



Chappaqua Central School District

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CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

CCSD RFP #2023- 25

COMPREHENSIVE PROGRAM REVIEW of
LITERACY PROGRAMS K-6

September 18, 2023

Chappaqua Central School District

REQUEST FOR PROPOSALS **CCSD RFP #2023-25** LITERACY K-6 PROGRAM REVIEW

September 18, 2023

Overview:

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified consulting firms or experts to establish a contract to conduct a comprehensive review of our K-6 Literacy Program for the Chappaqua Central School District, herein referred to as “CCSD” or the “District,” in accordance with the statement of needs, terms and conditions stated herein.

Consulting firms must send complete proposals to the District by 2:00 p.m. on OCTOBER 2, 2023. Proposals should be sent as described on the last page of this Request for Proposals.

Background:

Chappaqua Central School District is a high-performing, public school district located in Chappaqua, NY. Chappaqua sits in Westchester County, 35 miles north of New York City. The District educates approximately 3,700 students in grades K-12. The District is made up of six schools; three elementary schools which each house grades K-4, two middle schools containing grades 5-8 and one comprehensive high school. The District is a nationally renowned, suburban public school system characterized by highly motivated students, a broadly educated and talented staff, and an actively involved parent community.

The District is using a combination of literacy programs purposefully selected to address the research base related to the Science of Reading. The District is currently using Reading and Writing Workshop (K-6), Let’s Gather (K-2), Phonics First (K-2), Benchmark Phonics and Grammar Micro-Workshop (3-5), Handwriting Without Tears (K-2), and Typing Agent. For intervention, the District uses Wilson, Leveled Literacy Intervention (LLI), and Just Words.

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The District maintains student assessment data from a variety of sources including, but not limited to, NWEA MAPS (1-8), NYSED ELA assessment scores, running records, phonics decoding and encoding assessments, and measures of foundational skills.

Scope of Work:

The Chappaqua Central School District (CCSD) invites proposals from qualified Science of Reading experts to evaluate our K-6 Literacy programs. The purpose of this Request for Proposal (RFP) is to select a consulting firm or individual expert to work closely with our Research-Based Literacy Team of educators. The chosen expert will review current research with the team, work with this team to assess the effectiveness of our current literacy programs, and provide programmatic recommendations to enhance our literacy program.

The selected Science of Reading expert will perform the following tasks as part of the evaluation:

Review of Current Programs:

- Evaluate the existing K-6 literacy programs. This evaluation may include curriculum review, classroom visits, and an analysis of achievement data.
- Examine the alignment with current research on the Science of Reading.
- Assess program effectiveness in improving literacy proficiency.

Programmatic Recommendations:

- Provide recommendations to strengthen the literacy program. These recommendations may include revisions to teaching practices, curriculum, and/or programs used by the District.
- Suggest changes or enhancements based on research findings.
- Address alignment with best practices and the Science of Reading framework.

Collaboration with the Science of Reading Literacy Team:

- Collaborate closely with our Science of Reading Literacy team of educators as we build capacity focused on the science of reading.
- Engage in discussions, meetings and knowledge-sharing with the team.

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Proposal Requirements:

Prospective consultants should submit proposals addressing the following areas:

Qualifications and Experience:

- Provide a summary of your qualifications and relevant experience.
- Highlight expertise in the Science of Reading and educational program evaluation.

Methodology:

- Describe your approach to evaluating the literacy programs.
- Outline the research methods and tools you intend to use.
- Include a proposed timeline for the evaluation.

Confidentiality:

- Explain how you will ensure confidentiality throughout the evaluation process.

Reporting:

- Detail how findings and recommendations will be reported to CCSD.
- Findings should be presented in a written report as well as one in-person presentation to the Board of Education at a public meeting.

Cost Proposal:

- Provide a clear pricing structure for your services, including any breakdown if applicable.

References:

- Include references from similar projects in K-12 education settings.

Evaluation of Proposals

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

All proposals will be opened publicly at the above-mentioned deadline time.

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The original copy of all proposals received will be kept on file in the office of the District Purchasing Agent.

Copies will be distributed as follows: Superintendent of Schools, Board of Education, Selected Members of the C&I Department, and the Administrative Cabinet.

Scoring criteria will be based on the information each firm provides in the "Proposal Requirements" section of this RFP.

