



**CHAPPAQUA**  
Central School District

**Request For Proposal**

**CCSD RFP# 2021-01**

**Equity, Inclusion, Anti-Racism & Social Justice Professional  
Learning in Chappaqua CSD**

**66 Roaring Brook Road  
Chappaqua, NY 10514**

## **Purpose:**

The purpose of this RFP is to provide support, in the form of professional learning, for members of the school community as we continue our equity, social justice and anti-racism work. We are focused on providing consistent and robust learning opportunities for all faculty, staff, students and families to help disrupt the existing systems and structures that oppress and marginalize groups of people including BIPOC, LGBTQ+, women, and others. This work will include training, curricular reviews and community engagement so we can effect sustainable change.

## **Description of the School District:**

- A. **Number of Schools:** 6 Total - 3 elementary schools, 2 middle schools & 1 high school
- B. **Number of Employees:** Approximately 700
- C. **Number of Students:** 3,590
- D. **BOCES:** Member of Putnam Northern-Westchester BOCES
- E. **Board of Education:** 5 Member Board
- F. **District Leadership Team:**
  - a. Superintendent- Dr. Christine Ackerman
  - b. 4 Assistant Superintendents
    - i. Business - Mr. John Chow
    - ii. Curriculum - Dr. Adam Pease
    - iii. HR - Dr. Tony Sinanis
    - iv. PPS - Ms. Ellen Doherty
  - c. 6 Directors
    - i. Athletics - Mr. Jason Semo
    - ii. Equity, Inclusion & Wellness - Mr. Phillip Marcus
    - iii. Facilities - Mr. Joseph Gramando
    - iv. Literacy - Ms. Jamie Edelman
    - v. Special Education Services & 504 - Ms. Karen Smith
    - vi. Technology, Mathematics & Innovation - Mr. Josh Culwell-Block
  - d. 6 Building Principals
    - i. Horace Greeley High School - Mr. Andrew Corsilia
    - ii. Bell Middle School - Mr. Joseph Wiener
    - iii. Seven Bridges Middle School - Dr. Joseph Mazza
    - iv. RB Elementary School - Ms. Tonya Wilson
    - v. DG Elementary School - Ms. Carol Bartlik
    - vi. WO Elementary School - Mr. James Skoog
  - e. 9 Assistant Principals (3 elementary, 2 middle school & 4 high school)

## **Scope:**

- A. We foresee this professional learning work unfolding over a 2 year period commencing in July 2021 and concluding in June 2023 (potentially beyond)
- B. The work will take place in person during and outside of the school day, depending on the group
  - a. We will continue to leverage remote meeting platforms as well, to connect as many people as possible
- C. The main areas of focus are as follows:
  - a. ***Professional Learning/Professional Development Goals for all staff***
    - i. Learning goals for all staff:
      - 1. Unpacking the concepts of equity, social justice, anti-racism, privilege, oppression, etc
      - 2. Leverage a rigorous understanding of one's own racial identity and its relationship to systems of power.
      - 3. Building an understanding of the cycles of socialization and the cultural elements that unconsciously shape our values and biases.
      - 4. Building knowledge of systemic racism, racial oppression, white bias, white fragility and the ways in which these systems are upheld in our schools and greater community.
      - 5. Developing fluency with anti-racist practices and actions to develop authentic relationships across all lines of difference.
    - ii. Advancing systemic change by developing cultural competence, racial literacy, and an equity lens.
    - iii. Providing resources to support inclusive practices that support positive identity development where all students feel seen, valued, and respected.
  - b. ***Professional Learning/Development Goals for Leadership Team***
    - i. Developing fluency with strategies for effectively leading across lines of difference and racial awareness.
    - ii. Developing an understanding of how to use an equity lens to review systems, structures, and policies that act as barriers to a positive and inclusive school culture.
  - c. ***Learning experiences for students***
    - i. Provide monthly workshops for students in grades 5-12 to develop racial awareness through a focus on identity, self awareness, inclusion, privilege, social justice, etc
    - ii. Support BIPOC student groups in the secondary schools - specifically BSU, Alliance, Diversity clubs, etc.
    - iii. Provide a framework for K-4 teachers to engage students in learning experiences that begin to support racial awareness. May involve working directly with students where appropriate.
  - d. ***Curricular review***
    - i. Build capacity and support the work of the District PD team and equity fellows to review/audit K-12 curricula to align to best practices in equity and inclusion.
    - ii. Provide curricular recommendations, guides, and resources tailored to the Chappaqua community to sustain engagement with issues of racism and other oppressions.
  - e. ***Learning opportunities for families & community members***
    - i. Provide monthly workshops to support the development of anti-racist homes and community.

## **Submission Requirements:**

### **A. *Qualifications of the Staff Members of Any Potential Organizations/Firms:***

- a. The district is especially interested in the level and type of equity, social justice, anti-racism and inclusion professional learning that has been facilitated by the individual or members of the organization that would be assigned to work with our faculty, staff, students and families. CV, brief resumes and a listing of institutions to attest to prior successful experiences is required. The district reserves the right to reject, without prejudice, any and all proposals received under this Request for Proposal, to request additional information from all proposers and to negotiate the terms of the engagement.

