

**SPS RFP FOR MATHEMATICS CURRICULUM IMPLEMENTATION SUPPORT
AND PROFESSIONAL DEVELOPMENT**

e. Contract Agreement:

The successful bidder may be required to enter into an Agreement with the Board of Education for the completion of this project. If so, a sample copy of the Agreement is attached and made a part of these conditions. The specifications of this proposal and the purchase order issued to the proposer shall serve as a contract where no formal written contract is required.

The Board reserves the right, subject to mutual agreement with the successful bidder, to extend the terms of this bid, at the bid price, for a mutually agreed upon period of time.

f. Cancellation of Contract:

SPS reserves the right to cancel this contract, at any time, with sixty (60) days prior written notice to the contractor, should any of the following conditions exist:

- Funds are not appropriated by the City of Stamford for continuance of this contract.
- SPS, through changes in its requirements, method of operation, or program operation no longer has a need for the commodity or service.

g. Insurance Requirements

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Risk Manager of the City of Stamford.

The Consultant shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between the City of Stamford Board of Education and the "Consultant". The minimum limit of liability shall be \$1,000,000 per claim and \$1,000,000 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working.

The Consultant further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insures all employees of the Consultant. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the state of Connecticut. The employer's liability insurance shall contain limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit.

The Consultant agrees to waive any right of claim against the City of Stamford, the Board of Education, and their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between the City of Stamford Board of Education and the Consultant. All insurance required hereunder shall contain waivers of subrogation against the City of Stamford, the Board of Education, and their employees, agents and officers.

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- b. Due Date:** Proposals must be received by 4:00 pm on May 30, 2007.
- c. Number of Copies:** Six (6) copies of the narrative proposal, resumes, and references are to be submitted. One copy of samples of the consultant's work will suffice.
- d. Address questions to:**
Joanna Nicholson
Interim Assistant Superintendent for Curriculum & Instruction
203-227-8046
joannanicholson@mac.com
- e. Submit proposals to:**
Purchasing Department
Stamford Public Schools
888 Washington Blvd., 3rd Floor
Stamford, CT 06901
- f. Mail Proposals to:**
Stamford Public Schools
P.O. Box 9310
Purchasing Department, 3rd Floor
Stamford, CT 06904

VII. GENERAL INFORMATION:

a. Rejection of Proposals:

SPS reserves the right to refuse for any reason deemed to be in the District's best interest any and/or all proposals submitted under this RFP.

b. Selection Committee:

For requests for proposals for services anticipated to exceed \$100,000, a selection committee shall be formed which shall review the proposals. The Committee shall, if possible, interview the most qualified proposers. Proposals under \$100,000 may be awarded without a selection committee.

c. Awarding the Contract:

The contract shall be awarded to the proposer whose proposal is deemed by the department head or selection committee to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals

d. Availability of Funds:

The contract award under this RFP is contingent upon the availability of funds to SPS for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

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The consultant is expected to:

- Work with the SPS staff to understand SPS expected processes;
- Work with the SPS staff to understand SPS desired outcomes;
- Meet regularly with SPS staff to review progress; and
- Carry out implementation and professional development in a timely fashion.

IV. TIME FRAME

This project is expected to begin, following the selection of a consultant, on or about August 1, 2007. Projected key dates are as follows:

May 23, 2007: RFP is available to prospective consultants

June 4, 2007: Proposals due by 11:00 am.

June 4-7, 2007: Internal review of proposals.

June 11-14, 2007: Interview selected candidates

June 15, 2007: Selection of consultant

V. CONSULTANT CAPABILITIES/SPECIFICATIONS

At a minimum, consultants should have a record of experience in:

- Working with other school districts and/or schools, preferable in Connecticut, to implement and provide professional development on K-5 math curriculum materials, instruction and intervention strategies;
- Student and teacher preparation towards success in Algebra I by the end of grade eight for all students; and
- Carrying out projects on schedule.

In view of the short time frame for carrying out this assignment, familiarity with SPS would be a notable asset.

VI. SUBMISSION REQUIREMENTS:

a. The proposal should include:

- i. A narrative section that addresses the following topics:
 - Proposed approach, and overview of methods;
 - General work plan and timetable;
 - Qualifications of firm, including relevant prior experience;
 - Key personnel who will be involved in the project, with resumes attached;
 - Expectations of SPS; and
 - Comprehensive pricing plan.
- ii. Attachments should include:
 - Resumes of key personnel;
 - Three references (including name, affiliation, brief description of the project, and contact information); and
 - Two samples of consultant's completed work.



STAMFORD PUBLIC SCHOOLS REQUEST FOR PROPOSALS FOR K-5 MATHEMATICS CURRICULUM IMPLEMENTATION SUPPORT AND PROFESSIONAL DEVELOPMENT

I. OVERVIEW OF SERVICES

The Stamford Public Schools (SPS) is soliciting proposals from consultants to provide expert services related to mathematics instruction and learning. SPS is in the process of implementing a new math program at the elementary level (TBD by May 31, 2007), and will implement strategies and practices to improve math instruction, assessment and professional development. Consultants would provide up to fifty (50) days of service during the 2007-2008 school year in SPS elementary schools and Central office to support the math reforms.

SPS seeks qualified consultants who have prior successful experience facilitating curriculum implementation and providing math content/concept and instructional professional development, preferably in Connecticut districts or schools. A complete scope of services is described in Section III.

Proposals meeting the below requirements are due to SPS by 11:00 am on June 4, 2007.

II. BACKGROUND

SPS serves some 15,300 students in grades K-12 in 20 schools. The district, which encompasses 2,578,000 square feet of space, contains twelve elementary schools, grades K-5, five middle schools with grades 6-8, and three high schools. Included in this mix are four magnet elementary schools, one magnet middle school, two large comprehensive high schools, and a small technology and engineering high school, currently housed in a middle school, which is expected to grow in enrollment.

SPS has used a variety of math curriculum materials to advance its math program. SPS has committed to preparing each and every student for higher education and success in the 21st century. Furthermore, all SPS students will have access to a common, rigorous, standards-based math program that prepares them for success in Algebra I by the end of grade eight.

III. SCOPE OF SERVICES

Components of the consultant's/consultants' work in math include, but are not limited to:

- Advise on implementation of new math curriculum materials;
- Guide administrators in their role in math curriculum implementation and supervision;
- Model lessons and debrief with school staff;
- Differentiate math instruction;
- Guide leaders in systemic improvement in mathematics instruction for all students;
- Offering best instructional practices to improve CMT scores; and
- Contribute to the SPS vision for 21st century math program.

MAIL BIDS TO: **STAMFORD PUBLIC SCHOOLS**
PURCHASING DEPARTMENT
P.O. BOX 9310
STAMFORD, CT 06904
(203) 977-4241

RFP 06-14

REQUESTING DEPT: PURCHASING

TITLE OF RFP: K-5 MATH CURRICULUM CONSULTANT

BID OPENING: DATE: MONDAY, JUNE 4, 2007
TIME: 11:00 A.M.
PLACE: PURCHASING, 3rd FLOOR
888 Washington Boulevard
Stamford, CT 06904

6 COPIES OF RESPONSE REQUIRED