

**TRENTON BOARD OF EDUCATION
TRENTON, NEW JERSEY**

**REQUEST FOR COMPETITIVE CONTRACTING PROPOSAL SOLICITATION
#0910-8A**

**FOR PROSPECTIVE ORGANIZATION TO PROVIDE ON-LINE COURSES FOR
SECONDARY SCHOOL STUDENTS**

The Trenton Board of Education requests proposals from companies to enter into a contract that provides on-line courses for secondary school students who attend the district's alternative high school, Daylight/Twilight, Trenton Central High School-Chambers and Trenton Central High School-West. The on-line course will provide students who have failed courses or need courses to meet graduation course requirements an additional opportunity to be successful. After completing the on-line courses, students will obtain credits for course recovery, needed credits for electives, and needed credits for required courses for graduation.

Companies who respond must present evidence that their on-line courses are aligned with the New Jersey Core Curriculum Content Standards and they are accredited by the Middle States Commission on Secondary Schools.

Proposals are due no later than 10:00 A.M. Tuesday, April 13, 2010.

Copies of proposal forms may be secured from and mailed to the Purchasing Department, Trenton Board of Education, Georgette H. Bowman, RPPO, Coordinator of Purchasing, 108 North Clinton Avenue, Trenton, New Jersey 08609. Please fax (609)278-3074 or e-mail gbowman@trenton.k12.nj.us to request proposal forms. **Please reference proposal number on request.**

TRENTON BOARD OF EDUCATION
Trenton Public Schools
City of Trenton, New Jersey
Jayne S. Howard
School Business Administrator/Board Secretary

TRENTON PUBLIC SCHOOL DISTRICT

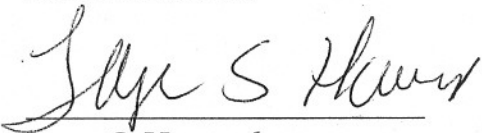
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**FOR PROSPECTIVE ORGANIZATION TO PROVIDE ON-LINE COURSES FOR
SECONDARY SCHOOL STUDENTS**

**FOR
FOR THE 2009/2010 SCHOOL YEAR**



L. Diane Campbell, Ed. D.
Board President



Jayne S. Howard
School Business Administrator/Board Secretary

June 22, 2009

Approved by the Board

INTRODUCTION

The Trenton Board of Education requests proposals from companies to enter into a contract that provides on-line courses for secondary school students who attend the district's alternative high school, Daylight/Twilight and the other two high schools, TCHS-Chambers and TCHS-West. The on-line course will provide students who have failed courses or need courses to meet graduation course requirements an additional opportunity to be successful. After completing the on-line courses, students will obtain credits for course recovery, needed credits for electives, and needed credits for required courses for graduation.

The district seeks opportunities that will enable Daylight/Twilight, TCHS-Chambers, and TCHS-West students be successful in fulfilling high school graduation requirements as established by New Jersey statute. Non-traditional resources are paramount to meeting Daylight/Twilight students' academic needs. Access to on-line courses provides students with a more flexible manner in completing successfully course credit requirements in time frame that meets their respective personal life challenges and conditions.

PURPOSE

Students attend Daylight/Twilight Alternative High School, because their personal life experiences and conditions force them to have a non-traditional learning environment and daily schedule. Their school day is focused and based upon an Individual Program Plan (IPP) that details their course requirements and credits needed for high school graduation. For some of the students, the need for alternative opportunities to complete several required courses and obtain course credits is greater than others. Additionally, Daylight/Twilight students may be 19-20 years old and seek an accelerated way to obtain their high school diploma.

Students who attend TCHS-Chambers and TCHS-West and who have failed core courses and who may need certain required courses for graduation must have opportunities to recover these credits. Through the on-line courses these students will have access to take the courses on-line and meet the requirements for graduation.

Access to on-line courses provides Daylight/Twilight, TCHS-Chambers, and TCHS-West students with a contemporary, non-traditional opportunity to complete required course credits. On-line courses may be taken after school hours, on the weekends, late at night or whenever the students have access to a computer and the internet.

