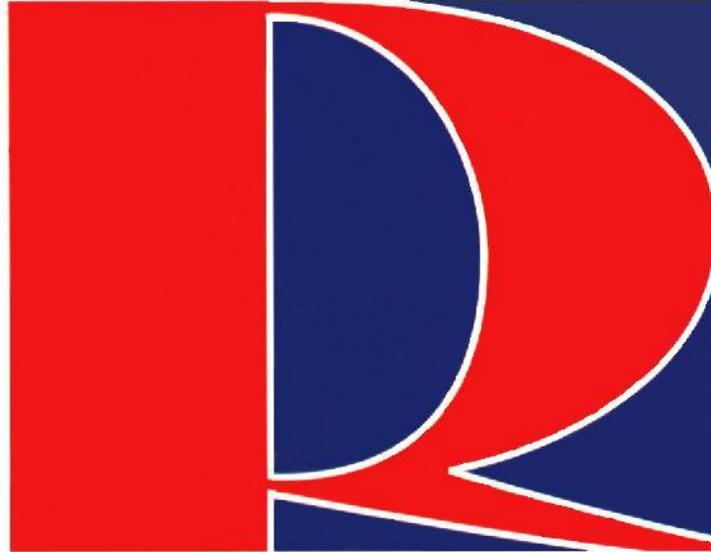


# **REQUEST FOR PROPOSAL**



**RAYTOWN  
QUALITY  
SCHOOLS**  
Expect the Exceptional

**FOR  
Restorative Practices**

**TO BEGIN: January 1, 2022**

**Submittal Deadline: October 27, 2021**

**RAYTOWN C-2 SCHOOL DISTRICT**  
6608 Raytown Road  
Raytown, MO 64133  
816-268-7000

## **REQUEST FOR PROPOSAL**

### **Restorative Practices**

#### **Purpose**

The Raytown C-2 School District is seeking a partner to help establish Restorative Practices at Raytown Schools. The District seeks to retain the services of a company that will provide comprehensive training and resources starting as early as January of 2022 so that we can fully implement Restorative Practices for all schools by the start of the 2027-2028 school year.

#### **Proposal Guidelines**

##### **Response:**

The Raytown C-2 School District requires a partner with capability to train our staff K-12 and provide Restorative Practices Coordinators to serve as examples for best practices for a year in each school. The District requires the partner to include the support necessary for instructional staff to implement Restorative Practices with competency and fidelity.

##### **Cost:**

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the 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 need not be the sole determining factor. While we are not holding any company to a “not to exceed” amount, we do expect the company to be specific as to cost per item(s) and supports and to justify the expense of such items and supports.

##### **Response Deadline:**

**To be postmarked *on or before* October 27, 2021** by Mail delivery to the following address:

Raytown Quality Schools  
Attn: Victoria Denney  
10750 E. 350 Highway  
Raytown, Missouri 64138

OR

Electronically to the following email address: [victoria.denney@raytownschools.org](mailto:victoria.denney@raytownschools.org)

**Selection Criteria:**

The district is seeking a partner to provide comprehensive training and support for all staff K-12 in Restorative Practices. The 18 buildings we plan to put this in include 2 high schools, 3 middle schools, 10 elementary schools, 1 career center, 1 alternative school and 1 separate public day school. The training and support should include the following:

- Training for all staff in Restorative Practices
- Training for a Restorative Practices Coordinator for each of the 18 buildings
- Training for a Peer Mediator Coordinator for each of the 18 buildings
- Run a Parent Workshop on Restorative Practices at each of the 18 buildings
- Provide a Restorative Practices Coordinator at the building level for one year to model best practices for our own Restorative Practices Coordinator and to establish the functions of such a coordinator for the school
- Provide ongoing support for buildings and specifically for the Restorative Practices Coordinators. We plan to provide our own internal training after the initial establishment of the program. This ongoing training will be provided by our Restorative Practices Coordinators.
- Provide initial training for new teachers each year
- Provide the option of the vendor holding parent mediations when conflict between families may impact school.
- Provide quarterly data review disaggregated by agreed upon subgroups along with plans to adjust training based on the results of the data analysis
- Vendor must provide background checks on all adults who will work in our buildings

**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 selection criteria, providing the most comprehensive professional learning plan, and providing evidence of the best results from working with other schools and districts. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price. Negotiations shall be conducted with the company selected and may include necessary changes to the company's Terms of Use and Privacy Policy for the digital learning components of the resource including third party components to ensure alignment with District's data security guidelines. Price shall be considered, but need not be the sole determining factor.

