



Nevada Department of Education

REQUEST FOR PROPOSAL (RFP) #17-02
Facilitation of the Nevada Leadership Network

NEVADA LEADERSHIP NETWORK

Nevada Department of Education
700 East 5th Street
Carson City, 89701
Phone: 775-687-9248 | Fax: 775-687-9250
Msauter@doe.nv.gov

Prepared By: Maria Sauter, Education Program Professional-Turnaround Schools
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REQUEST FOR PROPOSAL

NEVADA LEADERSHIP NETWORK

SUBMISSION DEADLINE: August 15, 2017, 5:00pm PST

RFP Contact Name: Maria Sauter

Contact Address: 700 E. 5th Street #110
Carson City, Nevada 89701

Telephone Number: 775-687-9248

Email Address: msauter@doe.nv.gov

INTRODUCTION

Nevada Department of Education invites and welcomes proposals for the Nevada Leadership Network project. Please take the time to carefully read and become familiar with the proposal requirements, expectations and review criteria. All proposals submitted for consideration must be received by the time as specified above under the submission deadline.

PROJECT OVERVIEW

The Nevada Department of Education (NDE) is looking to identify a partner to aid in facilitating a systems-level transformation through a highly-effective School Leadership Network. Last year, NDE created a Leadership Network. We are evolving this initiative to strengthen alignment with our ESSA implementation efforts and State Plans. The purpose of this Network is to build a sustainable foundation to assist in identifying and sharing best leadership practices, elevating and strengthening the profession, building collaborative partnerships and expanding mentor schools. The Network will consist of leadership teams from underperforming districts and schools, including those that are not sustaining continuous improvement. This project has the opportunity to be funded for two years. Please provide an outline of first-year and second-year plans.

The vendor should be aware of the context of Nevada and the criteria of needs within Nevada districts:

- Alignment and coherence – whole systems from teacher leader to district level leadership;
- Sustainability – long-term system changes;
- Cultural competencies – understanding the changing demographics throughout the State;
- Multifaceted districts – the difference between our urban and rural districts/schools.

PROJECT GOALS

- Goal 1: District and school leaders build and sustain highly effective evidence-based education systems
- Goal 2: School leaders increase their capacity in equity practices and policies
- Goal 3: Leaders build capacity in Instructional Leadership
- Goal 4: Teachers improve evidence-based practices in the classroom
- Goal 5: Effectively use data to increase student learning and improve student outcomes (significant gains in achievement and reduction in achievement gaps)

OBJECTIVES AND DELIVERABLES

Below are the objectives and deliverables projected within the 2-year cohort:

Objective 1: Facilitate professional learning meetings of the members of the Network. This will include:

- Whole Network meetings (face-to-face)
- Regional subgroup meetings
- Virtual meetings

Objective 2: Support in the design and implementation of an online forum

- House webinars
- Share ideas and communicate with colleagues
- Repository of resources around evidence-based practices

Objective 3: Support NDE in determining other capacity building activities

- Learning Walks/Instructional Rounds
- Peer Coaching support
- Observation of exemplary practice outside NV

Objective 4: Create a coherent, systemic framework for developing leadership pipelines

- Master teachers
- Aspiring administrators
- Sitting administrators
- District leaders

SCHEDULED TIMELINE FOR RFP

July 18, 2017	Release of RFP
August 15, 2017	RFP due to the NDE
August 16-24	Review of proposals
August 25	Announcement of selection

PROJECT PROPOSAL EXPECTATIONS

Nevada Department of Education shall award the contract to the proposal that best accommodates the various project requirements; meets the unique needs of Nevada and its schools; demonstrates the greatest likelihood of having a positive effect on school and student outcomes and is based on evidence.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Nevada Department of Education no later than 5:00pm PST on August 15, 2017, for consideration in the project proposal selection process. You may email or fax the proposal to contact listed above.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Meets ESSA evidence tiers 1-4 (strong, moderate, promising or demonstrates a rationale)
- Demonstrated experience
- Experience in performance of comparable requests
- Expertise and availability of key personnel

- Cost
- Alignment with the terms of this RFP

Nevada Department of Education shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing vendor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the vendor should include and/or address in their proposal submission:

Summary of Vendor Background

- Vendor's Name(s).
- Vendor's Address.
- Vendor's contact information (and preferred method of communication)
- Vendor background.
- Description of vendor in terms of size, range and types of services offered and clientele.
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal. This requires the vendor to include a high-quality, rigorous study conducted by a reputable third-party evaluator to demonstrate they meet ESSA requirements tiers 1-4 (see below for tier description)
- Organization chart showing key personnel that would provide services to Nevada Department of Education.

Proposed Outcome

- Summary of timeline and work to be completed.
- Anticipated outcomes.

Service to Reach Outcomes

- List any and all services required for this proposed project and the number of each.
- Detailed estimated cost for each service.
- List any accommodation, services, or space required from Nevada Department of Education, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

ESSA Evidence-Based Requirements:

Demonstrate a statistically significant effect on improving student outcomes	1 STRONG EVIDENCE	Based on at least 1 well-designed and well-implemented experimental study
	2 MODERATE EVIDENCE	Based on at least 1 well-designed and well-implemented quasi-experimental study
	3 PROMISING EVIDENCE	Based on at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias
Demonstrates a rationale that such activity, strategy, or intervention is likely to improve student outcomes	4 DEMONSTRATES A RATIONALE	Based on high-quality research findings or positive evaluation, and includes ongoing efforts to examine the effects of such activity, strategy, or intervention

Appendix A

Review Rubric

Criteria	Points
1) Demonstrated Experience	
a. Did the vendor provide sufficient data to convince you that they will do a good job for the State?	10
b. Was the proof compelling?	5
c. Are you confident that this vendor has the knowledge, skills and abilities to perform all its tasks well?	20
d. Did the vendor meet ESSA requirements stated?	20
e. Will the vendor's resources be adequate to serve the State's needs?	15
f. Does the vendor have the flexible capacity to handle all the needs of the State as they continue to change?	15
g. Does the vendor have prior experience that will ensure all the skills necessary to perform tasks well?	15
Total 100 points	
3) Expertise and availability of key personnel	
a. Is the staff that will be assigned to this project by the vendor the best qualified to manage the process?	10
b. Will they be available to insure completion of the project?	10
c. Is sufficient staff assigned to handle these duties?	10
Total 30 Points	
4) Cost	
a. Has the vendor established a cost that is reasonable for the project?	10
b. Are the costs reasonable compared to the competition?	10
c. Will there be any additional costs or other ongoing expenses?	10
d. Are the costs clear to the activities of the proposal?	10
Total 40 Points	
5) Conformance with the terms of this RFP	
a. Did the vendor's proposal provide all the necessary information requested in the RFP in a professional manner?	5
b. Did the proposal cause no doubt regarding the vendor's ability to complete the necessary tasks?	5
c. Was the proposal easy to understand and did it provide answers to questions, or create more questions?	5
Total 15 Points	
BONUS: Did the vendor meet Tiers 1-3 of ESSA evidence requirements?	15 Points
Grand Total 200 Points	