On-line courses that provide either 60 hours or 120 hours course time will enable students to either recover credits for a failed previous course or obtain credits for a required course that they need for graduation and unable to fit in their daily schedule.

POPULATION DESCRIPTION

There are approximately 2600 students who attend the three high schools. A significant number of these students have a need to either recover credits from failed courses or obtain credits for required courses in order to meet high school graduation requirements. Additionally, students who attend Daylight/Twilight have dropped out of the traditional high school and still seek an opportunity to obtain a high school diploma. The age of these students ranges from 16-21 years old. Those who have not dropped out of high school are at Daylight/Twilight as a result of a legal hearing in the district or because they have been incarcerated and need an alternative learning environment that meets their personal status. The students who take advantage of the on-line courses are described as at-risk students.

APPLICANT REQUIREMENTS

Statement: Companies who respond must present evidence that their on-line courses are aligned with the New Jersey Core Curriculum Content Standards and they are accredited by the Middle States Commission on Secondary Schools.

Scope of Work: Companies must provide students access to on-line course offerings 7 days a week, 24 hours a day. Students must be provided with an individual password and the ability to change the password if necessary. Identified school staff must have administrative access to review progress of students and to assess students' passing or failure projection. The access must be available from May 1, 2010 until August 30, 2010.

Limitations: The contract award is contingent upon approval by the Trenton Board of Education and review by the school attorney.

PROPOSAL FORMAT

Cover Page: Include title of proposal, name of organization, name and position of individual(s) responsible for proposal, address, phone and fax numbers, and email address.

Consultant Qualifications/Organizational Structure: List personnel to be involved and attach resumes. Describe staff roles as they would relate to proposed program. Include current description of organizational structure (i.e. profit/nonprofit, number of employees, hierarchy, years in operation), and experience in performing work of similar nature, names and telephone numbers of at least three business references (preferably within a large school district).

Project Plan: Must include a detailed product description with course outlines and content. The following must be included:

- Implementation services that include manuals and training for school staff
- Provide the school with password for student access to the various courses
- Courses are "true" web-based courses
- Provide on-site training for school staff development on enrolling students in on-line courses and reporting process
- Provide on-line training for school staff for enrolling students and processing reports
- On-line courses for students act 60 hours or 120 hours intervals
- Courses will have an evaluation component that measures students' mastery level
- Course selection that includes, but limited to English I, II, III, IV, Algebra I, II, Geometry, Chemistry, Physics, Biology, Earth Science, Health, Physical Science, American History, World History, Civics, Trigonometry, Psychology, Spanish I, II, etc.
- Course description for all courses
- Course lesson plans, study guides and materials
- Access on-line library and librarian
- On-line bench mark assessments and final exams

Program plan should also include mechanisms to ensure on-going communication between the school and the company for any upgrades to courses, changes in application, and evaluation of effectiveness of courses and course assessments.

Budget: Include all costs associated with the proposal. Include any cost for equipment, materials or other specific costs.

CRITERIA FOR EVALUATION

20% Alignment to NJCCCS

50% Project Plan

15% Consultant/Company Qualifications

15% Budget

Questions or comments regarding this proposal should be submitted in writing and directed to Georgette H. Bowman, fax (609) 278-3074 or email gbowman@trenton.k12.nj.us.

All proposals must be submitted in strict compliance with the instructions included in this document. The Trenton Board of Education may refuse to consider a proposal if a proposing individual or firm fails to submit a complete package.

Please submit four (4) copies of your completed proposal by mail or personal delivery until **10:00 a.m. on Tuesday, April 13, 2010** to: Georgette H. Bowman, RPPO, Business Services Coordinator, Trenton Public School District, Central Services Building, at 108 North Clinton Avenue, Trenton, New Jersey 08609. **Late proposals, faxes, and/or email submissions will not be accepted.**

END OF PROPOSAL