



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

REQUEST FOR UNSEALED PROPOSALS

DATE: June 25, 2008

Unsealed #: U-FP-001-09

Title: Consultant - Academic-Year Governor's School Planning – AYGS #19

Due Date/Time: July 14, 2008 @ 10:00 a.m. Facsimile proposal responses will be accepted at 703.791.7462.

Send proposals to: Prince William County Public Schools
Attn: Central Purchasing Office/U-FP-001-09
P.O. Box 389, 14800 Joplin Road, Manassas, VA 20108

Contract Administrator: Frances Peacher, CPPO, Email: peacherf@pwcs.edu, Phone: 703.791.8737

- 1) **PURPOSE:** The purpose and intent of this Unsealed Request for Proposal (URFP) is to solicit informal proposals from qualified sources to establish a contract, through competitive negotiations, to perform consulting services related to Academic-Year Governor's School Planning for Manassas City Public Schools, Manassas Park Public Schools, Prince William County Public Schools, and George Mason University.
- 2) **BACKGROUND:** With approval from the Virginia Legislature, Prince William County, Manassas City and Manassas Park Public School Divisions in collaboration with George Mason University received a planning grant to create and implement a science, technology, engineering, and mathematics regional Academic-Year Governor's School. The grant will be used to develop and establish plans for the school. The proposed Governor's School will benefit students in all three School Divisions. The school will have a partial-day program; students will attend classes at their base high schools for part of the day and at the Governor's School for the other part of the day. The cooperating School Divisions and George Mason University have appointed a committee including School Board representatives and representatives of higher education, school and central office administrators, teachers, parents, and community members to begin the planning process. The Governor's School is scheduled to open in September 2010.
- 3) **PERIOD OF PERFORMANCE/TIMELINES:** The contract shall be in effect **August 1, 2008** through **September 30, 2009**. Timelines have been attached to this document.
- 4) **SCOPE OF SERVICES:** The Contractor shall furnish all necessary labor, equipment, materials, and supplies to perform consulting services related to an Academic-Year Governor's School Plan as required by PWCS, as follows:
 - a) Contractor shall coordinate the activities of the Governor's School Planning Committee:
 - i) Coordinate with the Executive Committee to organize and structure the Governor's School planning process. The Executive Committee is composed of one representative each of the following organizations: George Mason University; Manassas City Public Schools; Manassas Park Public Schools, and Prince William County Public Schools
 - ii) Coordinate with the Steering Committee to organize and monitor all sub-committee meetings and reports. The Steering Committee includes the members of the Executive Committee and two additional representatives from each of the four cooperating organizations
 - iii) Coordinate with the entire Governor's School Planning Committee to schedule meetings and organize summary documents. This committee which serves as a committee of the whole

includes School Board representatives and representatives of higher education, school and central office administrators, teachers, parents, and community members.

- iv) Ensure that all materials needed for requisite activities are available; and
- v) Ensure that summary documents from each meeting are distributed according to directives of the Executive Committee.

b) Contractor shall coordinate the activities of all subcommittees:

- i) Monitor the scheduled work of each subcommittee to ensure that its actions are consistent with Steering Committee expectations and the master timeline;
- ii) Ensure that all materials needed for requisite activities are available; and
- iii) Ensure that summary documents from each meeting are distributed according to directives of the Executive Committee.

c) Contractor shall coordinate the development of the comprehensive plan:

- i) Review the master timeline, the Virginia Department of Education (VDOE) proposal review documents, and sample plans from other Academic-Year Governor's Schools to ensure that all elements of the comprehensive plan are delegated tasks to the appropriate subcommittee;
- ii) Monitor the progress and feedback among the Executive Committee, the Steering Committee, the Governor's School Planning committee, and subcommittees to ensure that accomplishments are documented and implications of the actions of each committee are communicated clearly to other committees;
- iii) Monitor the master timeline to advise the committees when specific items must be completed to enable other committees to accomplish their required tasks;
- iv) Monitor the flow of information to the Executive Committee and its official releases of information to various audiences;
- v) Collaborate with executive team to ensure that the work of committee as a whole and subcommittees is coordinated and targeted appropriately; and
- vi) Participate in the professional review of final product to be sent to the Superintendent of Public Instruction and the Chairperson of the Virginia Board of Education in early June 2009.

