

Bedford County Department of Finance

841 Union Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Research-based Reading and Language Arts Project for Grades K-3 Bid No. 10-45

The Bedford County Department of Finance is requesting proposals for a Research-based Reading and Language Arts Project for Grades K-3. **Sealed bids will be received until 2:00 p.m., Wednesday, April 14, 2010**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of making the award it feels is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may **contact the Federal Programs Office at (931) 684-3284, ext. 2225 for any questions** as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

This awarded contract will be in effect for one year with an option to renew for another year, for a total of two years.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 10-45 Research-based Reading and Language Arts Project for Grades K-3.** Bids will be received and opened at **2:00 p.m., Wednesday, April 14, 2010.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized herself or himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

SPECIFICATIONS

Research-based Reading and Language Arts Project for Grades K-3

I. GENERAL REQUIREMENTS (mandatory):

1. All responses to the following requirements must be based on products which are deliverable today. Responses based on products under development for future delivery will not be considered.
2. All proposed curriculum must provide a blended solution that includes direct, explicit, and systematic teacher-led instruction as well as student-centered, independent, online skills practice.
3. All technology components of the proposed curriculum must provide engaging content, including full-color graphics, animation, sound, and interactivity.
4. All technology components (student or teacher) of the proposed curriculum must be hardware neutral and browser-based; able to be delivered via Internet connected computer.
5. All technology components (student or teacher) of the proposed curriculum must be accessible 24 hours per day, 7 days per week; providing any time, anywhere access.
6. All proposed curriculum must undergo quality assurance processes that assure that it is free from bias, grade appropriate, and teaches and tests the stated objectives.

II. CURRICULUM DESIGN AND PHILOSOPHY (mandatory):

The proposed curriculum will align with the recommendations of the National Reading Panel and will address the needs of students regardless of language, academic, or cultural differences.

The vendor of the proposed curriculum will provide evidence of a scientifically research-based foundation, including the application of current and confirmed research of the program's effectiveness.

The proposed curriculum technology components must have a consistent, easy to use interface. (i.e., curriculum software should not be a collection of titles integrated under an instructional manager.)

The proposed curriculum must be aligned to national standards and provide individualized instruction for students based on mastery of essential skills.

The proposed curriculum must provide for the integration of spelling and writing throughout the curriculum.

The proposed curriculum must provide a sound sequence that teaches high frequency sounds before low frequency sounds, with appropriate overlap of sound sequence to ensure no gaps in instruction.

The proposed curriculum must provide scaffolded reading opportunities using duet and solo story reading that allows for teachers and students to read together while gradually leading students to independent reading opportunities of fully decodable text.

The proposed curriculum must provide interconnected activities and activity centers that directly reinforce the curriculum's small group instruction.

III. ASSESSMENT (mandatory):

1. The proposed curriculum must be supported by an online data management system that supports teachers to create a data-based, tailored path of learning for each individual student.
2. The online data management system must keep a history of student data that is secure and available for review at the student, classroom, building, and district level on a 24/7 basis.
3. The online data management system must provide hierarchical reporting, allowing teachers to input and view their students' data; coaches and principals to view all building-level data; and administrators to view district, school, and individual student data.
4. The online data management system must provide an array of data management features, including class rosters used by teachers to enter assessment scores, calculate gains automatically, and add/delete students as needed.
5. The online data management system must provide tiered reporting to allow teachers, campus coaches, and school and district-level administrators to access multiple reports in various formats at the student, classroom, campus, and district levels.
6. The online data management system must provide reports that feature customized individual student profiles that include individual goals and trend lines needed to monitor progress in an RtI environment. The system also must provide recommendations for grouping students and instructional recommendations for high responders and low responders. Reports must also be provided for parents, both in English and Spanish.
7. The assessment component of the proposed curriculum software must translate student test results, automatically produce online prescriptions to address non-mastered objectives, and provide unique instructional sequences for immediate student use.

8. The data management system integrated with the proposed curriculum must be able to be modified to support local standards and objectives.

V. IMPLEMENTATION, TRAINING, AND PROFESSIONAL DEVELOPMENT (mandatory):

1. The Vendor must provide both initial and ongoing onsite professional development for all teachers, administrators, and staff members who will be involved with the proposed project.
2. The vendor must provide a variety of professional development venues including on-line, face-to-face and virtual training for teachers, parents, administrators and technical support staff.
3. Vendor must provide detailed technical and functional training and support to appropriate personnel.
4. Vendor must provide an option for ongoing classroom-based coaching and modeling sessions.
5. The vendor must be able to offer customized implementation and professional development programs.

