



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**

1834 Kongens Gade  
St. Thomas, U.S. Virgin Islands

**REQUEST FOR PROPOSALS (RFP)-DOE-2021-012  
FOR  
Comprehensive Educator Professional Development  
at the All Saints Cathedral School**

**Advertisement Date: August 12, 2021**

**Proposal Deadline: August 25, 2021 at 12:00pm EST**

**[bids@vide.vi](mailto:bids@vide.vi)**

## I. GENERAL INFORMATION

### A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in educator professional development. A focus on standards, lesson planning and instructional excellence are crucial to improve the opportunity for student learning in the classroom. The administration of the All Saints Cathedral School understands the connections of standards and lesson plans to learner engagement and opportunities for students to learn through rigorous tasks. Accordingly, the administration is requesting a comprehensive professional development training program that will deepen teachers' understanding of the effective instructional strategies that are necessary to promote academic achievement.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary to the Department and the All Saints Cathedral School to address its constantly changing, and challenging landscape as we prepare students to lead communities in the future. Our teachers must be equipped with the tools and skills necessary to engage students in rigorous and relevant learning. Teachers must have a deeper understanding of the ways complete lesson plans, deconstruct curriculum standards, and improve instructional excellence that impacts the academic achievement of their students. This can be done if they have a better understanding and are equipped with the knowledge, strategies, and skills on best practices to meet the instructional and emotional needs of our students.

### B. ADMINISTRATIVE STRUCTURE

Honorable Commissioner Racquel Berry-Benjamin, heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the VIDE as it relates to this RFP is:

Khadila D. Joseph, Territorial Director of Procurement  
Virgin Islands Department of Education  
1834 Kongens Gade  
St. Thomas, US Virgin Islands 00802-6742

Solicitation Date	Due Dates	Contact
Solicitation Date	August 12, 2021	bids@vide.vi
Last Day for Questions	August 18, 2021	Khadila.joseph@vide.vi
Proposal Due Date	August 27, 2021 at 12:00PM EST	bids@vide.vi
Award	August 30, 2021	
Contract Execution	September 7, 2021	

**C. CONTRACT TYPE**

The contract awarded under this RFP will be for fixed cost professional services. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

**D. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of eight (8) months.

**E. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
  - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Demonstrate the ability to perform services on-site in DOE's facilities.

**F. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

**G. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

**H. GIFTS FROM CONSULTANT**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

**I. LICENSES, FEES & TAXES**

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

**J. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

***Part I: Narrative***

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

***Part II: Cost Proposal***

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by Costs must be delineated by a fixed cost inclusive of travel, resources/materials, and job embedded coaching.

**K. FEDERAL FUNDING/DEBARMENT CERTIFICATION**

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT”.

## II. SCOPE OF SERVICES

### Overview

A selected Contractor shall provide services specifically focused on standards, lesson planning and instructional excellence to improve the opportunity for student learning in the classroom. Services will be provided to approximately fifteen (15) kindergarten to 12<sup>th</sup> grade teachers of the All Saints Cathedral School located in the St. Those services will include fifteen (15) **onsite** job embedded coaching days as described as follows:

5 days focused on Deconstructing Curriculum Standards & Pacing,  
5 days focused on Systemic Lesson Plan Development; and  
5 days focused on Rigorous and Relevant Instruction Strategies

Each teacher shall receive one day of each training focused on each topic. The services is expected to be provided during the term September 1, 2021 to December 15, 2021 with a possibility to be extended through March 2022.

### Tasks

The selected contractor shall provide the following:

- Initial Kick-off meeting with the district administration to format training
- Fifteen days of job embedded coaching:
  - Five days of job embedded coaching on Deconstructing Curriculum Standards & Pacing. At the end of this professional development sessions teachers and teacher leaders of the All Saints Cathedral school will have increased knowledge of and skill in how to:
    - Determine the prerequisite standards by grade, and subject
    - Vertically align those prerequisite standards
    - Finalize list of prerequisite standards by grade and subject
  - Five days of job embedded coaching on Systematic Lesson Plan Development. At the end of this professional development session teachers and teacher leaders of the All Saints Cathedral school will have increased knowledge of and skill in how to:
    - Develop lesson plans – teachers will learn to create Quad D lesson plans to close the achievement gap.
    - Differentiate instruction for specific students based on formative evidence

- Five days of job embedded coaching on Rigorous and Relevant Instruction. At the end of this professional development sessions teachers and teacher leaders of the All Saints Cathedral school will have increased knowledge of and skill in how to:
  - Plan, deliver and reflect on level of rigor, relevance, and learner engagement
  - Collaborate with other teachers to build a common understanding of what rigor and relevance is and how to deliver lessons that engage students in meaningful and learning experiences in a social emotional responsive environment.
- The selected contractor will provide training resources to include but not limited to:
  - Allowing participants to relate the content of the curriculum to their experiences and also to find opportunities to reflect on their experiences.
  - Expose the participants to instructional strategies, strategies to support literacy and numeracy development and strategies to avoid conflict in the work place.
  - Training handouts, reference materials with suggested implementation strategies

## **Deliverables**

The selected contractor must deliver to DOE the following:

- Fifteen (15) face to face job embedded coaching days, (five days focused on Deconstructing Curriculum Standards & Pacing, five days focused on Systemic Lesson Plan Development, and five days on Rigorous and Relevant Instruction) from September 2021 through December 2021
- Training resources to include training binder and other necessary resources
- A Final Report summarizing the services rendered, training evaluation/feedback data and any recommendations to assist with the implementation of strategies discussed during the training.

## **III. NON-PERFORMANCE BY SELECTED CONTRACTOR**

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

## **IV. CONTRACTUAL REQUIREMENTS**

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.

- (3) One(1) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Million Dollars and Zero Cents (\$100,00.00) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (8) SAM Certification and Debarment Form.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.