

Danville Public Schools  
Danville, Virginia

## Request for Proposals

For

Contracted Services for Literacy Professional  
Development

For the 2021-2022 School Year

Special Conditions and Specifications

RFP-2021-480

Danville Public Schools, Danville, Virginia

**Request for Proposals for  
Professional Development in Literacy Instruction  
For the 2021-2022 School Year**

**RFP-2021-480**

July 19, 2021

**1.0 Introduction**

It is the intent of the Danville Public Schools (DPS) to award a contract for **professional development in literacy instruction** as a result of issuing this Request for Proposal. Sealed proposals, subject to conditions contained herein and attached hereto, will be received at the Office of the Superintendent of Schools, 341 Main Street, Suite 100, Danville, VA 24541, until, but not later than **10:00 a.m.** local prevailing time, **August 16, 2021** and then opened and publicly read.

Proposals should be submitted in a sealed envelope and mailed to:

RFP-2021-480  
Chief Operations Officer  
Danville Public Schools  
341 Main Street, Suite 100  
P.O. Box 9600  
Danville, VA 24543

Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered and returned to the proposer unopened. The right is reserved to reject any and all proposals, and to waive any informality in RFP's.

The successful proposer shall demonstrate the ability to provide professional development in literacy instruction via face-to face and asynchronous online modules for educators during the 2021-2022 school year and continuing thereafter as may be mutually agreeable.

## **2.0 Contract Period**

It is the intent of this request for proposal to award a one-year contract, with the right to renew for one-year periods after successful negotiation.

## **3.0 Scope of Services**

Danville Public Schools is dedicated to providing professional learning opportunities in literacy instruction that are aligned to the Virginia Standards of Learning, build capacity in research and evidence-based best practices, encourage a positive learning environment, and improve daily instructional delivery throughout the division. The ultimate goal of this process is to increase student learning and assist all employees in continuously improving while working together to create a quality environment for students.

Professional development in literacy instruction will ensure that teachers and administrators acquire and are accountable for the content, knowledge, and skills to help all students achieve high standards and meet the expectations of the Virginia Standards of Learning. The rationale is that increased knowledge of best practices and the skills to implement such practices will positively impact student achievement.

To ensure full implementation, professional development will be provided on a monthly basis to teachers in grades K through eight. Services will be provided face-to-face and via asynchronous online modules. Modules will be accessible each month between Fall 2021 and Spring 2022.

Proposers must provide a detailed outline of the services to be provided to the Danville Public Schools for high-quality, comprehensive professional development face-to-face and online modules designed to enhance and sustain the capacity of principals and classroom teachers in literacy instruction. At a minimum, proposers are to provide the following services:

### A. Professional Development

The contractor/vendor shall:

- Provide asynchronous online modules that will also be accessible from one month between Fall 2021 and Spring 2022;
- Provide monthly face-to-face sessions and asynchronous online modules for grades PreK through 8;
- Provide professional development specific to teachers in grades PreK through 3 that addresses:



- o the Science of Reading as it relates to reading development, assessment, and instructional practices
  - o word recognition
  - o fluency
  - o comprehension
  - o vocabulary and writing
  - o effective responses to intervention
- Provide professional development specific to teachers in grades 4 through 8 that addresses:
  - o the Science of Reading as it relates to reading development, assessment, and instructional practices
  - o data-informed instruction and progress monitoring
  - o morphology knowledge for reading and spelling
  - o comprehension
  - o reading comprehension in content-area classrooms

#### **4.0 Contractor's Experience**

The District is keenly interested in the level and type of literacy professional development service experience of the individual / firm and those persons who will be assigned to work with staff. Brief resumes and listing of school district or educational contacts to attest to their experience is expected. Danville Public Schools reserves the right to reject staff that they feel does not have appropriate experience or qualifications to provide the desired literacy professional development services.

Contractors/vendors interested in responding to this request must include in the proposal the following information concerning experience:

- A description of capabilities and experience specific to literacy instruction.
- A summary of professional qualifications and experience of the individuals the contractor/vendor would assign to the project.

#### **5.0 References**

Anyone submitting an RFP must provide a minimum of three (3) references in which similar contracts have been provided to school or educational organizations. This reference list must include the name, address, and telephone number of a key contact person and a brief description of the services provided.

**6.0 Cost Proposal**

Proposers must describe and define costs associated with an annual contract for professional development, number of consultants, per diem rate, and materials necessary for full implementation of the initiative. The proposal cost must include all costs for contracted materials and services in order to perform in accordance with this scope of services.

**7.0 Timetable**

Proposers must include a timetable describing when tasks outlined in the scope of services are to be performed and the date(s) on which the initiative will be implemented.

**8.0 Submission of Proposal**

Two copies of the written proposal must be forwarded to Danville Public Schools, Office of the Chief Operations Officer, P.O. Box 9600, Danville, VA 24543, no later than **10:00 a.m. on August 16, 2021**.

**9.0 Contact Person**

All questions and inquiries regarding the RFP specifications should be directed to Mrs. Catiia G. Greene, Director of Federal Programs and Instructional Support, at (434)799-6400, or [cgreene@mail.dps.k12.va.us](mailto:cgreene@mail.dps.k12.va.us).



## **10.0 Proposal Evaluation**

Proposals will be evaluated by the Division of Curriculum and Instruction for Danville Public Schools.

Select proposals meeting all requirements may be requested to present an oral presentation in which key areas of the proposal will be discussed. At the presentation meeting, questions and clarifications, if any, will be addressed by the school system and contract negotiation may be exercised.

Proposals will be evaluated on the following criteria:

1. Qualifications of the proposer;
2. Demonstrated expertise and past experience in conducting similar services;
3. Service, functions, and capabilities proposed;
4. Cost of proposal;
5. Contract terms.

## **11.0 Summary**

It is the responsibility of the proposer to submit a proposal that best meets the requirements outlined in this Request for Proposal. The proposer may elect to include information not requested and the content of the proposal shall be at the discretion of the Proposer.

It is the intent of the school system to award a contract for **literacy professional development** as a result of this Request for Proposal; the school system reserves the right to reject any or all such proposals. This Request for Proposal and the proposal submission shall be the basis for a contract award.



The Danville Public Schools is an equal opportunity employer. The contract, when negotiated will require that the awarded contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, or national origin.

You hereby certify and acknowledge that you agree that the terms of this agreement will be governed by the laws of the Commonwealth of Virginia and that the City of Danville is the appropriate jurisdiction and venue to settle any matters that may come in dispute over this contract or agreement.

Contractor/Vendor \_\_\_\_\_ Cost \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name (print or type) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_



**DETERMINATION THAT COMPETITIVE BIDDING  
IS NOT PRACTICABLE AND/OR NOT FISCALLY  
ADVANTAGEOUS TO THE PUBLIC FOR THE  
PROCUREMENT OF GOODS/SERVICES/INSURANCE**

The Superintendent (or his authorized designee) and the School Board of the City of Danville, Virginia, have concluded that the procurement of the following goods/services/insurance should be procured by competitive negotiation rather than competitive bidding:

**PROVIDING LITERACY SUPPORT**

In accordance with the provisions of Section 11-41C.1 of the Code of Virginia, 1950, as amended, the Superintendent (or his authorized designee) and the School Board have determined that competitive sealed bidding is not practicable and/or not fiscally advantageous to the public for the procurement of such goods/services/insurance for the following reasons:

This service is so diversified we are concerned that specific specifications would knock out some of the competition. It is more practical to keep as much competition as possible for this service.