



REQUEST OF PROPOSALS
FOR PROFESSIONAL DEVELOPMENT SERVICES
Cedar Tree Academy Public Charter School

1. Email a PDF copy of proposals for Custodial Services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org. Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to:
Bidsubmission@Cedartree-dc.org
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

I. OVERVIEW OF SERVICES

Cedar Tree Academy is soliciting proposals from qualified companies to provide expert services related to curriculum implementation, instructional support for classroom teachers and improving teacher quality.

Consultants would provide services during 2024-2025 school year at Cedar Tree Academy PCS to support school wide reforms efforts. These reforms include:

- Improving Teacher Quality
- Differentiation of Instruction
- Classroom Management
- Curriculum Implementation and Supervision
- Best Practices in Instruction
- Depth of Knowledge
- Assessment Item Construction/Analysis
- Using Data to Improve Classroom Instruction

Cedar Tree seeks qualified consultants who have prior successful experience in these areas to enhance our instructional program.

II. BACKGROUND

Cedar Tree Academy serves 450 students in grades Pre-School through 2nd grade.

Cedar Tree Academy uses a variety of curricular materials to enhance its

instructional program. Cedar Tree has committed to preparing each and every student for success in the 21st century.

III. SCOPE OF SERVICES

Components of the consultant's/consultants' work include, but are not limited to:

- Advise staff on implementation of curriculum, use of supporting materials and implementation of school wide reform initiatives;
- Guide administrators in their role in curriculum implementation and supervision;

- Model lessons and debrief with school staff;
- Provide job embedded professional development for differentiated instruction, classroom management, assessment item; construction/analysis, and using data to improve classroom instruction;
- Guide leaders in systematic improvement of instruction for all students;
- Model best instructional practices to improve student performance on formal and informal assessments; and
- Contribute to the Cedar Tree vision for 21st century curriculum program.

The consultant is expected to:

- Work with the Cedar Tree staff to implement effective, instructional processes;
- Work with the Cedar Tree staff to meet annual performance targets desired outcomes;
- Meet regularly with Cedar Tree staff to review progress;
- Carry out implementation and professional development in a timely fashion;
- Prepare weekly reports that reflect daily service outlining actions taken and recommendations to be submitted to designated personnel; and
- Prepare and present quarterly reports to the school board.

IV. TIME FRAME

- Professional development shall be on going throughout the school year.

V. CONSULTANT CAPABILITIES/SPECIFICATIONS

At a minimum, consulting Company should have a record of experience in:

- Working with other school districts and/or schools, to implement and provide professional development in curriculum implementation, instruction and intervention strategies;
- Carrying out projects on schedule.

In view of the short time frame for carrying out this assignment, familiarity with Cedar Tree Academy would be a notable asset.

VI. SUBMISSION REQUIREMENTS

a. The proposal should include:

i. Cover sheet which includes:

- RFP Name
- Name of Company

ii. A narrative section that addresses the following topics:

- Proposed approach and overview of scientifically research based methods to carry out the *Scope of Services*;
- Company's ability/approach to support the goals and expectations of Cedar Tree Academy;
- General work plan and timetable;
- The Companies capacity to provide consultants required to provide job-embedded professional development:
 - Two weeks of training and development in August
 - One day of training/Development one day per month
 - Ongoing weekly staff observation and coaching
 - Qualifications for companies, including relevant prior experience;
 - Key personnel who will be involved in the project, with resumes attached; and

Comprehensive pricing plan. iii. Attachments should include:

- Resumes of key personnel;
- Three references (including name, affiliation, brief description of the project, and contact information) VII. GENERAL INFORMATION
- **Rejection of Proposals:**
- Cedar Tree Academy reserves the right to refuse for any reason deemed to be in the Schools best interest any and/or all proposals submitted under this RFP.
- **Selection Committee**
- For requests for proposals for services anticipated to not exceed \$100,000.00, a selection committee shall be formed which shall review the proposals. The Committee shall, if possible, interview the most qualified proposers.
- **Awarding the Contract:**
- The contract shall be awarded to the vender whose proposal is deemed by the department head or selection committee to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.
- **Availability of Funds:**
- The contract award under this RFP is contingent upon the availability of funds to Cedar Tree Academy for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

Contract Agreement

- The successful Company may be required to enter into an Agreement with the Board of Trustees for the completion of this project. Where no formal

written contract is required, the specifications of this proposal and the purchase order issued to the proposer shall serve as a contract.

Cancellation of Contract:

- Cedar Tree Academy reserves the right to cancel this contract, at any time, with thirty (30) days prior written notice to the contractor.

Continuation Contract

- Cedar Tree Academy reserves the right to continue this contract for an additional year(s) based upon an evaluation of services. The contractor will be advised prior to the conclusion of the current contract as to the school's intent to continue the contractual period and any additional terms will be negotiated at that time.

Insurance Requirements:

- The Consulting Company shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between Cedar Tree Academy and the "Consulting Company." The minimum limit of liability shall be \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working.
- The Consulting Company further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insures all employees of the Company. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the District of Columbia. The employer's liability insurance shall contain limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit. The Consulting Company agrees to waive any right of claim against the Cedar Tree Academy, their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between Cedar Tree Academy and the Consulting Company.

