

**Gloucester City Public Schools  
520 Cumberland Street  
Gloucester City, New Jersey 08030**

**REQUEST FOR PROPOSAL**

Request for Proposal ("RFP") Number: **041516H**

**Professional Development for Teachers and Paraprofessionals Designed and Implemented to  
Improve Literacy Instruction**

Deadline for RFP Submissions: April 15, 2016

Time of RFP Opening (when proposals will be publicly opened and read aloud): **11:00AM**

**I. NOTICES TO COMPANIES/FIRMS/INDIVIDUALS**

Sealed proposals must be delivered to Margaret McDonnell, Gloucester City Public Schools, 520 Cumberland Street, Gloucester City, New Jersey 08030 before 11:00AM on April 15, 2016. Proposals received after this time will **NOT** be accepted.

No proposals shall be received other than at the time and place, herein designated for their receipt, unless mailed to Margaret McDonnell, 520 Cumberland Street, Gloucester City, NJ 08030 at the designated time and place.

Proposals must be submitted on the standard forms included with the specifications and as required by the specifications.

Proposals must be typed, or clearly printed in ink, and signed.

**PLEASE BE SURE TO SUBMIT 1 (ONE) ORIGINAL CLEARLY LABELED "ORIGINAL" AND 3 (THREE) COPIES.**

Proposals must be enclosed in a sealed envelope bearing the name of the company/firm/individual and the title of the bid with bid number on the outside of the envelope.

No company/firm/individual shall modify, withdraw or cancel its proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposals in the advertisement or Request for Proposal.

Company/firms/individuals are required to comply with the requirements of .J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (affirmative Action Program, Equal Employment Opportunity), as well as N.J.S.A. 52:25-24.2 (Disclosure of Ownership and non-Collusion Affidavit).

Individuals, partnerships, corporations or other business organizations submitting proposals in the amount of \$4,350.00 or more must submit Proof of Registration (a copy of the Business Registration certificate issued by the N.J. Department of Treasury) as required by L. 2004, c. 57. Proof of Registration, the Business Registration Certificate, must include an effective date that predates the date of the opening of the bid. Proof of Registration (business Registration Certificate) having an effective date postdating the date of the bid opening will be deemed non-conforming and rejected as an invalid bid (Non-profit entities and governmental agencies are exempt from this requirement).

A completed political Contribution Disclosure Statement is required by N.J.A.C. 6A:10A-4.19(e) for any contract in the amount of \$17,500.00 or above.

A proposal will **not be a valid proposal and shall result in rejection** by the Gloucester City Public Schools (“the District”) if the following is not included with the RFP documents:

- (1) Signed RFP Certification Form;
- (2) Statement of Disclosure of ownership; and
- (3) Non-Collusion Affidavit

**DISCLAIMERS AND RESERVATIONS:**

**The District reserves the right to reject any or all proposals (in whole or in part), to waive any informalities or to accept the proposal which in its judgment shall be in the best interests of the District. The District also reserves the right to accept services from one company/firm/individual and the remainder from another company/firm/individual.**

**The District does not guarantee that any part of all of the services advertised in the RFP will be awarded. A definite volume of business is neither guaranteed nor implied from the award of any contract.**

Any questions regarding this RFP should be directed to Margaret McDonnell, Gloucester City Public Schools, 520 Cumberland Street, Gloucester City, New Jersey 08030.

## **II. INSTRUCTIONS TO COMPANIES/FIRMS/INDIVIDUALS**

### **1 Non-Collusion Affidavit**

### **2 Statement of Disclosure of Ownership**

### **3 Proof of Registration/Business Registration Certificate**

### **4 Affirmative Action, Equal Employment Opportunity**

### **5 Political Contribution Disclosure Statement**

### **6 Rates/Allocation**

In submitting proposals, companies/firms/individuals must state any applicable hourly rates for each service, as well as any other rates or allocations related to the services to be provided under a contract with the District, and must post extension of rates where applicable.

