



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

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

REQUEST FOR PROPOSALS (RFP)-DOE-2020-006
for
Educator Quality - Classroom Management at
All Saints Cathedral School
Calvary Christian Academy
New Testament Academy
St. Peter & Paul Catholic School

Advertisement Date: July 22, 2020

Proposal Deadline: August 4, 2020 at 3:00pm

Electronic proposals should be submitted via email to procurement@vide.vi

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in Classroom Management. The Virgin Islands Department of Education recognizes the importance of classroom management and the impact it has on the student's ability to learn. In order to better achieve their teaching goals, effective teachers should also act as effective classroom managers. In a successfully managed classroom, the needs of the students are at the heart of the teaching process. Classroom management strategies and skills are essential even for the most talented teacher: learning simply cannot occur alongside misbehavior and chaos. Instruction flourishes upon leading a classroom environment that promotes a collaborative community, encouraging student voice, creativity, leadership, critical thinking and effective teamwork.

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 assist Sixty (60) teachers and teacher leaders fifteen (15) teachers and teacher leaders per school) from the Calvary Christian Academy, All Saints Cathedral, St. Peter & Paul and New Testament Academy private schools in the St. Thomas/ St. John School District with developing their classroom management skills by using interactive and engaging techniques as well as reflective methods in order to resolve conflicts and create a positive and safe learning environment.

B. BACKGROUND

Virgin Islands Department of Education

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:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	15
Elementary Schools	10
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	18

Number of Students	7,069
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	6,453
BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	28
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	13,522
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,203

On the island of St. John, two (2) schools 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:

Khadila D. Joseph, MPA
 Director of Procurement
 Virgin Islands Department of Education
 1834 Kongens Gade
 St. Thomas, US Virgin Islands 00802-6742
 email: 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 of five months with one, one-year option to renew. A

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.
 - 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.
- (5) Provide at least two (2) professional references (project references).
- (6) 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 travel, resources/materials, training and job embedded support. The potential bidder shall provide two separate cost proposals one for virtual training and another for onsite training services.

L. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT”.

II. SCOPE OF SERVICES

Overview

The selected contractor shall provide services geared towards Sixty (60) teachers and teacher leaders (fifteen (15) teachers and teacher leaders per school) teachers and teacher-leaders of the Calvary Christian Academy, All Saints Cathedral, St. Peter & Paul, and New Testament Academy private schools located in St. Thomas, Virgin Islands. These services include providing job-embedded coaching (on-site or virtual) and strategies for effective classroom management for the teachers and teacher leaders in an effort to help them develop their classroom management skills by utilizing interactive and engaging techniques as well as reflective methods in order to not only resolve conflicts, but create a positive and safe learning environment.

Tasks

The selected contractor shall provide job-embedded coaching that will include learning opportunities which provide the teachers and teacher leaders with the latest and best strategies for effective classroom management. The contractor shall provide five (5) days of job-embedded coaching (on-site or virtual) per school providing the participants with instruction to include:

- **The importance of the teacher-student relationship to include;**
 1. Important classroom management techniques that work
 2. Positive behavior management techniques
 3. The connection between academics and behavior
 4. Effective motivation strategies
 5. The significance of ratio of interactions.

- **The importance of teaching behavioral expectations and establishing routines to include;**
 1. How to determine your expectations
 2. How and when to teach your expectations
 3. How and when to best establish routines

- **The basic behavior principles and classroom behavior management plans to include;**

1. How to use basic behavior principles to help students make more adaptive behavioral choices.
 2. Different types of classroom behavior management plans including samples of both classroom and individual plans teachers can use in their classroom
- **Strategies to include how to;**
 1. Effectively organize the physical space
 2. Organize daily schedules in the most effective manner possible
 3. Establish positive contacts with students' families,
 4. Set long-range academic and behavioral goals for students
 5. Define and teach behavioral expectations
 6. Set and teach classroom rules and routines
 7. Use behavior management principles effectively
 8. Display professional behavior
 9. Increase student motivation
 10. Correct or curtail misbehavior

All services must be completed by November 30, 2020.

Deliverables

The selected contractor must deliver to DOE the following:

- Five days of job-embedded coaching (on-site or virtual) per school) on the island of St. Thomas. The participants will include teachers from K - 12 of the Calvary Christian Academy, St. Peter & Paul, All Saints Cathedral, and New Testament Academy private schools.
- A final report summarizing the services rendered, training evaluation/feedback data and any recommendations to benefit the participating schools
- Training resources
- Certificates of Participation with contact hours for each participant

III. 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.

IV. 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 **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than One Hundred Thousand Dollars and Zero Cents (**\$100,000.00**) 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**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (8) System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; www.sam.gov.

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