

**REQUEST FOR PROPOSALS
TO PROVIDE
TEAM PENNSYLVANIA FOUNDATION WITH A
RESEARCH/EVALUATION WORK PLAN
FOR A TEACHER AND PRINCIPAL EVALUATION PROJECT FOR
THE PENNSYLVANIA DEPARTMENT OF EDUCATION**

ISSUED BY

**TEAM PENNSYLVANIA FOUNDATION ON BEHALF OF
THE PENNSYLVANIA DEPARTMENT OF EDUCATION**

Team Pennsylvania Foundation
100 Pine St. 9th Fl. | Harrisburg, PA 17101

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PART I

OVERVIEW OF PROJECT AND SCOPE OF WORK FOR THE RESEARCHER/EVALUATOR

A. **OVERVIEW OF THE PROJECT:** The Pennsylvania Department of Education in partnership with the Team Pennsylvania Foundation will conduct a pilot project to begin the creation of a statewide model evaluation system for teachers and principals that will include data on student growth as a significant factor. This project is the first stage of development in a system that will expand statewide with the expected funding of the Department's Race to the Top proposal. Specifically, this one-year project will focus on:

1. Building a state-level Stakeholder Steering Committee that will immediately work on the most challenging aspect of building this system – identifying and agreeing on the measures of student growth and other standards to be used in a teacher and principal evaluation system.
2. Buying the technical capacity to:
 - a. analyze the student and school data that already exists;
 - b. review best practices from across the nation to determine valid options for the use of student growth measures to be considered by the Stakeholder Steering Committee; and
 - c. identify best practices in overall teacher and principal evaluation as possible frameworks for Pennsylvania's system.
3. Developing and implementing:
 - a. evaluation tools and protocols to effectively measure teacher and principal effectiveness; and
 - b. developing and implementing training modules in the use of these tools and protocols with at least five pilot school districts and charter schools.
4. Documenting the process, progress, and lessons learned from this project to inform the next stage of development.

B. **SCOPE OF WORK FOR THE PROJECT RESEARCHER/EVALUATOR:** This is a contracted position that is expected to perform these duties:

1. Advise the PDE leadership team on the structure and design for each pilot site to include factors such as number of schools, selection of schools and teachers within schools, number of principals, etc.
2. Provide the leadership team and the Stakeholder Steering Committee with an analysis of current practice across the nation in regard to teacher and principal evaluation systems with particular focus on student growth factors.

3. Participate in and be a resource for all meetings of the Stakeholder Steering Committee.
4. Monitor the development and implementation of the training modules and the evaluation tools and protocols in the pilot districts/charters.
5. Document the process, progress, and lessons learned from this project and prepare progress reports for the leadership team and steering committee and a final report in August 2011.

C. **DELIVERABLES AND TIMELINES:** The project researcher/evaluator is expected to produce the following deliverables. Timelines are approximate and may be adjusted based on final contract date.

1. Research report on teacher and principal evaluation systems used in other states in the U.S. – August 2010.
2. Presentation to Stakeholder Steering Committee on research findings – August 2010.
3. Protocol for monitoring progress in the development and use of the evaluation tools – September 2010.
4. Protocol for monitoring progress in the development and delivery of the training module – September 2010.
5. Progress reports on implementation of training module and use of evaluation tools – January 2011 and May 2011.
6. Final report on the process, progress, and lessons learned from this project – August 2011.

D. **REQUIRED KNOWLEDGE AND EXPERIENCE:** The successful contractor will provide evidence of:

1. Extensive experience in research and evaluation, with an emphasis in the field of education.
2. Knowledge of current education reform initiatives and school and district practice.
3. Knowledge of teacher and principal evaluation processes.
4. Experience in project monitoring and writing evaluation reports.

Technical questions regarding the project or the scope of work may be directed to:

Sharon Brumbaugh, shbrumbaugh@state.pa.us, 717-705-8642 or 717-982-2245
Regina Palubinsky, c-rpalubin@state.pa.us, 717-425-5959 or 717-649-4043

PART II

GENERAL INFORMATION FOR CONTRACTORS

A. **PURPOSE:** This request for proposals (RFP) provides interested contractors with sufficient information to enable them to prepare and submit proposals to provide the Team Pennsylvania Foundation with a Research/Evaluation Work Plan for a teacher and principal evaluation project for the Pennsylvania Department of Education.

