



**POUDRE SCHOOL DISTRICT R-1**  
**REQUEST FOR PROPOSALS**  
**ELEMENTARY LITERACY PROFESSIONAL LEARNING PARTNER**  
**RFP #23-630-003**

**RFP SCHEDULE**

<b>RFP Issued</b>	<b>May 3, 2023</b>
<b>Questions Due</b>	<b>May 12, 2023 @ 2:00 PM MT</b>
<b>Answers Posted</b>	<b>May 16, 2023</b>

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**REQUEST FOR PROPOSALS  
LITERACY PD PARTNER**

**RFP# 23-630-003**

Poudre School District R-1 (the “District”) is requesting electronic sealed bids from professional and qualified vendors (“Vendor”) to supply and deliver professional development services to various school locations throughout the District. These services are to meet the District’s needs as described in this Request for Proposals (“RFP”). All interested vendors are invited to submit a Bid in accordance with the policies, procedures and dates set forth herein.

The District shall provide copies of this RFP to vendors through the electronic solicitation

material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District.

Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive, or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The District reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,

Kristin Thetford  
Sourcing Supervisor  
Strategic Sourcing Department  
[kthetford@psdschools.org](mailto:kthetford@psdschools.org)

## 1.0 **BACKGROUND AND CONTEXT**

Poudre School District will be implementing Imagine Learning *EL Education* K-5 for most schools along with Amplify CKLA for our Core Knowledge schools beginning this coming school year – fall 2023. In order to facilitate the full scope of implementation and professional learning, Poudre School District is seeking a partner for ongoing, embedded, multi-year professional learning in *EL Education* and possibly *CKLA*.

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two (2) Leadership in Energy and Environmental Design (LEED) certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 32 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 2 combined middle/high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 5 charter schools
- 1 online school

The District is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards. The District leverages the Center for Educational Leadership from University of Washington's [5D+ Teacher Growth and Evaluation Rubric](#).

Poudre School District students are high achieving as indicated by the state accountability system. PSD elementary students are at the 86<sup>th</sup> percentile on Colorado Measures of Academic Success in English Language Arts. PSD does have achievement gaps for students who are eligible for Federal meal benefits, English learners, and are considered Minority by the state.

Poudre School District has engaged staff in professional learning aligned to the Science of Reading over the past 4 years. All K-3 teachers and interventionists have completed Evidence-Based Reading Training in compliance with state guidelines. The newly adopted materials will provide a systemic and cumulative approach to deliver evidence-based practices.

## **2.0 GOALS/OUTCOMES**

- 2.1 Educators feel highly efficacious to ensure all students have transferrable skills in reading, writing, and communicating to be lifelong learners.
- 2.2 Educators should become familiar with the content, structure, instructional strategies, and assessment methods of the new literacy curriculum.
- 2.3 To provide teachers with the knowledge and skills needed to effectively plan and deliver instruction that aligns with the new curriculum.
- 2.4 To promote collaboration and communication among teachers to foster a shared understanding of the new curriculum and encourage the sharing of best practices.
- 2.5 Encourage open dialogue, collaboration, and the sharing of best practices among educators, administrators, and other stakeholders to support successful implementation.
- 2.6 To support teachers in developing effective assessment practices that align with the new curriculum and provide meaningful feedback to students.
- 2.7 To provide ongoing support and professional development opportunities to ensure that teachers are able to implement the new curriculum with fidelity and make adjustments as needed.
- 2.8 To establish a culture of continuous improvement and data-driven decision making to monitor the effectiveness of the new curriculum and inform future revisions.
- 2.9 Develop strategies for differentiating instruction to meet the diverse needs of all learners, including English Language Learners, students with special needs, and gifted students.

## **3.0 SCOPE OF WORK AND SPECIAL CONDITIONS**

- 3.1 Build the capacity of our central office Teaching & Learning Team and school-based (to be identified/hired) Implementation Facilitators to support schools in implementing materials with fidelity, including co-design opportunities for staff.

