



REQUEST FOR PROPOSALS

For

BRIDGING THE

STUDENT LEARNING GAP

Request for Proposals Issued: June 6, 2011

Deadline for Submittal of Proposals: July 5, 2011

Request for Proposals for Bridging the Student Learning Gap

I. INSTRUCTIONS

The Sacramento City Unified School District is seeking proposals from qualified firms to assist the District in bridging the student learning gap.

Interested firms are invited to submit one original signed proposal and five (5) separate digital copies (individual CDs or flash drives) in PDF format. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Tuesday, July 5, 2011 to the following address:

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words "Bridging the Student Learning Gap RFP". It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Kimberly Teague, Contract Specialist, at kimt@scusd.edu no later than Wednesday, June 15, 2011. Specify "RFP for Bridging the Student Learning Gap" in the subject line. Responses to all questions received will be addressed at the Bidders Conference and posted on the Districts website.

Bidders Conference

A Bidders Conference is scheduled for Wednesday, June 22, 2011 at 4:00 p.m. at the Sacramento City Unified School District, Serna Center, 5735 47th Avenue, 95824. All questions and answers related to this RFP will be addressed at this conference. Each firm must have a representative at the Bidders Conference to qualify.

II. BACKGROUND

In the Sacramento City Unified School District (SCUSD), there is enormous potential to improve the lives of underserved children. SCUSD is the 12th largest school district in California and one of the 100 largest in the United States, serving 47,890 students on 81 campuses. Neighborhoods served range from leafy affluent areas around the Capitol to federal housing projects. Sixty-nine percent of SCUSD students qualify for a free or reduced-price lunch; at 26 schools, 90-100% of students meet this federal poverty threshold, in part because Sacramento's unemployment rate hovers around 12.4% – almost 3% higher than the national average.

[The Civil Rights Project at Harvard University](#), in conjunction with Time magazine, has named Sacramento "America's Most Integrated City," a place where "everyone's a minority—including whites." Our student population is 36% Hispanic or Latino; 18.3% Asian; 16.3% African American; and 19% White. About 7% of students are of two or more races or ethnicities. Residents within SCUSD speak more than 40 languages; 38% of students do not speak English at home.

Currently, the District is in Year 3 of Program Improvement. To implement corrective actions mandated for districts with this designation, the California Department of Education has allocated funds to address the student academic performance. These funds will be used to implement intervention supports, and assessments designed to determine the degree of impact of such interventions in the areas of reading and mathematics, plus provide high-quality professional development targeted to improve student achievement in thirteen (13) of its most high need schools, which are in Year 3, 4, or 5 of Program Improvement. These schools serve approximately 6,500 students; of whom 47% are Hispanic, 21% are African American, 20% are Asian, 10% are White, 2% are Pacific Islander, and 87% participate in the Free/Reduced Lunch Program. As measured by the 2010 California Standards Test (CST) assessment, 39% of the students were proficient or advanced in English Language Arts and 43% performed at proficiency or advanced in mathematics.

To address such noted disparities, catapult student learning, and answer the clarion call outlined in Pillar One of *Strategic Plan 2010-14: Putting Children First*, which is a charge to prepare all students for college or career, it is imperative that a targeted, systematic process be implemented that will accelerate the rate of student learning at these low-performing sites. This will require in-time intervention supports that tackle varying levels of student abilities and areas of deficiencies, plus utilize ongoing assessments coupled with a systematic data inquiry methodology for learning from student results, indicating shortcomings in both teaching and learning, as well as designing and implementing instructional improvements.

III. SCOPE OF WORK

The Sacramento City Unified School District is seeking to bridge the learning gap for K-12 students in our Program Improvement schools and is looking for academic assistance from qualified firms who can satisfactorily provide the following:

- Serve 14 schools: nine elementary, four middle, one high school
- Specific actions for early intervening services for K-6 Literacy, using digital, touch screen-based (such as iPod touch, iPad, netbook, etc.) assessment: universal screening tools, benchmarks, progress monitoring, and readability measures

- Targeted technology-based K-6 Interventions
- English Language Arts support for Grades 7-10
 - High interest texts (literary and informational)
 - Targeted comprehension strategies
 - Writing Integration
 - Touch screen-based (such as iPod touch, iPad, netbook, etc.) assessments; pre-post assessment; on-going assessment
 - Readability measure, etc.
- Targeted intervention based on diagnostic data and designed to address student misconceptions in Grades 2-6 mathematics, with built-in progress-monitoring tools
- Algebra support for Grades 7-9: Hands on, relevant, and technology integrated
- Identified research-based instructional strategies that have shown measureable improvement in student learning
 - Strategies that can be replicated and taken to scale across the District
 - Strategies that are compatible to the Harvard Data Wise methodology
- Professional development geared to address ELs, SWD, Economically Disadvantaged students, and struggling students: ongoing, coaching, reflection, feedback

IV. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below and shall be limited to twenty (20) pages (excluding attachments and appendices) on 8 ½" x 11" paper with all responses bound with tabs separating each section. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements. Failure to provide all requested information or deviation from the required format may result in disqualification. Restate each item prior to addressing said item.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of the District.

C. Organizational Structure

Describe your firm's organizational structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

D. References and Description of Experience

This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the District to benefit from that expertise. Include at least three (3) school districts with similar demographics and student performance, along with the names of individuals familiar with your work that can be contacted by District staff.

E. Project Overview

This section should clearly convey the firm's understanding of the nature of the work related to student academic performance and the general approach the firm will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

F. Detailed Work Plan

This section of the RFP should include a full description of each step your firm would follow in completing the project. The work description should be in sufficient detail to show a clear understanding of the work and proposed approach.

This section should also include a description of the format, content and level of detail that can be expected for each deliverable.

A schedule showing the important milestones should also be included.

G. Cost Proposal

This section must provide a full description of the expected expenditures for the work described in this RFP. The cost proposal must include all consultant fees, preparation of deliverables, travel expenses per trip to Sacramento, printing, etc.

V. SELECTION CRITERIA

Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- A.** Demonstrated understanding and responsiveness to the Request for Proposals
- B.** Proposals and experience of firm and personnel named in the proposal.

- C.** Past experience in assisting California school districts in implementing intervention supports, assessments, systemic data inquiry methodology for learning from student results, designing and implementing instruction improvements, and professional development targeted to improve student achievement.
- D.** Describe your company's commitment and ability to provide each item outlined in the Scope of Work (Section III). Include historical impact data for similar demographics and student performance.
- E.** Project understanding and approach including an understanding of the District.
- F.** Satisfaction of previous clients. Provide three (3) references that reflect similar demographics and student performance, and are similar to the work contemplated in this RFP. Include the scope of work for each reference.
- G.** Oral interview.
- H.** Completeness and quality of the proposal.
- I.** Cost proposal.

VI. PROCESS FOR SELECTING FIRM

A Selection Advisory Committee, chaired by Dr. Olivine Roberts, Chief Academic Officer, will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, the chairperson will notify those companies selected as to place, date, and time. The District will make investigations as necessary regarding the financial stability of any or all respondents and may require review by the District's legal counsel.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores as well as the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process.