



Request for Proposal

For

Reading Intervention and Disciplinary Literacy Resource Supports for Secondary Teachers

To Begin: November 10, 2015

Submittal Deadline: December 4, 2015

Raytown C-2 School District

Raytown C-2 School District
6608 Raytown Road
Raytown, MO 64133
816-268-7000

Request for Proposal: Reading Intervention and Disciplinary Literacy Resource Supports

PURPOSE

The Raytown C-2 School District is seeking software to support disciplinary literacy and reading interventions that include:

- A database of non-fiction reading selections that is searchable by content area. These reading selections should:
 - be of appropriate length to be used in the classroom during a single period.
 - relate to the curriculum close enough to support teachers on a weekly basis.
 - be supplied in multiple Lexile levels so that a range of students can read at their Lexile level.
 - be from a broad range of non-fiction sources including, but not limited to, news articles, historical documents and scientific articles.
- Tools that allow students to interact with the text by annotating, highlighting, reflecting and summarizing as well as an interactive tool for the teacher to be able to monitor and provide feedback for students

COST:

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but not be the sole determining factor.

RESPONSE DEADLINE:

To be postmarked on or before December 4, 2015 by

Mail delivery to the following address:

Raytown Quality Schools
"RFP Reading Intervention and Disciplinary Literacy Resource Supports"
Attn: Dr. Brian Huff
6608 Raytown Road
Raytown, MO 64133

OR Electronically to the following email address:

Kathy.Thompson@RaytownSchools.org with a subject line: "RFP Reading Intervention and Disciplinary Literacy Resource Supports"

SELECTION CRITERIA:

We will screen all submitted programs based on the components of the program compared to the components identified in the Purpose above. We will identify the three most promising programs based on this screening.

We will seek to evaluate these three programs through a pilot from December through April. We will seek to evaluate about 100 students for each program through a free pilot model during this time, but will entertain paying a nominal fee for the pilots where necessary. Being excluded from the pilot does not preclude a program from being adopted. We will evaluate programs included in the pilot as follows:

- Analysis of student growth on the STAR reading test for students participating in the pilot vs. students who did not.
- The program will be used in a variety of classrooms to determine its appropriate placement and effectiveness.
- A rubric will be used to collect feedback from participating teachers, administrators and coordinators regarding number and quality of resources, effectiveness of the program, ease of use, training and support provided.

AWARD:

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Award shall be made to the company meeting the established criteria, providing the most comprehensive professional learning plan, and contacting the most progressive technological components established within the negotiated price. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting

proposals on the basis of evaluation factors included in the RFP, including price, if so stated in the proposal. Negotiations shall be conducted with the company so selected. Price shall be considered, but not be the sole determining factor.

GENERAL DISTRICT INFORMATION:

Student Population: The Raytown C-2 School District's enrollment is approximately 8,690 students Pre-kindergarten through grade 12. There are three primary diverse populations: African American at 50%, Caucasian at 36.3% and Hispanic at 9.8%. The Free and Reduced lunch rate for the District is 66.9% with a mobility rate of approximately 20%. Currently, 13% of our students receive Special Education services.

Facilities/Technology Availability: The district has a total of 2 high schools, 3 middle schools and an alternative school setting. The district provides students with access to the following technology devices for use in curricular activities: laptops with Windows operating system as well as Chromebooks. The district also continues to move toward the use of web-based applications. All certified district staff has Windows 7 laptops as well as SMART Boards (or interactive whiteboard). All district buildings have complete wireless coverage.

Instructional Staff: The certificated staff is diverse in years of service and level of education with the average years of teaching experience at approximately 9.5 years. The district also has approximately 57.2% of the certificated staff with a Master's degree or advanced Master's degrees. It is necessary to provide a curricular resource that differentiates instructional strategies and techniques that will support the novice teacher as well as provide a menu of options for the veteran teachers.

Finances: Raytown School District will require (Partial or Full) delivery of the materials on or before July 15, 2016 to allow the Raytown Instructional Team to plan and prepare professional learning. The contract award under this RFP is contingent upon a final purchase payment after July 1, 2016.

INFORMATION REQUESTED (as attachments)

1. **Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.
2. **List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.
3. **School District Experience:** Provide the attached list of company references within Missouri and/or any state.
4. **Services and Fee for Professional Learning and Training:** Provide a summary and sample of contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the materials

Reading Intervention and Disciplinary Literacy Resource Supports RFP

RFP Attachment #1

Company/Agency Information: Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency's approval for the RFP submittal information include as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID #: _____

WEB SITE: _____

ADDITIONAL INFORMATION: _____

AUTHORIZED SIGNATURE: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

Reading Intervention and Disciplinary Literacy Resource Supports RFP

Attachment #2

List of All Personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: _____

Proposer's Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Reading Intervention and Disciplinary Literacy Resource Supports RFP

Attachment #3

School District Experience: Provide the attached list of company references within Missouri and/or any state.

#1 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#2 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#3 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

Reading Intervention and Disciplinary Literacy Resource Supports RFP

Attachment #4

Services and Fee for Professional Learning and Training: Provide a summary and sample of contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the materials.