d) Contractor shall coordinate the development of an effective presentation for the Virginia Board of Education:

- i) Participate in the development of a presentation for the Virginia Board of Education to outline the accelerated program in mathematics, science, and technology for gifted high school students;
- ii) Demonstrate the support for and commitment to the proposed program by the four participants, George Mason University and the School Divisions of City of Manassas, City of Manassas Park, and Prince William County as well as public and private entities within the localities; and
- iii) Collaboration with the Executive Committee and Fiscal Agent on financial concerns that affect the effective use of the grant funds.

5) **TECHNICAL POINT OF CONTACT/FISCAL AGENT:** The Technical Point of Contact/Fiscal Agent, the following individual, or her designee will work with the Contractor in scheduling, coordinating, and answering technical questions in connection with the Scope of Services, and providing general direction under the resulting contract:

Mrs. Gail Hubbard, Supervisor, Gifted Education and Special Programs
Phone: 703.791.7400, Email: hubbardg@pwcs.edu

6) **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

a) GENERAL REQUIREMENTS:

- i) RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
- ii) Oral Presentation: Offerors who submit a proposal in response to this RFP **may** be required to give an oral presentation of their proposal to PWCS. This provides an opportunity for the Offeror to clarify or elaborate on the proposal.

b) SPECIFIC REQUIREMENTS: In order to be considered for selection, Offeror must submit a complete written response to this URFP to include:

- i) The return of this complete **Unsealed Request for Proposal**, signed and filled out as required.
- ii) Complete **Technical Proposal**. Proposals should be as thorough and detailed as possible so that PWCS may properly evaluate the Offeror's capabilities to provide the required services:
 - (1) Favorable References: The Offeror must provide at least two (2) letters of reference for whom he/she has provided related consultant services.
 - (2) Experience/Qualifications: Offeror must provide credentials and related experience in the following:
 - a. Secondary school mathematics, science, and technology programs, with endorsement in one or more areas preferred;
 - b. Supervisory experience in program design and curriculum planning of accelerated programs focused on mathematics science, and technology;
 - c. Design of comprehensive program documents covering admissions criteria; faculty/staff/administrative position descriptions and responsibilities; program design descriptions; curriculum descriptions; public/private partnership arrangements; governance expectations; and other administrative requirements for the operation of a shared-time model for high school students;
 - d. Effective knowledge of and sensitivity for the needs of a diverse student population; and
 - e. Presentation of detailed plans and documents to the Virginia Board of Education.
 - (3) Compliance/Understanding: The Offeror must provide a written narrative statement to demonstrate his or her understanding of the Scope of Services as described in Section 4).
 - (4) Cost of Services: The Offeror at a minimum must submit a firm fixed price, "not to exceed" cost proposal. This cost proposal must also include any travel expenses that may be incurred. Also, the cost proposal must be itemized as costs relate to the Master Timeline (see Section 3 - PERIOD OF PERFORMANCE/TIMELINES).

7) **EVALUATION AND AWARD CRITERIA:**

- a) EVALUATION CRITERIA: Proposals shall be evaluated by the Executive Committee for the Academic-Year Governor's School # 19 using the following criteria:

<u>Evaluation Criteria</u>	<u>Assigned Weight</u>
Favorable References	20%
Experience/Qualification	30%
Compliance/Understanding Services	20%
Cost of Services	30%

- b) AWARD OF CONTRACT: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors identified above. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, PWCS shall select the Offeror(s) which in its opinion, has made the best proposal, and shall award the contract to that Offeror. PWCS may cancel this RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359D, Code of Virginia). Should PWCS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award shall be in the form of a firm fixed price contract. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and the Contractor's proposal as negotiated.

- 8) **GENERAL TERMS AND CONDITIONS:** The PWCS **General Terms and Conditions** are located on the Central Purchasing Office web page at www.pwcs.edu/purchasing.

