

Standard Bid Request for Proposals for:
Vermont State Systemic Improvement Plan (SSIP)
Mathematics Instructional Coaches/Trainers

Issued by:

Vermont Agency of Education

For issuance on:

September 13, 2023

Proposals due: October 16, 2023

Information for this RFP to the attention of:

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Overview

The Vermont Agency of Education (AOE) is seeking proposals from qualified individuals or organizations (Contractor) that can support the Vermont Agency of Education (AOE) by delivering both statewide training sessions and one-to-one coaching to Vermont mathematics teachers. The training and coaching will be delivered to mathematics coaches and/or educators in elementary settings within school systems that are participating in the State Systemic Improvement Plan (SSIP).

Proposals should demonstrate the Bidder's broad expertise and experience related to effective coaching practices in mathematics, mathematics instruction for struggling learners, evidence-based instructional strategies including mathematics and technology, best practices within special education including Vermont's Co-Teaching service model, VTmtss (multi-tiered system of supports) Framework, the Positive Behavioral Interventions and Supports (PBIS) program and the National Council of Teachers of Mathematics (NCTM) Mathematics Teaching Practices.

Each of the selected contractors will be responsible for co-developing and collaboratively facilitating three professional learning sessions. Contractors will coordinate with AOE staff to develop these sessions that will result in both shared presentations and small group facilitation throughout the days of training. In addition to the professional learning sessions, the contractors will provide coaching to the site-based mathematics coaches, educators, and administrators of SU/SD or school sites that are part of Vermont's SSIP. Lastly, co-facilitate 3 networking days for SU/SD participants.

The selected contractors will design and deliver professional learning, research-based resources, and participant evaluations. Contractors must have the capacity to provide training to a statewide cohort of mathematics personnel participating in the SSIP program.

The proposed period is 12/1/2023 through 6/30/2024. The definite period will be stated in the executed contract upon agreement with the State and the Contractor.

RFP Timetable

RFP posted	9/13/2023
Deadline for questions about RFP	9/22/2023
Proposal submission deadline	10/16/2023
Selection notification	Upon review committee's determination
Anticipated commencement of contract	12/1/2023

Proposal Guidelines and Requirements

Bidder Qualifications

For a proposal to be considered, a bidder must demonstrate:

1. Understanding of and experience with adult learning standards to co-develop professional learning;
2. A Master's degree or equivalent professional experience in mathematics education and a deep understanding of mathematics pedagogical content knowledge in grades K-8;
3. Experience providing professional learning to school-based instructional coaches, teachers, and administrators relative to teaching practices in mathematics. Emphasis on:
 - a. High-quality instruction and intervention;
 - b. Support and instructional techniques for students who struggle with mathematics, including students receiving special education services; and
 - c. The VTmtss Framework
4. Ability to provide instructional level coaching to general and special educators, instructional coaches, and/or administrators on topics that include but are not limited to the following:
 - a. Analyzing student work to inform instructional decision-making;
 - b. Evidence-based practices in mathematics instruction and intervention;
 - c. Structuring mathematics/intervention blocks and lessons that are differentiated; and/or
 - d. Planning for and implementing targeted and intensive support for students.

Scope of Work

Specific responsibilities include:

1. Collaborate with AOE staff and other SSIP Instructional Coaches (if applicable) to develop three professional learning sessions that address VT's SSIP and VT's State Identified Measurable Result (SiMR).
2. Deliver, in collaboration with other SSIP Instructional Coaches (if applicable) 3, full-day professional learning sessions that, at minimum, include the following (AOE staff will provide information about participants):
 1. Leading participants in creating change ideas (Fall 2023)
 2. Leading participants in addressing instructional practices for mathematics instruction and intervention (Winter 2023-2024)
 3. Leading participants in developing plans for sustaining best practices for mathematics instruction and intervention (Spring 2024). Three sessions each year to be Fall 2023, Winter 2023/2024, and Spring 2024.
3. Ensure professional development sessions can be conducted using a hybrid model for both in-person and virtual attendance. The AOE will support venue selection; however, all associated costs for the professional development sessions are the responsibility of the contractor.
4. Participate in the AOE-led implementation development meeting in the fall of 2023.
5. Participate in the following types of meetings monthly for at least one hour each. The AOE will assist, as necessary, with connecting the contractor to the appropriate personnel:
 1. SSIP Systems Coach
 2. SU/SD or school instructional math coach (as applicable)
 3. AOE-facilitated SSIP Transformation Team meetings.

