

Princeton Regional Schools Board of Education
25 Valley Road
Princeton, NJ 08540

REQUEST FOR PROPOSAL

FOR:

PROFESSIONAL LEARNING ACTIVITIES ON USE OF TEACHERS COLLEGE READING AND WRITING PROJECT (TCRWP)

Purpose. The purpose of this request for proposals for consulting services is to provide a fair and open process in awarding consulting services that is based on qualifications, merit, and cost effectiveness through accessible advertising. Services may include appointments for annual appointments, day-to-day programs, projects and contracts.

Scope of Services. The District plans to retain an individual or firm who has knowledge of the research foundation and expertise in the implementation of the writing workshop model, particularly, the Teachers College Reading and Writing Project (TCRWP) workshop model for elementary classrooms.

Princeton Regional Schools (the District) is a small regional school system in central New Jersey that serves the Borough of Princeton and two communities surrounding and near the borough – Princeton Township and Cranbury Township. There are six schools in the district: four elementary schools and a 700+ student middle school serve Princeton residents and a 1,400+ student high school serves all Princeton and Cranbury Township students. In 2008-09, the District's enrollment was about 77% White, 14% Asian, 9% African American, 10% Hispanic, and >1% Native American or Pacific Islander. Each year the District enrolls between 170 – 200 English language learners in its ESL/Bilingual Program. Another 45 students are in the two year transition period following their exit from the ESL/Bilingual Program.

The District is seeking consulting services to provide teachers with the knowledge to implement the TCRWP approach to writing by using the *Units of Study* as a resource. Topics to be covered include: the format of the writing workshop, resources needed for the writing workshop, the mini-lesson and how to choose the topic for the mini-lesson, methods of keeping track of student progress, and the purpose of conferring and how to confer during writing workshop. Subsequent topics may include: using mentor texts.

Duties. The consultant shall provide the following services:

1. Workshops for grade-level groups using TCRWP materials and instructional strategies that are targeted to the experience level of teachers using the materials. Suggested dates for these activities that align with the district calendar include:
 - January 11, 2010, Monday: a half-day (three-hour) workshop from 1:15 – 4:15 p.m. for teachers in grades K-2 that builds upon the May 2009 workshop that introduced this group of teachers to TCRWP.

- February 12, 2010, Monday: a half-day (three-hour) workshop from 1:15 – 4:15 p.m. for teachers in grades 3-5 introducing them to TCRWP.
 - March 1, 2010, Monday: a half-day (three-hour) workshop from 1:15 – 4:15 p.m. for teachers in grades 3-5 to follow up on the February 12th introductory session.
2. In-school support for groups of teachers by grade-level following their initial workshop experience. Four days of in-school support will be required to work with all teachers in small groups (two days for K-2 teachers and two days for grade 3-5 teachers).

Appointment. The consultant shall be appointed by a Board of Education by a majority vote of a quorum of its members and shall serve for a term of five months or less between January 2010 and May 2010.

Responding to the District's Request for Proposal: Please provide, at a minimum, in response to this request for proposal, the following information:

1. Full name of individual or business who will provide consulting services and contact information including mailing address, phone and e-mail address.
2. Description of relevant experience with other school districts in New Jersey or other states.
3. Copies of licensure or certifications, if relevant, in the State of New Jersey or other states that relate to the professional service to be provided.
4. Listing of memberships in professional affiliations or organizations that relate to professional service to be provided.
5. Proposed cost of services to be provided including hourly, daily or weekly rate of individuals who will perform the service. The proposed cost should include:
 - a. Meetings and conference calls to prepare for the service as well as time for debriefing after the service is provided.
 - b. Materials that are needed to provide the services to a group of teachers.
 - c. The actual service provided.
 - d. Note, the hourly, daily or weekly rate must be inclusive of all travel, postage and telephone expenses. The District will not reimburse for these items separately.

Insurance. Vendor must hold valid and appropriate insurance as required.