- 3.2 Design, in consultation with the District, and facilitate in-person curriculum-based training sessions for school- and central office-based K-5 staff on dates determined by the District.
- 3.3 Provide asynchronous options for staff to deepen and further staff understanding of how to effectively manage and use materials to increase student learning on a flexible schedule.
- 3.4 Support evaluation of the fidelity of implementation of instructional materials and professional learning to increase comfort with curriculum materials and assessments.
- 3.5 Provide professional learning tracks for multiple adult audiences, including district leadership, specialists and coaches, school leadership, content teachers, English Language teachers, Special Education teachers, gifted teachers, combined-grade level school, etc.
- 3.6 Professional learning shall appeal to a wide variety of adult learning styles including, but not limited to, face-to-face, synchronous, and asynchronous digital learning, job-embedded learning, etc.
- 3.7 Provide curriculum implementation support through coaching through various models (e.g., in-person, observation & feedback, virtual coaching meetings, modeling, PLC support, etc.)
- 3.8 Poudre School District has scheduled required and opt-in professional learning opportunities for all staff that will





#### **4.0 MINIMUM QUALIFICATION REQUIREMENTS**

4.1 We are expecting Vendors to have experience with EL Education training in medium to large districts.

4.2 Vendors should be a part of the Rivet Education Professional Learning Partner Guide.

#### **5.0 VENDOR REQUIREMENTS**

5.1 Vendor provides professional learning is grounded in the curricular materials for EL Education and CKLA, and enhance educator's knowledge of the Colorado Academic Standards and Common Core ELA Shifts to move all participants to greater pedagogical understanding, knowledge, and skills. Professional learning that can be connected to the Center for Educational Leadership, University of Washington and [PSD's 5D+ Rubric for Teacher Growth and Evaluation](#)

5.2 Vendor will provide a variety of of engaging professional learning materials including videos, articles, research, exemplars of student work, and modeled lessons that are based in real-wor

- 6.1 All successful bid submissions **must** include answers to the questions and prompts included for each of the three categories established in Exhibit A. Those categories are the following:
  - 6.1.1 Company Background and Experience
  - 6.1.2 Approach and Methodology
  - 6.1.3 Proposed Staff Qualifications
- 6.2 Minimum Qualifications
  - 6.2.1 Describe the process used to assure the Vendor meets the District's



- 7.13 The accuracy of the bid responses is the sole responsibility of the Vendor. No changes in the bid response shall be allowed after the submission deadline, except when the Vendor can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
- 7.14 The apparent silence or omissions within this solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
- 7.15

any) in full compliance with all applicable federal, state and local laws,

be responsible for the limits and coverages stated in this Agreement. Specified coverages and amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A- VII. Vendor shall furnish the District's Director of Records and Risk Management with certificates of the required insurance prior to the District's approval and signing of this Agreement, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Agreement. Memorandums of Insurance will not be accepted. Certificates of Insurance and all communication regarding insurance shall be sent to:

Poudre School District  
Attention: Risk Management  
2407 Laporte Ave  
Ft. Collins, CO 80521  
Email Certificate to: COI@psdschools.org

Any insurance and/or self-insurance carried by the District is excess of the coverage extended to the District by Vendor. Vendor shall provide at least thirty (30) days' advance written notice to the District prior to cancellation, change of coverage, or non-renewal. The insurance requirements specified in this section 4.0 shall not reduce the indemnification liability that Vendor has assumed herein.

**Commercial General Liability**

Minimum Limits

Each Occurrence Bodily Injury & Property Damage	\$2,000,000
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- period of three (3) years beginning at the time work under this Agreement is completed.
- d. Provider must provide evidence of the extended reporting period coverage at the end of the project and before all final payments to the Provider is made.

**Technology Errors and Omissions Liability (Professionals /g G:(e)-iiaTcdT5(gnd )JTETQ0.00000912**





<b>4. Cost</b>	<b>10</b>
<b>Total Score</b>	<b>100</b>

- 9.3 During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information, or clarifications from bidders, or to allow corrections of errors or omissions. Amendments or clarifications to submitted response not requested by the District will not be accepted, nor considered following the opening of the response.
- 9.4 Responses to this solicitation will be independently evaluated by an evaluation committee to be established for such purpose.
- 9.5 Responses submitted will be evaluated using pre-determined rating criteria. Those responses that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation. Prior to response submission, bidders are encouraged to review the requirements stated in this solicitation document and BidNet for any related addenda to ensure requirements are incorporated in their responses.
- 9.6 The District reserves the right to request additional information, negotiate, award, or negotiate an agreement further with one or more Vendor.
- 9.7 Should the District determine in its sole discretion that only one Vendor is fully qualified or that one Vendor is clearly more highly qualified than the others under

- 9.10 Award of contract shall be made to the responsive and responsible Vendor meeting the specifications and as deemed to be in the best interests of the District. Interviews may be requested with one or more respondents. Final evaluation may be based on, but not limited to, any or all of the following: price, adherence to specifications,



## 12.0 REFERENCES