B. **ISSUING OFFICE:** This RFP is issued by Team Pennsylvania Foundation (the “Foundation”) on behalf of the Commonwealth of Pennsylvania Department of Education (the “Department”) Executive Office. The Foundation is the sole point of contact for this RFP. All communications concerning this RFP must be directed in writing to:

Mr. Matthew Zieger
Chief Operating Officer
Team PA Foundation
100 Pine St. 9th Fl
Harrisburg, PA 17101
matt@teampa.com

C. **SCOPE:** This RFP contains instructions governing the proposals to be submitted and the material to be included therein, including:

- a description of the services to be provided;
- requirements which must be met to be eligible for consideration;
- general evaluation criteria; and
- other requirements to be met by each proposal.

D. **TYPE OF CONTRACT:** It is proposed that if a contract is entered into as a result of this RFP, it will be a firm, not-to-exceed \$80,000 contract. Negotiations may be undertaken with contractors whose proposals, price and other factors show them to be qualified, responsible and capable of performing the work. The selected contractor will be expected to enter into an agreement with the Foundation, a private not-for-profit organization.

E. **REJECTION OF PROPOSALS:** The Foundation on behalf of the Department reserves the right to reject any and all proposals received as a result of this request or to negotiate separately with competing contractors.

F. **INCURRING COSTS:** Neither the Department nor the Foundation is liable for any cost incurred by contractors prior to issuance of a contract.

G. **RESPONSE DATE:** To be considered, proposals must arrive at the Foundation **on or before July 15, 2010**. Contractors mailing proposals should allow sufficient mail delivery time to insure timely receipt of the proposal. The proposal shall be enclosed and sealed in an envelope which is clearly marked **“Teacher and Principal Evaluation Project Researcher/Evaluator RFP.”**

H. **PROPOSALS:** To be considered, contractors must submit a complete response to this RFP, using the format provided in Part II. Proposals may be submitted electronically to matt@teampa.com.

I. **ORAL PRESENTATION:** Contractors who submit proposals may be required to make an oral presentation of their proposal to the Foundation. Such presentations provide an opportunity for the contractor to clarify the proposal to ensure thorough mutual understanding. The Foundation will schedule these presentations if necessary.

J. **ECONOMY OF PREPARATION:** Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of this RFP.

K. **CONTRACTOR RESPONSIBILITIES:** The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not the selected contractor provides those services or subcontracts them. Further, the Foundation and the Department will consider the selected contractor to be the sole point of contact with regard to contractual matters. The Foundation, on behalf of the Department, reserves the right to approve any and all subcontracts.

L. **DISCLOSURE OF PROPOSAL CONTENTS:** Proposals will be held in confidence and, except for the selected proposal, will not be revealed or discussed with competitors. Proposals submitted to the Foundation may be reviewed and evaluated by any person other than competing contractors at the discretion of the Foundation. The Foundation has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

M. **NEWS RELEASES:** News releases pertaining to this project, including award or rejection notification, may not be made by the selected contractor without prior Foundation approval, and then only in coordination with the Foundation.

N. **COMMONWEALTH PARTICIPATION:** To the extent readily available, Department staff will provide basic background information, available statistics and planning input.

O. **PERIOD OF CONTRACT:** The contract will be entered into as soon after the final selection as feasible and will operate for up to fifteen months from that date. The Foundation

retains the right to extend the completion date if necessary for the successful completion of work, without any increase in contract price. Conversely, the Foundation, with the concurrence of the Department, may choose to terminate the contractual arrangement upon 30 days notice if, in the Foundation's and Department's opinion, the services being provided are not adequate, are not of benefit to the Department, or are no longer needed.

P. EXPENSES: The proposed cost of the contractor should include all travel and miscellaneous expenses.

Q. PAYMENT: The successful contractor will be permitted to bill the Foundation monthly for reimbursement under this contract. The successful contractor must submit an invoice within 14 days after the end of the month. This invoice must list the number of whole or partial days worked by contractor personnel for that month. Personnel performing the actual work should keep a time sheet or similar record which can be used to verify the invoiced amounts. The Foundation will release funds at the direction of the Department, who will be administering the contract on behalf of the Foundation.