9) **SPECIAL TERMS AND CONDITIONS:**

- a) AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by PWCS, whichever is sooner. PWCS or its authorized agents shall have full access to and the right to examine any of said material during said period.
- b) AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that PWCS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
- c) COMPLIANCE WITH PROCEDURES: The Contractor shall comply with all procedural instructions that may be issued from time to time by PWCS. However, the terms and conditions of the contract will not change.
- d) EXTRA CHARGES NOT ALLOWED: The proposed costs shall be for providing complete services; e.g., travel, hourly rates, misc. support services, etc.. Extra charges will not be allowed.

- e) **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared by the Offeror and successful Contractor for PWCS pursuant to this solicitation and any resulting contract shall belong exclusively to PWCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act.
- f) **PROPOSAL COST:** Negotiated costs shall be firm and fixed throughout the contract period. State sales tax shall not be included in prices. No extra charges shall be allowed.

PWCPS does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, Section 2.2-4343.1 or against any Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

In Compliance With This Unsealed Request For Proposals and To All The Conditions Imposed Herein, The Undersigned Offers and Agrees To Furnish The /Services In Accordance With The Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

<u>Name and Address of Firm</u>	FIN/SSN:	
	Telephone No:	
	Fax No:	
	E-mail:	
	Date:	
Signature in Ink	Print Name	

Questions: Any questions regarding this RFP must be submitted in writing directly to the Contract Administrator no later than **July 7, 2008**. Questions may be sent by facsimile at 703.791.7462 or email at peacherf@pwcs.edu.

CENTRAL PURCHASING OFFICE

P.O. BOX 389, MANASSAS, VA 20108 • WWW.PWCS.EDU/PURCHASING • 703.791.8743, FAX 703.791.7462

Master Timeline for Approval and Opening of AYGS #19

<i>Time/Date</i>	<i>Activity</i>	<i>Results</i>	<i>Comments</i>
May 2008	Review the results of the team's inferences across the four Mission Statements	Tentative Mission Statement for AYGS 19	The Mission Statement will be reviewed and revised as needed throughout the remainder our program development
July 2008	<p>Study and review of programs of study from NSSMST and Virginia AYGS</p> <p>Development of Web site with announcement committee as a whole and subcommittee pages</p> <p>Selection of facilitator for the remainder of the proposal development process</p>	Collection of programs of study with summaries of implications	Materials and actions will be conducted or supervised by 12-month personnel and available for whole team in September
September 2008	<p>Draft of program of study for grades 11 and 12 in STEM</p> <p>Determination of whether 2010 will be for 11th only or 11th and 12th</p> <p>Determination of team assignments with discussion of committee responsibilities and timelines</p>	<p>Description of the program with program goals</p> <p>Team leader for the following committees: Instructional Design 1-Mathematics Curriculum 2-Science Curriculum with social and emotional (SE), research, and technology components integrated into each Administrative (Personnel, Transportation, Facilities, and</p>	

Time/Date	Activity	Results	Comments
		<p>Equipment)</p> <p>Finance (Articulation with GM, proposed budget, division slots, local share)</p> <p>Community Relations (Web pages, print media, solicitation and coordination of public/private support for the program)</p>	
October – December 2008	<p>Instructional Design Committee – Draft of courses derived from the program of study</p> <p>Administrative Committee Overview of personnel and administrative responsibilities in existing programs</p> <p>Finance Committee Study of current funding levels, local share, and foundations for five comparable programs (MVGS, SVGS, CBGS, RVGS, CVGS)</p> <p>Community Relations</p>	<p>Draft of course alignment with brief course description</p> <p>Draft of administrative and staffing expectations with preliminary job descriptions</p> <p>Summary of financial support for those five programs based on student membership; estimations of comparable expenses for this program based on variable student membership, in increments of 25 students</p> <p>Web site management and prototype of home page for #19; list of proposed public and private partners, sample agreements, and</p>	