**It shall be understood that rates and allocations for one service under the contract shall be in no way conditional upon the purchase of any other services.**

### **7 Errors in Price Calculation**

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words. Any discrepancy between rates or allocations multiplied by the quantity and a corresponding total prices figure set forth in the RFP forms shall be resolved in favor of the total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all proposals have been read, the proposals will be tabulated and adjusted, if necessary, in accordance with this paragraph. If any mathematical corrections must be made on any proposal, then the District may not award a contract until all tabulations are complete.

### **8 Interpretation and Approval**

Should any dispute arise respecting the true construction and meaning of the specifications, or whether a product or item is equal to that as called for, the same shall be decided by the District in its sole discretion.

### **9 Challenges to RFP Specifications**

Any prospective Company/firm/individual who wishes to challenge a specification shall file such challenges in writing with Margaret McDonnell, Business Administrator, Gloucester City School District no less than three (3) business days prior to the opening of the proposals. Challenges filed after that time shall be considered void and having no impact on the District and the award of a contract.

### **10 Exceptions to Notices, Instructions and Specifications**

Any conditions, limitations, provisos, amendments or other changes attached or added by the company/firm/individual to any of the provisions of this RFP package (including the Notices to

Companies/Firms/Individual, Instructions to Companies/Firms/Individuals and RFP Specifications. section I through III herein) shall result in rejection of the proposal by the District.

### **11 Compliance**

The company/firm/individual shall be familiar with and comply with all applicable local, state and federal laws and regulations in the submission of its proposal and, if the company/firm/individual is awarded the contract, in the performance of the contract.

### **12 Award of Contract**

A contract may be awarded for a period of no more than 12 or 24 consecutive months, except that contracts for professional services pursuant to N.J.S.A. 18A:5 (a)(1) shall be awarded for a period not to exceed 12 consecutive months pursuant to N.J.S.A. 18A:18A-42. Extensions of such contracts for professional services are not permitted and, thus, will not be entered into by the District. Any contract awarded that exceed one year (12 consecutive months) shall be subject to the availability and annual appropriation of sufficient funds as may be required to meet obligation beyond the one-year period.

The District shall award the contract or reject all proposals within the time specified in the invitation to bid, but in no case more than 60 days, except that proposals of any company/firm/individual who consent thereto may, at the request of the District, be held for consideration for such longer period as may be agreed.

### **13 Estimated Contract Term**

It shall be understood and agreed that the contract term designated is only an estimate and may be increased or decreased in accordance with the actual requirements of the District

It shall be understood that rates and allocations set forth in a proposal shall be in no way conditioned upon the contract term awarded.

### **14 Notice of Award and Execution of Contract**

Within fourteen (14) calendar days of the award of the contract, the District shall notify the successful company/firm/individual in writing, at the address set forth in the proposal and such notices shall specify the place and time for delivery of the executed contract and appropriate documentation. Failure to deliver the aforementioned documents as specified in the notice of award shall be cause for the District to declare the company/firm/individual non-responsive and to award the contract to another company/firm/individual.

### **15 Termination of Contract**

The District reserves the right, in its sole discretion, to cancel any contract awarded under this RFP at any time on ten days notice to the company/firm/individual.

### **16 Indemnification**

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the District, its officers, agents and employees from any and all claims, damages, losses and expenses of any kind

whatsoever (including but not limited to attorneys' fees) arising out of or resulting from its performance under its contract with the District.

**18 Invoicing**

Invoices must be submitted on a monthly basis for work performed during the prior month and must show a breakdown of the cost of services.

The final invoice for services must be received by the District no later than five (5) business days after June 30th of the contract year. If an invoice for services is received by the District after such time, then the company/firm/individual awarded the contract shall be deemed by the District to have waived his/her/its right to payment for such services and shall forfeit any right to payment from the District for such goods and/or services.