VI. REQUIRED HARDWARE

1. The system should not require any special environment, other than normal electrical requirements.
2. The proposed hardware configuration must provide for curriculum delivery via the Internet with current versions of Internet Explorer and the currently supported plug-ins.

Bid Response for:

Research-based Reading and Language Arts Project for Grades K-3

Proposal Requirements

Whenever the terms “must”, “shall”, “will”, “is required” or “are required” are used in the RFP, the subject is a required feature or specification. In those cases where mandatory requirements are stated, material failure to meet those requirements will result in disqualification of the response. Any deviation or exception from RFP specifications must be clearly identified by the Proposer in its RFP.

Required Format of Bid Response

Table of Contents (immediately preceding the tabbed sections outlined below)

Tab 1: Proposal Form

In this tab, include:

- A completed Proposal Form (see last page this solicitation document)
- Letter of Transmittal (including any exceptions or deviations to solicitation)

Tab 2: Vendor Profile

- Overview of vendor organization.
- Experience and expertise of vendor.
- Minimum of 5 references (Name, title, address, phone, email, description of product and/or services provided).

Tab 3: Section I-V Responses

In this tab, in a narrative style response, the proposed vendor shall address each item within the preceding mandatory sections:

- I. GENERAL REQUIREMENTS**
- II. CURRICULUM DESIGN AND PHILOSOPHY**
- III. ASSESSMENT**
- IV. IMPLEMENTATION, TRAINING, AND PROFESSIONAL DEVELOPMENT**
- V. REQUIRED HARDWARE**

Tab 4: Program Overview

For each of the additional mandatory items below, in a narrative style response, the proposed vendor shall address each item (point by point and in the order in which they appear):

- Research-based reading and language arts curriculum that meets the needs of kindergarten, first, and second grade students, as well as third grade students in need of remediation.
- Supports Tier 1, Tier II, and Tier III instruction.

- Provides full year reading and language arts curriculum with 60-90 minutes instructional block each day.
- Provides whole class activities and small group, differentiated instruction.
- Provides flexible pacing options and small group instruction for use as intervention.
- Provides media rich content that represents a diverse population, (i.e., struggling learners, English Language Learners (ELL), Special Education and Gifted and Talented.
- Provides content supported by research and utilize high-yield instructional strategies as best practice (i.e., Marzano's nine categories of instructional strategies).
- Supports diagnoses the specific reading, writing, mathematics, or behavior intervention needs of students.
- Supports teachers to use diagnostic data to differentiate instruction based on the needs of the student.
- Has an embedded progress monitoring component.
- Helps teachers/interventionists/counselors use diagnostic data to differentiate instruction based on the needs of the student.
- Offers assessments that measure mastery of skills and strategies.
- Provides individualized phonemic awareness and phonics strategies based on the assessed needs of the student.
- Program/materials support students in achieving accelerated gains in the areas of phonemic awareness, phonics, vocabulary, fluency and comprehension.
- Offers instructional routines that are structured to ensure participation from all reluctant readers to build comprehension.
- Provides multicultural content.
- Align with the Six-Traits and Six-Traits scoring rubric.
- Provide explicit, yet developmentally appropriate, instruction in handwriting practice for K-3 grade students.
- Uses multi-genre writing activities to contribute to reading results.
- Online technology component provides additional support in phonics, phonemic awareness, vocabulary, comprehension, and fluency practice through high-interest, leveled reading passages.
- Student placement for online technology component is based on grade level or on the results of a phonics assessment designed to assess knowledge of letter-sound correspondence; sight and decodable words; and ability to spell decodable and sight words.
- The phonics and reading component of the online technology component has multiple instructional paths.
- Online technology component provides tracks and reports on task completion and provides student immediate corrective feedback.
- Has demonstrated sustained impact over multiple years? Please provide supporting evidence.

Tab 5: Cost Proposal

- All costs and cost options for proposed curriculum
- Any/all additional costs (shipping, terms and conditions, etc)
- Professional Development cost options

Tab 6: Attachments (if needed)

PROPOSAL FORM

**TO: Bedford County Department of Finance
841 Union Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 10-45

Gentlemen:

Having examined the Research-based Reading and Language Arts Project for Grades K-3 specifications for the Bedford County Department of Finance, we (I) submit the following proposal.

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____