Financial Disclosure. If required by law, citation, the respondent shall file a Financial Disclosure Statement pursuant to Local Government Ethics law. The law requires respondent to complete a Political Contribution Disclosure Form, also known as Pay-to-Play form. Federal agencies, State of NJ agencies and non-profits are exceptions to this requirement.

Law Against Discrimination and Affirmative Action. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, or sexual orientation or sex. Except with respect to sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, or sexual orientation or sex.

Other Forms. See RFP check list and required forms on following pages. Most contractors are required to submit a New Jersey Business Registration Certification although federal agencies, State of NJ agencies and non-profits are exceptions to this requirement. All contractors must submit their firm's Federal Employee Identification Number (FEIN) number or provide their Social Security number (SSN).

Basis for Award of Consulting Contract/Agreement. The District shall award all consulting service contracts based on qualifications, merit and cost effectiveness. Selection criteria will include:

1. Relevance and extent of qualifications, experience and training of personnel to be assigned;
2. Relevance and extent of similar activities or services provided;
3. Validity of the plan proposed to meet Princeton Regional Schools' needs;
4. References;
5. Ability to perform service in timely fashion;
6. Reasonableness and competitiveness of cost proposal;
7. Plan for performing services is realistic, thorough, and demonstrates knowledge of requirements, availability of personnel with appropriate expertise; and

All contract/agreement awards will be made by resolution by action of the Princeton Regional Schools Board of Education. A purchase order will be issued following the Board's action. All awards are subject to the availability of funds.

Proposal Due Date: Responses should be received no later than October 29, 2009 and may be submitted by e-mail (a Word file attachment) or regular mail to:

Bonnie Lehet, Assistant Superintendent of Schools
Princeton Regional Schools
25 Valley Road
Princeton, NJ 08540

Phone: (609) 806-4203 E-mail: bonnie_lehet@monet.prs.k12.nj.us

Questions or requests for additional information should be directed to these individuals:
Bonnie Lehet, Assistant Superintendent
(609) 806-4203 to Bonnie or bonnie_lehet@monet.prs.k12.nj.us

Barbara O'Breza, K-12 Language Arts Supervisor
(609) 806-4280 ext. 3620 or barbara_obreza@monet.prs.k12.nj.us

PRINCETON REGIONAL SCHOOL DISTRICT

RFP DOCUMENT CHECKLIST*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
☐	Proposal Form	
☐	References	
☐	Proof of Business Registration	

*This form need to be submitted. It is provided for vendor's use in assuring compliance with all required documentation.

PRINCETON REGIONAL SCHOOLS BOARD OF EDUCATION

*Business Office
25 Valley Road
Princeton, NJ 08540*



REQUIRED DOCUMENTATION

All documents in this section shall be completed, signed and submitted with the RFP package - Failure to submit the bid documents and other documents so specified shall be cause to reject the bid for being nonresponsive [N.J.S.A. 18A:18A-2(y)].



**Ms. April Taylor
Purchasing Agent**

PRINCETON REGIONAL SCHOOLS BOARD OF EDUCATION

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A. Documents to be Returned with RFP

1. RFP Proposal Form
2. New Jersey Business Registration Certificate
3. Bidder Comment Form – Optional

The documents listed above when required, are to be submitted with the RFP package. Failure to submit them may be cause for disqualification for being non-responsive pursuant to N.J.S.A. 18A:18A-2(y).

B. Reminder Checklist

As a courtesy, the Office of the Purchasing Agent has prepared this reminder checklist for items pertaining to this RFP. The checklist is not considered to be all-inclusive. Bidders are to read and become familiar with all instructions outlined in the RFP package.

<u>Item</u>	<u>Yes</u>	<u>No</u>
1. Have you verified your pricing to ensure accuracy?		
2. Have you answered question fully and accurately?		
3. Have you signed all your documents (blue ink)? No facsimile signature.		
4. Have you prepared all documents for submission?		
5. Did you make a copy of the RFP package for your records?		

Thank you.

Ms. April Taylor, Purchasing Agent