**19 Contracts for Professional Services Pursuant to N.J.S.A. 18A:5(a)(1)**

The following shall apply to any contract awarded under this RFP for professional services pursuant to N.J.S.A. 18A:5(a)(1):

- a) Advance payments shall be prohibited.
- b) Services to be provided shall be described in detail in the contract.
- c) Invoices for payment shall itemize the services provided for the billing period.
- d) Payment shall only be for services actually provided.
- e) Such contract are limited to non-recurring or specialized work for which the District does not possess adequate in-house resources or in-house expertise to conduct per N.J.A.C. 6A:23A-5.2.

### **III. RFP SPECIFICATIONS**

RFP Number: **041516H**

### **Professional Development for Teachers and Paraprofessionals Designed and Implemented to Improve Literacy Instruction**

#### **1 Specifications**

Detailed specifications, qualifications, and scope of work/services for this RFP are annexed hereto as "Schedule A" and incorporated by reference as part of these specifications as if fully set forth herein.

#### **2 Evaluation Criteria**

The following, as appropriate to individual circumstances, shall be used as criteria for evaluating proposals:

- 1) Technical Criteria
  - a) Methodology of work to be performed
  - b) Understanding of scope of work
  - c) Documentation of past performance
  - d) Innovation in use of technology and techniques
  
- 2) Management Criteria
  - a) Project Management
  - b) History and experience in performing the work
  - c) Availability of personnel, facilities, equipment, etc.
  - d) Qualification and experience of personnel
  
- 3) Cost Criteria
  - a) Costs of services to be performed
  - b) Assurances of performances
  - c) Vendor's financial stability and strength
  
- 4) Efficiency and Effectiveness

#### **3 Evaluation, Review and Selection Process**

An evaluation team will review all proposals to determine if they satisfy the RFP requirements and specifications, determine if a proposal should be rejected and evaluate the proposals based upon the evaluation criteria. The highest ranking respondent will then be recommended to the governing body for award of the contract, based on price and other factors.

The proposals will be evaluated for general compliance with notices, instructions, and specifications set forth in the RFP. Non-compliance with any such notices, instructions, and specifications shall be grounds for disqualification of proposals.

#### **4 RFP Certification**

The Attached RFP Certification must be submitted with the proposal.

**RFP Certification**

**Professional Development for Teachers and Paraprofessionals Designed and Implemented to Improve Literacy Instruction**

The undersigned hereby certifies that this proposal is submitted in good faith and that if the undersigned is awarded a contract, the undersigned agrees to perform the services in accordance with the RFP's instructions and specifications. The undersigned further certifies that the foregoing statements and prices are true and accurate. The undersigned is aware that if any of the foregoing statements made by the undersigned are willfully false, the undersigned is subject to punishment.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Print Name of Contractor/Supplier

\_\_\_\_\_

Address

\_\_\_\_\_

City, State and Zip Code

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Fax number

\_\_\_\_\_

Website

**STATEMENT OF DISCLOSURE OF OWNERSHIP**

BIDDER MUST COMPLETE AND SIGN EITHER FORM "A" OR FORM "B"

**FORM A**

**STATEMENT OF DISCLOSURE OF OWNERSHIP**

The undersigned hereby certifies that in accordance with requirements of N.J.S.A. 52:25 - 24-2, the names and addresses of all stockholders (partners) who own 10% or more of the stock of, or 10% or greater interest in:

\_\_\_\_\_ are:

NAMES	ADDRESSES
_____	_____
_____	_____
_____	_____
_____	_____

(use additional sheets if required)

I, the undersigned certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Name of Corporation or Partnership

\_\_\_\_\_  
Dated

**FORM B**

**CERTIFICATION OF INAPPLICABILITY OF DISCLOSURE REQUIREMENTS**

The undersigned hereby certifies that he/she is familiar with the requirements of N.J.S.A. 52:25 - 24-2 and that said requirements are inapplicable to:

