



Lee's Summit R-7 School District
Purchasing and Distribution Services
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**REQUEST FOR PROPOSAL FOR PROFESSIONAL TRAINING IN
MATHEMATICS FOR DISTRICT STAFF
RFP NO. 2019-26**

IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS

PROPOSALS MUST BE RECEIVED BY 3:00 PM (CST) ON JANUARY 30, 2019.

The cutoff date for any written questions for this RFP is January 23, 2019 at 12:00 PM (CST).

It is the responsibility of interested firms to check www.publicpurchase.com
for any addendums or notices of information prior to the opening date and time of this RFP.
All addendums must be signed and included with your submitted proposal.

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LEGAL NOTICE

REQUEST FOR PROPOSAL #2019-26 FOR
PROFESSIONAL TRAINING IN MATHEMATICS FOR DISTRICT STAFF

The Lee's Summit R-7 School District is accepting proposals for Professional Training in Mathematics for District Staff. Specifications, terms, and conditions are specified in the RFP packet. The RFP and required specifications can be found on the District's website in the Purchasing & Distribution Services Department as well as the Public Purchase website. All questions, requests for information or clarification pertaining to this RFP must be submitted in writing to the District's Public Purchase website, www.publicpurchase.com before 12:00 PM on January 23, 2019. Proposals must be uploaded to Publicpurchase.com no later than 3:00 PM on January 30, 2019.

SCOPE: The Lee’s Summit R-VII School District is soliciting proposals for professional learning in mathematics with adult learning targets for K-8 teachers and leaders for the 2019-20 and 2020-21 school years. This contract will include but is not limited to training in number sense/operations, word problems, fractions, ratios and proportions. The District is requesting options for summer learning workshops in July 2019 and a small series of workshops during the 19-20 and the 20-21 school years.

1.0 INSTRUCTIONS TO RESPONDENTS:

- 1.1 All questions regarding this RFP shall be submitted in writing to the District’s Public Purchase website. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
- 1.2 Proposals submitted on separate forms are NOT acceptable unless specified in the document. Failure to complete forms to the satisfaction of the District may result in the rejection of your proposal.
- 1.3 It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be received in writing through the Public Purchase website no later than **January 23, 2019** at 12:00 PM (CST).
- 1.4 Changes to the specifications will not be allowed except by written addendum issued by the District through the Public Purchase website. Oral explanations or instructions given prior to award will not be binding.
- 1.5 The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.6 Respondents shall initial all pages where the proposal document denotes “RESPONDENT’S INITIALS: _____”.
- 1.7 To be considered, firm or individuals must have at least three (3) year of experience and at least three (3) proven clients of similar size to our district.

1.8 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable. The DSC may request additional submittals or ask additional questions at any time during either phase of their evaluation.

2.0 SPECIFIC REQUIREMENTS OF RFP:

- 2.1 Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee’s Summit R-VII Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.
- 2.2 The terms of this RFP shall be a two (2) year contract, with the option of two (2) additional one (1) year renewal periods. This contract shall commence on July 1, 2019 unless otherwise stipulated on a specific order issued by the District. The agreement shall remain in effect through June 30, 2021. The District reserves the right to renew and extend the executed agreement pertaining to all prices, terms and conditions and specifications upon mutual agreement between the District and vendor(s) for an additional one (1) year period, but not to exceed two (2) additional one (1) year periods, for a total of 4 years. Adjustments in cost at the beginning of each renewal period will be limited to the current Federal Consumer Price Index “CPI-U, All Items” (Urban Consumers) rate.
- 2.3 If the Vendor requests an increase in compensation for any renewal period, the Vendor shall notify the Purchasing Department no less than sixty (60) days prior to the end of the contract period and shall provide evidence to the satisfaction of the Purchasing Department of increased costs incurred by the Vendor for any element of the bid for which an increase is requested. **The request MUST contain a written notification from the vendor of price increases.** It shall be understood that such price adjustments **shall not** exceed the amount passed onto the vendor by any supplier. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the vendor and/or to terminate the contract with the vendor based on such price adjustments.
- 2.4 The Purchasing Department shall notify the Vendor in writing of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the District’s right to exercise the renewal option.
- 2.5 The successful respondent(s) must agree to accept the District’s Purchase Order or the District’s Visa P-card for the order. These purchases are tax exempt.
- 2.6 **RFPs must be uploaded to Publicpurchase.com no later than 3:00 PM on January 30, 2019. Please note, registration with Public Purchase can take up to 36 hours, so do not wait until the day of the RFP closing to register and upload your proposal.**
- 2.7 The Lee’s Summit R-VII School District will review all proposal submissions concerning experience, references, services offered, amount and of training for the price proposed. The District plans to award the RFP within 30 days after the RFP opening.

3.0 SCHEDULE OF RFP PROCESS AND PROJECT COMPLETION:

3.1 Timeline for RFP Process:

The timeline listed below is the District’s estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification	January 11, 2019
Receive Proposals	January 30, 2019
Meet to review	February 11, 2019

School Board
Notice to Proceed

February 21, 2019
February 22, 2019

3.2 Timeline of Contract Execution:

The District desires the services to begin after July 1, 2019.

4.0 SPECIFICATIONS:

The Lee's Summit R-7 School District is seeking professional learning in mathematics with the following adult learning targets for K-8 teachers and leaders:

- Number Sense / Operations
- Word Problems
- Fractions, Ratios & Proportions

The District is seeking a minimum of two years of professional learning during the 2019-20 and 2020-21 school years in the following learning cohorts of teachers:

- K-2
- 3-5
- 6-8

Proposals for professional learning should include the following options:

- Four-five day summer learning academy July 2019.
- A series of two-three day workshops during the 2019-20 school year.
 - Proposals should give preference to learning cohorts in the following grade-spans:
 - K-2 teachers
 - 3-5 teachers
 - 6-8 teachers
 - Principals and district administrators will also be participants
- A series of two-three day workshops during the 2020-21 school year.
- Proposals should find ways to connect the district's strong history and continued emphasis of the workshop model of instruction.
- Proposals should be aware the district is currently utilizing Eureka Math and plans to continue to use both workshop and Eureka moving forward.
- Proposals should emphasize deepening the learning of mathematics understanding and concepts for elementary, middle school teachers and leaders so that more effective instruction and student learning can take place at all K-8 levels.
- Proposals should incorporate parent education nights as part of the overall plan.
- **Proposals should emphasize the 2019-20 school year and potential suggestions for 2020-21 knowing those details can be developed during year one of the work after assessing the needs in the spring of 2020.**

Forms Provided Must Be Used For Your Response To This RFP