

# **Muncie Community School Corporation**

## **Request for Proposal RFP-18-001**

**Work within the 1003g School Improvement Grant at Southside Middle School**

**Solicitation For:**

**Evidence-Based School Improvement Professional Development and Strategic Planning**

## 1.1 INTRODUCTION

Southside Middle School was awarded a 1003g School Improvement Grant from the Indiana Department of Education in December of 2017. This grant is met to help improve student learning outcomes for all students. This building serves over 500 students from grades 6-8. There are currently 44 certified teachers that provide instruction within this building.

## 1.2 REQUESTED SERVICES

Muncie Community Schools is seeking proposals to aide in the professional development, grant management, and strategic planning for Southside Middle School. The winning proposal will provide professional development for twenty-five (25) on-site days in the 2018-19 school year that is aligned with evidence-based practices. All services must meet the Federal guidelines for evidence-based strategies under the ESSA legislation. In addition to the on-site days, off-site work will be expected. It will be impossible to estimate time it would require as all professional development vendors take different amounts of time. The following is a list of on-site trainings that must be completed, along with off-site work that will be expected:

### On-site Trainings

- Facilitate the development and review of locally created proficiency scales to ensure alignment to Indiana Standards.
- Assist coaches in building tiered assessments aligned to proficiency scales for all subjects.
- Help coaches develop a system for data collection of tiered assessments that are built from proficiency scales, along with other formative assessment data such as NWEA, etc.
- Lead coaching sessions on conducting data talks with instructional coaches, leadership team, and other teachers selected by the building principal.
- Conduct non-evaluative walkthroughs within the building and create professional development work product from areas of need identified in the walkthrough data.
- Provide professional development on topics provided by the building principal that will help move the building towards STEM certification, to include project-based learning, peer collaboration, performance-based assessments, etc.

### Off-site Support

- Continuous updating of the Southside Middle School data dashboard. This must be done at least once per quarter. This data dashboard is required to be submitted to the IDOE for their review as part of the 1003g School Improvement Grant.
- Complete all 1003g paperwork including: budgets, amendments, etc.
- Create building reports that include both descriptive and inferential data. Descriptive data will include means, standard deviations, frequencies, and percentages. Inferential testing might include independent samples t-tests, one-way ANOVA's, linear regression, simultaneous multiple regression, hierarchical regression, cluster analysis, etc. Inferential findings must report statistical significance and effect sizes when appropriate. It will be the responsibility of vendor to develop a plan on how present both descriptive and inferential findings to the building principal that she may use in her end-of-year report that is submitted to the IDOE.
- Supply building principal with statistical analysis that allows for multiple assessment data points (many on different metrics) to be used to show which students are growing at faster rates than their peers (normed-referenced). These data points might include NWEA, locally created benchmarks, or other data streams within reports. This will be requested on a frequent basis.
- Supply building principal, instructional coaches, and STEM team with various STEM PBL units of study that are tied to priority standards in ELA, Math, Science, and Social Studies for all grade levels. The vendor selected must own the intellectual property rights to these units of study.
- Collect data and create a strategic plan that will help move the building towards STEM certification within the next two years. The STEM certification report must include current implementation levels of all required STEM strategies, as well as a professional development plan for moving the building forward in all areas of deficiency.
- The building principal reserves the right to add additional off-site work that is related to the success of the 1003g implementation.

### 2.1 REQUIRED QUALIFICATIONS FOR BID PROPOSAL

The company must meet the following criteria in order to be eligible to submit a proposal:

1. Must have worked with other turn-around schools and be able to offer expert advice which will impact instruction and curriculum. These experts will help demonstrate and model instructional strategies. These strategies will be systematically built upon each other to ensure student success and staff buy-in.
2. Must have worked and/or have experience with STEM certified schools to help streamline the STEM certification process for Southside Middle School.

3. Must have a proven track record of data analysis to include descriptive and inferential testing. This must include educational research studies.
4. Must have created data dashboards that will meet requirements for IDOE approval.
5. Must have the ability to improve a failing school through research, best practices, and offering professional development. This must include evidence of having improved failing schools.

### 3.1 WRITTEN PROPOSAL REQUIREMENTS

#### **The proposal must answer the following:**

Describe how your professional development firm meets all five of the requirements listed in section 2.1.

Provide additional evidence that demonstrates a proven track record at improving student learning outcomes? (Quantitative evidence is required but qualitative evidence can also be submitted)

How does your professional development work align with the evidence-based criteria under ESSA? (Must meet at least promising level)

What experience do you have at working with instructional coaches?

What experience do you have working with other third-party providers, such as mentors and external evaluators?

Submit a total cost for all on-site and off-site work that is listed in section 1.2.

### 4.1 SELECTION OF WINNING PROPOSAL

The winning proposal will consider more than the lowest bid. The lowest bid must also demonstrate sufficient levels of evidence on all of the proposal requirements listed in section 3.1.

The building principal and her leadership team will select bids to participate in a second round interview. The winning bid must have a well-formulated written proposal (in order to move to the second round interview) and during the interview the company must demonstrate alignment between the vision of the building principal and the work the company will conduct. The winning bid will ultimately be selected by the building principal.

### 5.1 DEADLINE FOR RFP SUBMISSION

All proposals must be submitted by 3:00 p.m. EST on July 30, 2018. All proposals should be emailed to the business office attention Paul Pfladderer.