**THE GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS**

**Department of Education**

**REQUEST FOR PROPOSAL (RFP)-DOE2017-003 to**

**Provide nine days of onsite professional development to work within 9 schools to help grow implementation strategies of school-based Professional Learning Communities (PLCs) in the St. Thomas/St. John school district and the St. Croix school district in the United States Virgin Islands**

**Purpose:** The purpose of the professional development (PD) is for a team of consultants to work within schools (one consultant per school up to 9 schools 5 on St. Thomas/St. John and 4 schools on St. Croix) to work with schools teams in determining composition of PLCs based on grade level, content-based or team-based.

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| Date of Announcement | October 20, 2016 |
| Deadline for Submittal | November 4, 2016 at 5:00pm EST |
| Award |  |
| Issuing Office | Curriculum and Instruction |
| Contact Person | Anthony D. Thomas, MBA, Procurement Director |
| Contact Information | Tel: 340-774-0100 ext. 8115  Email: [procurement@sttj.k12.vi](mailto:procurement@sttj.k12.vi) |

**Background:** The proposed PD is intended to help schools to understand that the work of a PLC is a school wide undertaking, with significant impact on student achievement, school culture, and teacher and leader effectiveness which are the state priorities in the Virgin Islands Department of Education.School principals will provide a schedule for consultants to work with teams of teachers to review foundational work and review preliminary teams formed at the school

**Target Audience:** School-based PLC teams in both school districts comprised of principals, assistant principals and teacher leaders. Numbers will vary by school.

**Duration:** Nine (9) days

**Expected Outcomes:**

* Provide school-based teams with onsite foundational support focused on their teams
* Analyze composition of preliminary teams
* Discuss strategies for regular meetings

**Scope of Services:** The selected service provider must have expert knowledge in PLCs and in delivering this expert knowledge to school districts for the purpose stated. One consultant will spend the day at each school site working specifically with the school teams based on a schedule determined by the principal. During the day-long session, consultants will help to analyze the composition of the team and discuss suggestions for the content of regular meetings.

**Submission Requirements:** Providers interested in submitting proposals should include

* Resume of primary vendor
* Technical Response to include timeline of services to be provided
* A letter of interest which includes business’ qualifications and experience
* Cost Proposal
* State Issued Business License
* State issued Certificate of Good Standing/ Certificate of Existence
* Certificate of General Liability Insurance naming the Department of Education as a certificate holder and Additional Insured
* Certificate of Resolution (as applicable)
* W-9
* Articles of Incorporation, Articles of Organization, By-laws (as applicable)
* Certificate of Government Insurance or Workman’s Compensation Liability Coverage as applicable

**Evaluation:** Vendors will be selected by a team of evaluators based on the following criteria:

* Expertise
* Qualifications
* Experience
* Cost

\*\*\*\* Services must be completed by December 31, 2016