Time/Date	Activity	Results	Comments
		outline of proposed support services	
January - May 2009	<p>Instructional Design Committee – Curriculum Development</p> <p>Administrative Committee Job descriptions, salary schedule/benefits are reviewed; transportation routes are announced from base high schools</p> <p>Finance Committee Schedule for school division payments is released</p> <p>Community Relations Committee Developing list of community resources and soliciting programmatic support, including opportunities for mentorships and research</p> <p>Draft proposal is developed based on monthly summaries from each committee</p>	Selection of final program description, course alignment, with prerequisites, course overview, sample lesson plans for critically differentiated elements	
May 2009	Whole Team Meeting	Determination of the name of the	

Time/Date	Activity	Results	Comments
	<p>Summary of individual committee actions</p> <p>GS Name is determined Communications subcommittee drafts plan for selection of logo and revision of web pages</p> <p>Draft proposal is reviewed</p> <p>MCPS, MPCPS, PWCS school boards resolutions for participation</p> <p>MC, MPC, and PWC board of supervisors resolutions for participation</p> <p>GMU Board of Visitors resolution for participation</p> <p>Summary of public/private partnerships</p>	<p>19th AYGS</p> <p>Governor's School at a Glance;</p> <p>Summary of each piece of the final document with opportunity</p> <p>Resolutions from each school board</p> <p>Resolutions from each board of supervisors</p> <p>Resolution of GMU participation</p> <p>Letters of support from public/private partners</p>	
June 2009	<p>Proposal Submission to VDOE</p> <p>Web site is updated with current information</p>	<p>Final proposal in PDF format sent to the VDOE in paper and electronic format</p> <p>Current information and copy of entire plan on web</p>	

<i>Time/Date</i>	<i>Activity</i>	<i>Results</i>	<i>Comments</i>
July 2009	Board of Education review	Detailed 20 minute presentation before the VBOE with speakers representing all levels of participation from GA delegation to students.	
September 2009	Board of Education Final Review Meeting of the committee as a whole	Summary presentation not to exceed 10 minutes to address questions that may have been posed by the VBOE Celebration of accomplishments, deep breath and fulfill the expectations in the approved program	

ITEM 1.	Item Details(\$)		Appropriations(\$)	
	First Year FY2009	Second Year FY2010	First Year FY2009	Second Year FY2010
Direct Aid to Public Education (197)				
139.	Financial Assistance for Educational, Cultural, Community, and Artistic Affairs (14300).....		\$6,915,750	\$6,608,250
	Financial Assistance for Supplemental Education (14304)	\$6,915,750	\$6,608,250	
	Fund Sources: General.....	\$6,915,750	\$6,608,250	

Authority: Discretionary Inclusion.

A. Out of this appropriation, the Department of Education shall provide \$500,000 the first year and \$500,000 the second year from the general fund for the Jobs for Virginia Graduates initiative.

B.1. Out of this appropriation, the Department of Education shall provide \$900,000 the first year and \$900,000 the second year from the general fund for Project Discovery. These funds are to fund approximately one-half of the cost of the program in Abingdon, Accomack/Northampton, Alexandria, Amherst, Appomattox, Arlington, Bedford, Bland, Campbell, Charlottesville, Cumberland, Danville/Pittsylvania, Fairfax, Franklin/Patrick, Goochland/Powhatan, Lynchburg, Newport News, Norfolk, Richmond City, Roanoke City, Smyth, Surry/Sussex, Tazewell, Williamsburg/James City, and Wythe and the salary of a fiscal officer for Project Discovery.

2. The Department of Education shall determine the Project Discovery funding distributions to each community action agency. The contract with Project Discovery, Inc. should specify the allocations to each local Project Discovery program. Allocations shall be on a per pupil basis for students enrolled in the program.

C. Out of this appropriation, the Department of Education shall provide \$200,000 the first year and \$200,000 the second year from the general fund for the Southwest Virginia Public Education Consortium at the University of Virginia's College at Wise. An additional \$97,750 the first year and \$97,750 the second year from the general fund is provided to the Consortium to continue the Van Gogh Outreach program with Lee and Wise County Public Schools and expand the program to the twelve school divisions in Southwest Virginia.

D. This appropriation includes \$95,000 the first year and \$95,000 the second year from the general fund for the Southside Virginia Regional Technology Consortium to expand the research and development phase of a technology linkage.