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NAME OF COMPANY

I, the undersigned certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

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Signature of Officer

---

Printed Name of Officer

---

Name of Company

---

Dated

**NON-COLLUSION AFFIDAVIT**

State of New Jersey

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being  
duly sworn according to law on my oath deposes and says that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)  
\_\_\_\_\_ the bidder making this Proposal for the bid proposal entitled  
\_\_\_\_\_, and that I executed the said proposal with full authority  
(title of bid proposal)

to do so that said bidder has not, directly or indirectly entered into any agreement, participated in  
any collusion, or otherwise taken any action in restraint of free, competitive bidding in  
connection with the above named project; and that all statements contained in said proposal and  
in this affidavit are true and correct, and made with full knowledge that the  
\_\_\_\_\_ relies upon the truth of the statements  
(name of contracting unit)

contained in said Proposal and in the statements contained in this affidavit in awarding the  
contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit  
or secure such contract upon an agreement or understanding for a commission, percentage,  
brokerage, or contingent fee, except bona fide employees or bona fide established commercial or  
selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to

Before me this day

\_\_\_\_\_ 2016

\_\_\_\_\_  
(type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_ 20

**REQUIRED EVIDENCE**

**AFFIRMATIVE ACTION REGULATIONS**

P.O. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

- 1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter). OR
- 2. A photocopy of approved Certificate of Employee Information Report. OR
- 3. An Affirmative Action Employee Information Report (Form AA302). OR
- 4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.**

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The following questions must be answered by all bidders:

- 1. Do you have a federally approved or sanctioned Affirmative Action Program?  
YES \_\_\_\_ NO \_\_

If yes, please submit a copy of such approval.

- 2. Do you have a Certificate of Employee Information Report Approval?  
YES \_\_\_\_ NO \_\_\_\_

If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Note: A contractor’s bid must be rejected as non-responsive if a contractor fails to comply with requirements of P.L.1975, c.127, within the time frame.

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

Mandatory Equal Employment Opportunity Language

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, general identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, general identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to **N.J.S.10:5-31 et seq.**, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2** or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, general identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, general identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind of nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damage against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

## **POLITICAL CONTRIBUTION DISCLOSURE**

Chapter 271 of the Laws of New Jersey 2005 requires certain disclosures from all businesses and persons receiving contracts outside the formal open bidding process when the amount of the contract is over \$17,500.00. The vendor of such non-bid contracts must submit a "Political Contribution Disclosure" stating:

- 1) All political contributions of \$300.00 or more
- 2) All political contributions made during the 12 months preceding the award of the contract
  - a) to any state, county, or municipal committee of a political party, or
  - b) to any legislative leadership committee, or
  - c) to any continuing political committee (PAC), or
  - d) to any committee of a candidate or holder an elective office of
    - the Gloucester City Public School District
    - or the City of Gloucester City
    - or the County of Camden
    - or the New Jersey Legislature, Senate and Assembly from the City of Gloucester City

The Disclosure applies to contributions made by:

- i) an individual who is the vendor and/or his/her spouse
- ii) all principals, partners, officers and directors of a business entity and/or their spouses;
- iii) any subsidiaries controlled, directly or indirectly, by the business entity; and
- iv) IRS Code Section 527 New Jersey based organizations controlled, directly or indirectly, by the business entity and filing as continuing political committees (PACs)

The attached DISCLOSURE OF POLITICAL CONTRIBUTIONS form must be signed and returned as part of the proposal, along with an completed C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM for the entity submitting the proposal.

**POLITICAL CONTRIBUTION DISCLOSURE**

The undersigned, being authorized and knowledgeable of the circumstances, hereby certifies, as required by Chapter 271 of the Laws of New Jersey 2005 that:

\_\_\_\_\_ I and/or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) have not made any contribution of \$300.00 or more during the preceding 12 month period to any political party committee, legislative leadership committee, PAC or to any candidate committee representing any of the elected official of the Gloucester City Public School District, the City of Gloucester City, the County of Camden , or the Senate and Assembly from the City of Gloucester City.

\_\_\_\_\_ I and/or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) **have made** the political contributions noted on the attached C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM.