### **B. *Qualification and Experience of Any Potential Organization/Firms:***

- a. Any individuals, organizations or firms that submit proposals must have sufficient staffing to ensure timeliness, stability and responsiveness during the time of this commitment. Any individual, organization or firm submitting a proposal must also provide information about size, staffing and evidence of successful experience in other schools, districts, or organizations.

### **C. *Proposals shall be evaluated based upon the following:***

- a. Professional Qualifications
- b. Prior experience with facilitating professional learning opportunities focused on equity, social justice, anti-racism and inclusion.
- c. Clearly articulated scope and sequence for the work with a clear professional development plan that speaks to impact on teaching and learning
- d. Total proposed price for the District
- e. Proposer's demonstrated capabilities (sufficient staffing, access to resources, location)
  - i. Identify staff who would be working with our district
- f. Length of time in business
- g. Client references
- h. Staffing
- i. The District intends to select a firm that, in their opinion, best meet the District's needs, and not necessarily the firm(s) whose fees are the lowest

### **D. *Submission of This Proposal***

- a. Each individual/firm/organization responding to this RFP must provide one (1) original and two (2) additional copies of their proposals. Finalists may be required to meet with District officials and/or the Assistant Superintendent for Human Resources and Leadership Development and the Director of Equity, Inclusion and Wellness.

### **E. *Questions Regarding This RFP:***

- a. Questions concerning this RFP and the procedures for responding, or a request to speak with someone in the school district, should be directed to Dr. Tony Sinanis at [tosinanis@chappaquaschools.org](mailto:tosinanis@chappaquaschools.org)

## Submission Packet:

### A. Information and Documents

- a. Proposals should be clearly identified on the envelope as follows:
  - i. CCSD RFP #2021-01 - Equity, Inclusion, Anti-Racism & Social Justice Professional Learning in Chappaqua CSD
- b. Sealed envelope proposal should be sent to:
  - i. Michael Trnik, Purchasing Agent  
Chappaqua Central School District  
66 Roaring Brook Road  
Chappaqua, NY 10514

Or

Electronic proposals should be sent to:

- ii. [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org)
- B. Proposals must be received no later than **2:00pm, April 23, 2021**
- C. If sending in sealed envelope, include one (1) original and two (2) copies of the proposal with submission. If sending electronic, include one (1) original
- D. Each proposal packet must contain the following documents:
- a. Proposal narrative listed under "Proposal Format and Contents" including:
    - i. Clearly articulated scope and sequence for the work with a clear professional development plan that speaks to impact on teaching and learning
    - ii. Total proposed price for the District
    - iii. Proposer's demonstrated capabilities (sufficient staffing, access to resources, location, past experience working with school districts)
    - iv. Identify staff who would be working with our district
    - v. Length of time in business
    - vi. Client references
    - vii. Signed hold harmless agreement (attached)
    - viii. Signed RFP proposal certification/non collusive certification (attached)

All proposals must be received no later than the date mentioned above. Any proposals received after this deadline will be returned unopened to the individual/firm/organization.

### Iran Divestment Act

By submission of this RFP, each firm and each person signing on behalf of any firm certifies, and in the case of a joint RFP, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and behalf that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of the section 165-a of the state finance law.

**THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.**

**CHAPPAQUA CENTRAL SCHOOL DISTRICT**

**CCSD RFP # 2021-01: "EQUITY, INCLUSION, ANTI-RACISM & SOCIAL JUSTICE PROFESSIONAL LEARNING IN CHAPPAQUA CSD"**

**HOLD HARMLESS AGREEMENT**

The undersigned hereby agrees to defend, indemnify, and save harmless the Chappaqua Central School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the contractor, whether such claims shall be made by an employee of the contractor or by a third party. The contractor covenants and agrees that they will pay all costs and expenses arising there from and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Contracting Firm shall at this own expense satisfy and discharge the same.

By: \_\_\_\_\_  
(Signature of Authorized Representative of Corporation)

Print Name & Title: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CCSD RFP # 2021-01: EQUITY, INCLUSION, ANTI-RACISM & SOCIAL JUSTICE**  
**PROFESSIONAL LEARNING IN CHAPPAQUA CSD**  
**RFP PROPOSAL CERTIFICATION/NON-COLLUSIVE PROPOSAL CERTIFICATION**

FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE OF RFP \_\_\_\_\_

I. General Proposal Certification – The proposal certifies that he/she will furnish, at the prices herein quoted, the material, equipment, and/or services as proposed on this bid.

II. Non-Collusive Proposal Certification

By submission of this proposal, the firm certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) By submission of this proposal, each firm and each person signing on behalf of any firm certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other firm or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly discussed by the firm and will not knowingly be disclosed by the firm prior to opening directly or indirectly, to any other firm or to any competitor;
- (3) No attempt has been made or will be made by the firm to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A proposal shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the firm cannot make the foregoing certification, the firm shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a firm (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any proposal hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the firm, and such authorization shall be deemed to include the signing and submission of the firm and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_