R. REPORTS: The contractor shall provide monthly reports on activities performed.

S. QUESTIONS: In order to allow sufficient time for the Foundation to respond to questions concerning the contents of the proposal, such questions must be submitted to the Foundation in writing on or before the time and date specified in Section G.

T. COST DATA: All cost data for the proposal shall be submitted within the technical proposal. The successful contractor will be required to provide the specified services at the prices quoted in its proposal.

PART II

INFORMATION REQUIRED FROM CONTRACTORS

Contractor proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the listed categories, should be provided as an appendix to the proposal.

A. **STATEMENT OF THE WORK.** State in succinct terms the services which are required by this RFP.

B. **MANAGEMENT SUMMARY.** Include a narrative description of the proposed effort and a list of the services to be provided.

C. **WORK PLAN & DELIVERABLES.** Describe in narrative form the technical plan for accomplishing the work and the specific deliverables.

D. **PRIOR EXPERIENCE AND PERSONNEL.**

- State how long you have been in business.
- Explain the level of experience you have in providing services similar to those requested in this RFP.
- Cite similar projects, identifying the type of customer (name optional), the city address, and a brief description of the contract and results. Provide three specific references for which you have completed similar work which the Foundation may contact.
- List the names of the actual people who will be working on the Foundation project along with a brief biographical sketch for each person, including their educational background and level of experience with this type of work.
- Identify the person(s) responsible for managing the project.
- Provide a brief description of your organization, its structure (organization chart where appropriate), and annual report as appropriate.
- The contractor should discuss its specific capability for meeting the requirements of the Foundation and, in particular, why it believes its proposed services best meets the objectives of this project.

E. **COST AND PRICE ANALYSIS.** The information requested in this section is required to support the reasonableness of the quoted price and is for internal Departmental use only. The cost itself should be itemized so as to breakout the cost of travel and miscellaneous expenses from the remainder of the payment. The cost should be presented in the format of hourly billings of personnel with transportation and miscellaneous expenses presented separately. The number of whole or partial days, or hours per week, personnel will be available to the Foundation over the contract period and the hourly billing rate thereof should be presented. Additionally, each

specific work product (deliverable) must be itemized. As this work will help guide Department operations, it is expected that the Foundation, acting on behalf of the Department, will award the project by July 30, 2010, to extend for a fifteen month period. Work is expected to commence immediately with strategy to be completed as soon as possible and work plan agreed upon by August 1, 2010. Deliverables are expected to extend throughout the balance of calendar year 2011. Additional training, ongoing support and follow-up activities are expected throughout the balance of the contract.

PART III

CRITERIA FOR SELECTION

A. **REVIEW COMMITTEE.** All proposals received from contractors will be reviewed and evaluated by a joint committee of qualified Commonwealth and Foundation personnel. This committee will recommend for selection the proposal which most closely meets the requirements of the RFP. While it is recognized by the Department that the needs and scope of the project are vast, the committee will choose a contractor that can deliver most of the desired work products in a cohesive and timely manner. Prior to the final selection, the Foundation may conduct discussions with contractors for the purpose of obtaining best and final offers on behalf of the Department.

B. The following areas of consideration will be used in making the selection:

1. **UNDERSTANDING THE SCOPE OF THE PROJECT.** This refers to the contractor's understanding of the Department's needs that generated the RFP, of the Foundation's and the Department's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.

2. **CONTRACTOR QUALIFICATIONS.** This refers to the ability of the contractor to meet the terms of the RFP, especially the time constraints and the quality, relevancy, and recency of studies and projects completed by the contractor.

3. **PROFESSIONAL PERSONNEL.** This refers to the competency of professional personnel who would be assigned to the job by the contractor. Qualifications of professional personnel will be measured by experience and education.

4. **SOUNDNESS OF APPROACH.** Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service and producing the final products. Of equal importance is whether the technical approach is completely responsive to the majority, if not all, written specifications and requirements contained in the RFP and if it appears to meet the Foundation and Department objectives.

5. **ORAL PRESENTATION.** The Foundation reserves the right to request oral presentations of one or more respondents to assist the Selection Committee in making the award.

6. **COST.** While this area will be weighted heavily, it may not be the deciding factor in the selection process.