



Lee's Summit R-7 School District
Purchasing and Distribution Services
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Lee's Summit, MO 64063
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REQUEST FOR PROPOSAL FOR ELEMENTARY
ENGLISH LANGUAGE ARTS RESOURCES
RFP NO. 2019-28

IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS

PROPOSALS MUST BE RECEIVED BY 3:00 PM (CST) ON FEBRUARY 13, 2019.

The cutoff date for any written questions for this RFP is February 1, 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 #2019-28 FOR
ELEMENTARY ELA RESOURCES

The Lee's Summit R-7 School District is accepting proposals for Elementary ELA Resources. 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 February 1, 2019. Proposals must be uploaded to
Publicpurchase.com no later than 3:00 PM on February 13, 2019.

**SCOPE:** The Lee’s Summit R-VII School District is soliciting proposals for Elementary ELA Resources with a comprehensive, integrated program to include word study, reading, writing, speaking and listening and a solid professional development program for successful implementation support.

## **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 **February 1, 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 the District ELA Resource Team plus teachers included from each grade level, LMS, SpED and ELL. 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 three (3) 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 three (3) additional one (1) year periods, for a total of 5 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 February 13, 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 22, 2019
School Board	April of 2019
Notice to Proceed	April of 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 Elementary ELA Resources that include the following:

### Instructional Approach

- Alignment to district/state standards
- Inquiry stance as the basis for instruction
- Workshop focus - utilizes a mix of whole class, small group and individualized instruction
- Builds a collaborative community of learners
- Comprehensive, integrated program to include word study, reading, writing, speaking and listening

### Word Study - Surface Structure Systems

- Explicit instruction and application of skills in the following areas: phonemic awareness, phonics, vocabulary and spelling
- Inclusive of graphophonic, lexical, and syntactical strategies
- Study and application of word recognition, vocabulary and spelling
- Based on a developmental progression of skills with differentiated opportunities for learning
- Embedded application of reading, writing, vocabulary and spelling
- Inclusive of summative and formative measures
- Inclusive of intervention strategies and resources

### Reading - Deep Structure Systems

- Focused units of study on reading comprehension strategies
- Integration of real world, relevant, high interest topics
- Variety of fiction/nonfiction texts and inclusive of a variety of genres
- Text selections represent diverse voices, perspectives, and experiences
- Authentic mentor texts provided with instructional resources
- Inclusive of classroom libraries, leveled texts and text selections
- Embedded application of word study and writing
- Inclusive of summative and formative measures
- Inclusive of intervention strategies and resources

### Writing

- Focused units of study on types of writing (narrative, informative, opinion/argument)
- Integration of research skills
- Focus on writer's craft
- Writing for authentic purposes
- Process-driven writing
- Application of language conventions and grammar
- Embedded application of word study and reading
- Inclusive of summative and formative measures
- Inclusive of intervention strategies and resources

Speaking & Listening

- Explicit instruction around effective speaking and listening skills
- Collaborative learning focused on social and emotional skills
- Inclusive of summative and formative measures

Technology

- If available, user friendly online resources for both teachers and students
- Opportunities for students to utilize technology as means for reading, writing, researching and collaborating

Professional Development

- Opportunities and options available for successful implementation support

**Please Note:**

*One (1) set of primary and one (1) set of intermediate sample materials, must be submitted by February 6, 2019, to the attention of Anne Stichnoth in both electronic and hard copies.*

*Please send electronic copies to [anne.stichnoth@lsr7.net](mailto:anne.stichnoth@lsr7.net) and hard copies to the attention of Anne Stichnoth at Stansberry Leadership Center, 301 NE Tudor Road, Lee's Summit, MO 64086-5702.*

*Please note that if your firm has provided sample materials to the District anytime during this past Fall Semester, you are not required to send them again.*

**Forms Provided Under Separate Cover, Must Be Used For Your  
Response To This RFP**