The business entity is the following type:

- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Limited Partnership
- \_\_\_\_\_ Limited Liability Partnership
- \_\_\_\_\_ Limited Liability Corporation
- \_\_\_\_\_ Corporation
- \_\_\_\_\_ Sole Proprietorship

**ATTESTATION: I am aware that if I have misrepresented this certification in whole or part, I and/or the business entity will be liable for any penalty imposed under law.**

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



**Request for Proposal**  
**Gloucester City Public Schools**  
**Department of Programs and Services**

RFP Number: **041516H**

**Professional Development for Teachers and Paraprofessionals Designed and Implemented to Improve Literacy Instruction**

For the 2016-2017 school year, Gloucester City Public Schools are soliciting proposals from qualified providers of Professional Development. Consultants must provide High Quality Professional Learning and High Quality Professional Development for teachers and/or paraprofessionals to improve classroom instruction. The District seeks to improve scores on NJ ASK English/Language Arts testing and to strengthen the literacy and best practice instructional strategies of all teachers. Additionally, the district seeks to improve educator knowledge of the Common Core State Standards and provide support for the rigor these standards demand in the classroom. It's the District's intention to award contracts for professional services in accordance with N.J.S.A. 18A-5a (1). Therefore, instruction must be performed by licensed educational staff, i.e. certified educators/curriculum specialists.

**High Quality Professional Learning is:**

Sustained  
Intensive  
Classroom-focused  
Research-based  
Aligned with state standards and assessments

**High Quality Professional Development:**

Deepens teachers' content knowledge, planning, instructional and assessment skills  
Develops teachers' ability to meet diverse student needs  
Supports teachers' growth as professionals in relation to colleagues, parents, and the community

**Desired Services:**

The District seeks a provider that can support teachers in developing the skills needed to overcome the challenges and barriers which hinder our English Language Learners and our at-risk students from achieving progress target goals in English/Language Arts. Additionally, the provider must support all teachers in developing stronger instructional strategies and in implementing Common Core State Standards in Literacy.

- Implement child-centered strategies for improved academic performance for all students and subgroups.
- Conduct a minimum of three professional development workshops to assist instructors in understanding and implementing Common Core State Standards in English/Language Arts. Workshop content should include but not be limited to the frameworks of the five reading/writing/talking processes and the four lenses of learning.
- Provide in-class support of best literacy practices within our whole school reform model reading program and across the curriculum as a follow-up to workshops.
- Implement a program of classroom visits during which the teacher provides instruction incorporating workshop strategies. Classroom visits will be followed by a teacher/mentor conferences.
- Offer on-going in-class support to assist teachers and students in application of strategies.
- Conduct professional development workshops to assist all instructors to in creating student-centered, engaging environments to foster learning.

**Qualifications:**

Provider must have proven ability to:

- Conduct school analysis and needs assessment in order to identify and address areas of academic achievement which need improvement.
- Conduct a comprehensive review and analysis of our instructional practices and use all available data to suggest areas of instructional improvement.
- Conduct qualitative and quantitative analysis student performance data in order to make recommendations for addressing achievement gaps.
- Utilize research-based strategies or practices to improve instructional strategies to enhance achievement and learning.
- Assist schools in strengthening test scores, instructional practices, and student learning.

**Cost:**

The District shall not be bound to any minimum dollar expenditure. The District may purchase some, all, or none of the services from all consultants. All requirements are subject to availability of funds as evidenced by any approved District purchase order/s. However, proposals should not exceed \$42,000.

The District reserves the right to contract separately for any same or similar requirements.

To provide for these requirements, the District requests that proposers submit their fee schedules for full day and/or half day and/or other price structures that consultant would charge for existing courses or to design and deliver courses based on the subject matter in the scope herein. The fee

schedule must be firm from July 1, 2016 through June 30, 2017 and will be the basis for compensation paid to the consultant for the design and delivery of the contracted work.

**Methods of Assigning Work after Contract Awards:**

The District reserves the right to select any consultant to perform services. The District may work with any consultant team they deem appropriate to develop an appropriate curriculum to fulfill any requirement.

The determination of which consultant will be selected for individual projects will be made on the basis of the project/s and at the sole discretion of the District.