



# THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

1834 Kongens Gade  
St. Thomas, U.S. Virgin Islands

**REQUEST FOR PROPOSALS (RFP)**  
**for**  
**Educator Quality – Teacher Leader**  
**Professional Development**  
**St. Thomas-St. John District**

Issuance Date: July 10, 2020

Proposal Deadline Date:  
July 24, 2020 at 4:00pm EST

## I. GENERAL INFORMATION

### A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in educator development. The aim of the Teacher Leader Academy is to prepare a cadre of teachers who can support the school administration to ensure that all teachers are able to provide effective instruction in the schools. The work proposed is to provide professional development to school teams of 3-5 participants from each of the nine (9) schools, who will then be able to model effective instructional strategies as they implement new curriculum ideas needed to enhance instruction across the content area. The intent of the teacher leader professional development is to create a support team at each school that can facilitate professional learning communities that will examine current research, best practices curriculum materials and student data to be able to make instructional decisions needed to support student achievement. The Teacher-Leader Teams will model effective instructional strategies, conduct peer observations, and engage feedback groups.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary to the department and is able to address the constantly changing, and challenging landscape as we prepare students to lead our communities into the future. Our educational leaders require teacher leaders' support to provide ongoing instructional feedback which will impact instruction and learning. The Teacher Leadership Academy will provide teacher leaders with the knowledge and skills to support the instructional needs at their respective school site.

### B. BACKGROUND

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

<b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b>	<b>Number</b>
<b>Schools</b>	<b>12</b>
Elementary Schools (K-5)	6
Elementary/Middle K-8 School	1
Middle Schools	1
Junior High School	1
High Schools	2
<b>Programs</b>	<b>3</b>
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1

Total Schools and Programs	15
<b>Number of Students</b>	<b>5,415</b>
<b>ST. CROIX SCHOOL DISTRICT</b>	
<b>Schools</b>	<b>13</b>
Elementary Schools	8
High Schools	2
Junior High	3
<b>Programs</b>	<b>3</b>
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
<b>Number of Students</b>	<b>5,492</b>
<b><u>BOTH DISTRICTS</u></b>	
<b>TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS</b>	25
<b>TOTAL NUMBER OF PROGRAMS</b>	6
<b>TOTAL NUMBER OF STUDENTS</b>	<b>10,907</b>
<b>TOTAL NUMBER OF TEACHERS/PARAPROFESSIONALS AND ADMINISTRATORS</b>	1,392

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Rural and Low-Income Services Division under the St. Thomas/St. John District Office of the Insular Superintendent has been designated and will serve as the DOE liaison on this project.

### **C. ADMINISTRATIVE STRUCTURE**

Honorable Commissioner Racquel Berry-Benjamin, heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education  
1834 Kongens Gade  
St. Thomas, US Virgin Islands 00802-6742

Questions regarding this RFP should be directed to the following:

Khadila D. Joseph, MPA  
Territorial Director of Procurement  
khadila.joseph@vide.vi

#### **D. CONTRACT TYPE**

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

#### **E. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period one year.

#### **F. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
- (5) Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (6) Provide at least two (2) professional references (project references).
- (7) Demonstrate the ability to perform services on-site in DOE's facilities or virtually, if necessary.

#### **G. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

#### **H. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

#### **I. GIFTS FROM CONSULTANT**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

## **J. LICENSES, FEES & TAXES**

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain, and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

## **K. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

### ***Part I: Narrative***

#### 1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

#### 2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

#### 3) Required Parts and Documents

The proposal must include components of Section I. F.

#### 4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

### ***Part II: Cost Proposal***

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by a fixed cost inclusive of resources/materials and training. Travel should be delineated as a separate cost.

## **II. SCOPE OF SERVICES**

### **Overview**

A selected contractor shall provide services specifically geared towards teacher leader professional development in the St. Thomas-St. John District. Those services will include two (2), three (3) day sessions, this can be done face to face or through a digital platform (please provide cost proposals for both an on-site and a virtual option). Five (5) virtual monthly meetings will be conducted by the provider as well as three (3) coaching and study rounds at each school site (9 schools). The first preference is to have the coaching and study rounds conducted on-site however a virtual option should be included in the proposal.

Training modules will include coaching/mentoring strategies, supporting change, literacy strategies that impact all content areas, mathematical strategies, standards-based curriculum alignment, and effective data use. These individuals will be prepared to serve as instructional specialists.

The participants will include up to forty-five (45) individuals currently serving as distinguished teachers in the department. The contractor will work with the LEA Program Manager and the District Administration to design the professional development modules with breakout sessions tailored to the needs of the audience prior to the event. The contractor will provide the presenters with instructional resources and will be responsible for securing their own accommodations. The Insular Superintendent's Office will be responsible for securing the venue. The contractor will provide professional development on the latest and best practices in teacher leadership behaviors needed provide support to their peers in effective instructional practices.

### **Tasks**

1. The selected contractor shall provide two (2), three (3) day sessions which can be conducted face to face or through a digital platform. The participants will be prepared to serve as instructional specialists.
2. Three (3) coaching and study rounds at each school site will be provided (dates and times to be determined by DOE).
3. Five (5) online monthly meetings, will be conducted to serve as follow up sessions to discuss progress of the teacher leader teams in implementing the skills and best practices taught during the initial training sessions and coaching/study rounds.

The first preference is to have the coaching and study rounds conducted on-site, however; a virtual option should be included in the proposal. Training modules will include coaching/mentoring strategies, supporting change, literacy strategies that impact all content areas, mathematical strategies, standards-based curriculum alignment, and effective data use.

### **Deliverables**

The selected contractor must deliver to DOE the following:

1. Two (2) three (3) day on site or web based professional development sessions.
2. Five (5) virtual monthly meetings will be conducted by the provider.
3. Three (3) coaching and study rounds for each school site. The first preference is to have the coaching and study rounds conducted on-site, however; a virtual option should be included

- in the proposal.
4. Training modules will include coaching/mentoring strategies, supporting change, literacy strategies that impact all content areas, mathematical strategies, standards-based curriculum alignment, and effective data use.
  5. A final report summarizing the services rendered, resources, training evaluation/feedback data and any recommendations to benefit the VIDE moving forward.
  6. Certificates of participation with contact hours for participants

## II. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

## III. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **General Liability/Public Liability Insurance** - each of no less than Two Hundred Thousand Dollars and Zero Cents (\$200,000.00)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as

**“certificate holder” and an “additional insured” on the General Liability/Public Liability Insurance.** .

- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.