Results and Contract Award Process

After the review and evaluation of all proposals, the Board of Education, administrators and consultants may elect to interview a group of selected firms before the award of the contract.

It is the intent of the Board of Education to award a contract for this review within a reasonable time after the RFP deadline. An award by the Board of Education shall be subject to successful contract negotiations.

Questions regarding the RFP

Please direct your questions to:

Dr. Adam Pease - Assistant Superintendent for Curriculum and Instruction
via email: adpease@chappaquaschools.org

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Proposal Submission Instructions

The Board of Education of the Chappaqua Central School District, hereby invites the submission of proposals for:

CCSD RFP #2023-25 - Comprehensive Program Review of Literacy Programs K-6

Sealed envelope proposals and digital proposals will be received until **October 2, 2023, by no later than 12:00 pm** at the Purchasing Office, Education Center, 66 Roaring Brook Road, Chappaqua, New York, at which time and place all proposals will be opened and read publicly. Mailing address for sealed envelope proposals:

Chappaqua Central School District
66 Roaring Brook Rd., P.O. Box 21
Chappaqua, New York 10514

(if using a third party courier, use street address only).

Digital proposals are to be e-mailed to
anholmquist@chappaquaschools.org .

RFP specifications may be obtained by visiting our website or at:

<https://www.bidnetdirect.com/new-york/chappaquaschools>

If further information is needed regarding the submittal process, call the Purchasing Office at 914 238-7200, Ext. 1036 or e-mail at anholmquist@chappaquaschools.org

The Board of Education reserves the right to reject any and all proposals which do not seem to be in the best interest of the School District.

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APPENDIX - A: Insurance Requirements

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
 - b. State that the organization's coverage shall be primary and noncontributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3.
 - a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b. At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations

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\$1,000,000 Personal and Advertising Injury
\$1,000,000 Sexual Misconduct and Assault
\$100,000 Fire Damage
\$10,000 Medical Expense

Coverage for sexual misconduct must be affirmed. Sub-limits below the policy limits for sexual misconduct coverage are acceptable solely at the discretion of the District.

- b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
 - d. **Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
 - e. **Umbrella/Excess Insurance**
\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.
6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The professional consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

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APPENDIX B: NON-COLLUSIVE BIDDING CERTIFICATION

Section 103-d, General Municipal Law. 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 bidders and affirmed by such bidder as true under the penalties of perjury,

- a) By submission of this RFP, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint vendor 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 RFP 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 vendor or with any competitor:
 - 2) Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
 - 3) No attempt has been made or will be made by the vendor to induce any other person, partnership or corporation to submit a RFP for the purpose of restricting competition.

b) Any RFP shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the vendor shall so state and furnish with the RFP a signed statement which sets forth in detail the reasons thereof. Where (a) (1) (2) and (3) above have not been complied with, the RFP 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 the RFP is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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

Any RFP hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate vendor 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 the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Firm Name: _____

Signed: _____ Title _____

Date: _____

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APPENDIX C: IRAN DIVESTMENT ACT COMPLIANCE RIDER AND CERTIFICATION

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- A. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- B. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

1. The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

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CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(This form must be signed and notarized, and submitted with Proposal)

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should District receive information that a person is in violation of the above referenced certification, District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____ Date: _____

Sworn to before me this ____ day of _____, 2023

Notary Public

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APPENDIX D: Sexual Harassment Certification

In accordance with State Finance Law §138-l, which generally prohibits the School District from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the proposer submit the following certification under the penalty of perjury

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Dated: _____, New York
_____, 2023

Firm's Name

(Print Name)

(Signature)

Sworn to before me this ____ day of _____, 2023

Notary Public

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APPENDIX E: 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 attorney's fees and costs that may occur or that may be alleged to have occurred in the course of the performance of this agreement by proposer, whether such claims shall be made by their employee or by a third party. The proposer covenants and agrees that they will pay all costs and expenses arising therefrom and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the proposer shall at their own expense satisfy and discharge the same.

By: _____
(Signature of Authorized Representative of Corporation/Firm)

Print Name & Title: _____

Company Name: _____ Date: _____

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APPENDIX F: PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.
- B. Proposer warrants that it is willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Chappaqua Central School District.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Firm's Name

Address City, State, Zip

(Phone)

(Fax)

(Print Name)

(Signature)