

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
FAX (276) 634-4535



MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

**SEPTEMBER 9, 2014
REQUEST FOR PROPOSAL
RFP # 14-10013-A144
HENRY COUNTY PURCHASING DEPARTMENT**

The Henry County Schools solicits firms to submit proposals for **“Instructional Coaches.”** The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked **“Instructional Coaches” RFP #14-10013-A144** will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, October 1, 2014, in the:**

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #14-10013-A144

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for the contract terms and future contracts indicated on page 7 of this RFP. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Sandy Strayer at sstrayer@henry.k12.va.us for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 14-10013-A144

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-10013-A144** for **Instructional Coaches for Henry County Schools**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Introduction:

Henry County Public Schools solicits vendors to serve as instructional coaches. The coaches will provide training, mentoring and coaching in best practices to improve instruction in Henry County Schools.

Statement of Work:

The vendor shall provide the following:

- Job-embedded coaching and modeling in identified key areas including but not limited to instructional leadership, data, analysis, balanced assessment, and instructional effectiveness that will transform professional development and improved student achievement
- Coaching to develop data plans to impact differentiated instruction for all learners
- Continuous reporting to school and district administrators on status, progress, and next steps in each school
- Help Instructional leaders and teachers analyze data and use multiple data points to correlate student achievement to teacher effectiveness
- Monitor alignment between curriculum, assessment, and instruction through a comprehensive planning process
- Assist schools in integrating data systems and instructional programs to ensure student engagement

Methodology:

The vendors shall provide the process/methodology of how they will complete the task at hand.

Vendor Requirements:

1. Applicants must provide documentation of a minimum of five (5) years experience providing educational consulting, training services and materials.
2. Applicants must have received training in differentiated instruction through the University of Virginia by Carol Ann Tomlinson.
3. Applicants must have adequate staff resources to manage the program.
4. Applicants should have a minimum of ten (10) years experience working in K-12 schools.

5. Contractors' staff involved in this project will be required to participate in a criminal background check process as prescribed by the school district. However, applicant can provide an updated background check from your employer.

Selection of Proposal:

Henry County Schools will evaluate proposals with a panel of (5) school employees, to determine the responsible and suitable vendor.

Contract terms and future contracts:

This contract shall begin after awarded by the Henry County School Board and continue until June 30, 2015. The school system reserves the right to negotiate with awarded vendor/s each fiscal year for an additional 1-year term beginning each year on July 1st and ending on June 30th. This renewal may be done for up to four 1-year renewals, but not to go past June 30, 2019. In addition the schools reserve the right to negotiate for future contracts within the next five years from any vendor that replies to this proposal.

Evaluation Criteria:

When determining the vendor to be responsible and suitable, the following factors shall be considered:

1. Organizational Experience

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
- e. Organizational structure
- f. Integrity

2. Program Design

Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant's grasp of the

project as shown by the depth, breath, and clarity of the proposal including innovation and creative approach.

3. Cost Efficiency

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

4. Program Operations

- 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

Contact:

For questions pertaining to this RFP please contact Sandy Strayer at sstrayer@henry.k12.va.us