E. An additional state payment of \$200,000 the first year and \$200,000 the second year from the general fund is provided as a Small School Division Assistance grant for the City of Norton. To receive these funds, the local school board shall certify to the Superintendent of Public Instruction that its division has entered into one or more educational, administrative or support service cost-sharing arrangements with another local school division.

ITEM 139.	Item Details(\$)		Appropriations(\$)	
	First Year	Second Year	First Year	Second Year
	FY2009	FY2010	FY2009	FY2010

F. Out of this appropriation, \$400,000 in the first year and \$400,000 in the second year from the general fund shall be allocated for the Career and Technical Education Resource Center to provide vocational curriculum and resource instructional materials free of charge to all school divisions.

G. It is the intent of the General Assembly that the Department of Education provide bonuses from state funds to classroom teachers in Virginia's public schools who hold certification from the National Board of Professional Teaching Standards. Such bonuses shall be \$5,000 the first year of the certificate and \$2,500 annually thereafter for the life of the certificate. This appropriation includes an amount estimated at \$3,665,000 the first year and \$3,457,500 the second year from the general fund for the purpose of paying these bonuses. By September 30 of each year, school divisions shall notify the Department of Education of the number of classroom teachers under contract for that school year who hold such certification.

H.1. This appropriation includes \$708,000 the first year and \$708,000 the second year from the general fund for the Virginia Teaching Scholarship Loan Program. These scholarships shall be for undergraduate students at or beyond the sophomore year in college with a cumulative grade point average of at least 2.7 who are nominated by their college and students at the graduate level and who meet the criteria and qualifications, pursuant to § 22.1-290.01, Code of Virginia. Awards shall be made to students who are enrolled full-time or part-time in approved undergraduate or graduate teacher education programs for (i) critical teacher shortage disciplines, such as special education, chemistry, physics, earth and space science, foreign languages, or technology education or (ii) as students meeting the qualifications in § 22.1-290.01, Code of Virginia, who have been identified by a local school board to teach in any discipline or at any grade level in which the school board has determined that a shortage of teachers exists; however, such persons shall meet the qualifications for awards granted pursuant to this item. Minority students may be enrolled in any content area for teacher preparation and male students may be enrolled in any approved elementary or middle school teacher preparation program; therefore, this provision shall satisfy the requirements for the Diversity in Teaching Initiative and Fund, pursuant to Chapters 570, 597, 623, 645, and 719 of the Acts of Assembly of 2000. Scholarship recipients may fulfill the teaching obligation by accepting a teaching position (i) in one of the critical teacher shortage disciplines; or (ii) regardless of teaching discipline, in a school with a high concentration of students eligible for free or reduced price lunch; or (iii) in any discipline or at grade levels with a shortage of teachers; or (iv) in a rural or urban region of the state with a teacher shortage. For the purposes of this item, "critical teacher shortage area and discipline" means subject areas and grade levels identified by the Board of Education in which the demand for classroom teachers exceeds the supply of teachers, as defined in the Board of Education's Regulations Governing the Determination

ITEM 139.

Item Details(\$)		Appropriations(\$)	
First Year	Second Year	First Year	Second Year
FY2009	FY2010	FY2009	FY2010

of Critical Teacher Shortage Areas. Scholarship amounts are based on \$3,720 per year for full-time students, and shall be prorated for part-time students based on the number of credit hours. The Board of Education is authorized to recover total funds awarded as scholarships or the appropriate proportion thereof in the event that scholarship recipients fail to honor the stipulated teaching obligation. The Department of Education shall report annually on the critical shortage teaching areas in Virginia.

2. The Board of Education is authorized to recover total funds awarded as scholarships, or the appropriate portion thereof, in the event that scholarship recipients fail to honor the stipulated teaching obligation. Any funds collected by the Board on behalf of this program shall revert to the general fund on June 30 each year. Such reversion shall be the net of any administrative or legal fees associated with the collection of these funds.

I. This appropriation includes \$100,000 the first year from the general fund for the planning of a new regional Governor’s School to serve Manassas City, Manassas Park City, and Prince William County.

J. Out of the amounts for this Item, shall be provided \$50,000 the first year and \$50,000 the second year from the general fund for the Virginia Career Education Foundation.