- b. Management and planning: The quality of procedures and organizational structures proposed for completion of the work
- c. Timeliness of services

**Total Possible Score:** **100 Points** *(Plus \*Value Added)*

- A. The applicants should submit their best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.
- C. The HCCSD reserves the right to reject any and all proposals, to negotiate with the best proposed offer to address issues other than those described in the proposal, to award a contract to other than the low offer, or not to make any award if it is determined to be in the best interest of the HCCSD.
- D. The district reserves the right to terminate the contract based on limited time funding.

*\*Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score*