The District will withhold 20% from the final payment as retainage until all online services, if any, are included, are fully functional, as written in the proposal, in the educational setting. **[In the event that online services are not functioning prior to the date agreed upon in the contract, due in part or whole by vendor, the vendor will be assessed a penalty of \$1,000 per day.]**

**Data Security Guidelines (if the company plans to use district data in any way):**

- Company must include their Data Governance Policies and Procedures.
- Company must provide a certification of Cybersecurity/Data Breach and Cyber Malpractice Insurance.
- Company must provide acknowledgement of District Data Governance policies and requirement. Due to individual vendor processes and procedures, data governance expectations will be discussed during contract refinement. At a minimum, the final contract shall include the following data governance expectations:

1. The district owns all employee/district data that is shared, collected and/or generated through use of the system
2. Access to and use of district data is limited only to those that need to have access to perform required support of the system
3. District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district
4. Vendor must disclose where and how confidential or critical information will be stored and ensure that all district information will only be stored on servers in the United States
5. All data will be maintained in a secure manner and appropriate technical, physical and administrative safeguards are in place to protect the data
6. Vendor must disclose how and when data will be destroyed
7. In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted
8. In the event of a data breach, vendor must immediately notify the district and assume liability of district costs resulting from the breach
9. Vendor will ensure encrypted method of all data transactions with the district
10. All employee data portals are secured through the use of verified digital certificates
11. A data inventory and/or dictionary must be provided to the district Chief Information Officer
12. Vendor must be COPPA compliant and cannot require direct parental consent. The district can, and will, consent on behalf of parents.
13. Vendor will only use identifiable district data to fulfil obligations under the contract and for no other purposes.

## General District Information

### Student Population:

The Raytown C-2 School District's enrollment is approximately 8,500 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American (49%), Caucasian (28%), and Hispanic (13%). The free and reduced lunch rate for the District is 65% with a mobility rate of approximately 20%. Currently, 15% of students receive special educational services.

Level	Total Students	Total Teachers	Total Admin
10 Elementaries- Grades K-5	3296	295	20
3 Middle Schools - Grades 6-8	1853	125	10
2 High Schools - Grades 9-12	2628	154	8
Career Center, Alternative School, Separate Public Day School	490	48	6

### Facilities/Technology Availability:

The district has a total of 2 high schools, 3 middle schools, 10 elementary schools, 2 pre-k schools, 1 career center, 1 school for students with exceptional needs, and 1 alternative school. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows

operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8 and class sets of Chromebooks for elementary students grades 2-5. Students in K-1 are 3:1 with 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 11 years. Approximately 57% of certificated staff hold a Master’s degree or advanced Master’s degree(s). 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 teacher.

Additional information on the District may be obtained by visiting the District’s web site at [www.raytownschools.org](http://www.raytownschools.org), and visiting the Department of Elementary and Secondary Education at [www.dese.state.us.mo](http://www.dese.state.us.mo) and reviewing school data and statistics.

**Finances:**

Raytown School District will require partial delivery of materials on or before January 1, 2022 to allow the Raytown Instructional Team to plan and prepare professional learning. Payments will be made quarterly based on services provided. The first payment will be made on an agreed upon date based on when services will start.

**Information Requested**

**1. Agency/Personnel Information:**

A. 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.

B. Provide a 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 a summary of each person’s duties and responsibilities on the account.

**2. School District Experience:**

A. Provide a list of school districts in the state of Missouri, and specifically in the Kansas City area, for whom your company has been awarded a full [RESOURCE] contract: (1) the name of the contact person with the district and their telephone number; (2) the names of those districts for whom your company has been awarded other instructional programs.

B. Provide the same information for districts outside the state of Missouri and, as additional information, include in your response the size of each such district by student and staff population.

## **ACKNOWLEDGMENT**

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Entity Name \_\_\_\_\_

Date \_\_\_\_\_

**Restorative Practices 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 approval for the RFP submittal information included 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: \_\_\_\_\_

**Restorative Practices 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: \_\_\_\_\_

**Restorative Practices RFP**

**Attachment #3**

**School District Experience:** Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

**#1 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

Changes in number of in school and out of school suspensions after program implementation

Changes in disproportionality of in school and out of school suspensions after program implementation

**#2 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

Changes in number of in school and out of school suspensions after program implementation

Changes in disproportionality of in school and out of school suspensions after program implementation

**#3 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

Changes in number of in school and out of school suspensions after program implementation

Changes in disproportionality of in school and out of school suspensions after program implementation