6. Provide in-person observations and coaching) to participating mathematics instructors at a maximum of 5 separate schools that are participating in the SSIP.
7. Ensure that materials such as presentations and/or handouts that are created as a result of the contract meet the following criteria:
 - i. Follow regulations of [Section 508 of the Rehabilitation Act \(508\)](#).
 - ii. Follow State of Vermont [branding standards](#)
 - iii. Are editable for future anticipated changes
 - iv. Are submitted to the AOE for review and approval prior to dissemination
8. Issue and collect participant evaluations for all professional learning sessions. AOE will provide, as needed, an online evaluation option.
9. Complete the VT Math Practices Fidelity Tool at least 3 times/year.
10. Complete a coaching log for each professional learning and coaching activity. Log to be provided by the Agency.

General Requirements

Single Point of Contact: All communications regarding this RFP shall be in writing and addressed to the Contact Person indicated on page one of this RFP.

Questions: Any vendor requiring clarification of any section of this proposal or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions in writing no later than 4:30 pm, 9/22/2023. Questions should be e-mailed to the attention of Ana Russo at aoe.sssdivisionleadsteam@vermont.gov. Responses to questions will be in the form of a Question and Answer (Q and A) or Frequently Asked Questions (FAQ) document that will be posted to the [Vermont Business Registry](#) site. Any objection to the RFP, or to any provision of the RFP, that is not raised in writing on or before the last day of the question period is waived. Every effort will be made to have these available as soon after the question period ends, contingent on the number and complexity of the questions.

Confidentiality: Bidders should be aware that all materials submitted will become part of the contract file and will be considered public records under the Vermont Public Records Act, 1 VSA Sections 315-320. The Agency of Education prefers that vendors *not* file proprietary information with their bids. If the bidder finds it necessary to include material that the bidder considers to be proprietary, a trade secret or otherwise confidential, the bidder must: (1) clearly designate any information in the response the bidder believes is proprietary as “confidential”; (2) provide a written explanation sufficient to justify each exemption from release under the Vermont Public Records Act, including the prospective harm to the competitive position of the bidder if the identified material were to be released; and (3) include a redacted copy of the response for any portions of the bid that the vendor designates confidential. Under no circumstances can the entire response or price information be marked confidential. Responses so marked will not be considered and will be returned to the vendor. Vendors filing submissions agree that final discretion to release or exempt all material so identified as confidential rests with the Agency.

Acceptance of the Proposal: The State reserves the right to waive minor irregularities in a bidder’s proposal, providing such action is in the best interest of the State. Where the State may

waive minor irregularities, such waiver shall in no way modify the RFP requirements or excuse the bidder from full compliance with the RFP specifications. The State reserves the right to request clarification or correction of the proposal, reject any or all proposals received, or cancel the procurement at any time prior to an award. A proposal may be rejected for: (1) the failure of the bidder to adhere to one or more provisions established in this RFP; (2) the failure of the bidder to submit required information in the format specified in this RFP; (3) the failure of the bidder to adhere to generally accepted ethical and professional principles during the RFP process; or (4) for any other reason deemed to be in the best interest of the State. In the event that the State is not successful in negotiating a contract with the selected bidder, the State reserves the option of negotiating with another bidder.

Form of Contract: The contract between AOE and the winning bidder will be required to be in the form of the Standard Vermont State Contract, including but not limited to standard provisions, which can be found at:

[State of Vermont Standard Contract Template 12-12-18](#)

All contracts of the State of Vermont have standard provisions, which are included with this RFP as "Attachment C" and can also be found at:

[Attachment C Standard State Provisions for Contracts and Grants 12-15-17](#)

Exclusive Ownership: Any and all data, surveys analysis, reports, studies and other complete or incomplete work product prepared or developed by the contractor in connection with the contract shall become the exclusive property of the State and will not be copyrighted or resold by the contractor.

Costs of Preparing Proposals: All costs incurred by the bidder during the preparation of the proposal will be the sole responsibility of the bidder. Unless explicitly stated, the State will not reimburse the bidder for any costs associated with submission of a proposal.

Use of Subcontractors: Bidder is required to provide a list of subcontractors that bidder anticipates using on the job along with lists of subcontractors' subcontractors and the names of insurers by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Submission and Evaluation of Proposals

Proposal Delivery: The method of delivery shall be via e-mail attachment (Microsoft Word, or PDF document) to the attention of Ana Russo at aoe.sssdivisionleadsteam@vermont.gov no later than 4:30 PM, 10/16/2023, and should include the project title, *SSIP Instructional Coach* in the subject line.

Late responses will not be accepted and shall automatically be disqualified from further consideration. Delivery shall be at bidder's sole risk. The Agency is not responsible for technical problems that may delay receipt of the email attachment. Bidder should plan accordingly.

Proposal Format: Use standard 8.5" x 11" document format, single-spaced and use not less than a twelve-point font. Write the program proposal in the order given in the below criteria for scoring chart. Address the proposal specifications in the same manner as the criteria for scoring chart, title, and number each item.

Proposals responding to the RFP are expected to cover the content listed below.

1. Complete description of the bidder's qualifications, background, and experience, including resumes for key staff; description of previous work similar to that described in the Scope of Work performed for similar organizations; and evaluation data and samples of that work.
 - a. Briefly describe or list previous contracts/agreements for similar services performed in the past three years, with a brief narrative describing the nature of services and to whom. Provide a contact person for reference purposes for each contract/agreement.
2. The bidder's understanding of the RFP requirements, including:
 - a. A detailed description addressing each area of responsibility; and
 - b. Strengths, skills, and approaches that the bidder brings to each area of responsibility; and
 - c. A description of any perceived difficulties in this project, together with potential and recommended approaches for their solutions.
3. The attached price quotation form includes costs associated with each major scope of work and associated deliverables.
 - a. Include a description of the number of "person days" required to fulfill each deliverable.
 - b. Include a description of the number of "person days" required to fulfill the management/oversight needed to produce each deliverable.
 - c. Include a description of other costs to produce each deliverable.

Proposal Evaluation: Proposals will be evaluated by one or more knowledgeable individuals from the Agency of Education. Evaluation will be based upon the bidder's responses to the sections outlined in the below scoring criteria chart.

Scoring is intended to clarify strengths and weaknesses of proposals relative to one another and to provide guidance to decision-makers. The sum of the scores of the members will become the proposal's final score.

Award Announcement: The winning proposal will not be announced until a contract is signed and finalized.

CRITERIA FOR SCORING	Total possible points	Applicant Score
1. Quality of Bidder's Experience and Capacity to Perform		
<ul style="list-style-type: none"> a. Describe the bidder's understanding, experience and knowledge for coaching. b. Describe the bidder's experience with math instruction, specially designed instruction, use of data, professional learning. c. Describe licensures or accreditations of the individual or organization or other indicators of quality review that attest to the quality of the bidder's capacity to perform. 	40	
2. Responsiveness to Specifications/ Provider addressed:		
<ul style="list-style-type: none"> a. The bidder's plan for implementing the VT Mathematics Fidelity Tool b. The bidder's experience in supporting VTmtss- intervention / progress monitoring c. The bidder's experience in implementing EBI/ EBP d. how the bidder ensures projects remain on track for proposed period. e. how the bidder will work with AOE program staff to ensure appropriate, timely and accurate completion of project. 	40	
3. Program Cost		
<ul style="list-style-type: none"> a. Lowest bid received by the State of Vermont 	20	
OVERALL TOTAL SCORE	100	

Price Quotation Form
Submit this form at the end of the proposal.

Provide a brief description of each item and the price associated. **Only complete the sections and items that apply to your proposal.** This form can be expanded as needed (not limited to one page).

Goal area	Price Quotation	Justification/Details
Professional Development	Management: Personnel: Materials/Supplies: Contracts: Other:	
Technical Assistance/ Coaching	Management: Personnel: Materials/Supplies: Contracts: Other:	
Evaluation and Assessment	Management: Personnel: Materials/Supplies: Contracts: Other:	
Overall	Other (itemized):	
TOTAL QUOTE		