

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date May 10, 2017
..... RFP-007-2017 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Thursday, June 8, 2017 at 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-007-2017 (P) To Provide Professional Development for an Instructional Leadership Institute and Coaching in the St. Croix District.**

SCOPE OF SERVICES: SEE ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough Jr.
Commissioner Nominee
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-007-2017 (P) To Provide Professional Development for an Instructional Leadership Institute and Coaching in the St. Croix District.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall be considered.

Applicants are requested to submit proposals based on the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Procurement Officer, Alexis J. Leycock at alexis.leycock@dpp.vi.gov.**

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-007-2017 (P) To Provide Professional Development for an Instructional Leadership Institute and Coaching in the St. Croix District.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Thursday, June 8, 2017 at 4:00 P.M.**

2. Last Day for Questions: **Thursday, May 25, 2017 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit five (5) sets of proposals (one (1) original and four (4) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than Thursday, June 8, 2017 at 4:00 P.M.

They shall be addressed to:

Lloyd T. Bough Jr.
Commissioner Nominee
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-007-2017(P)
(Name of Offeror)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Procurement Officer, Alexis J. Leycock** GVI will not respond to

questions received after the above-established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.

4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection, with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as “**Additional insured.**” The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars**

for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.

2. WORKERS' COMPENSATION: Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee's Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.



THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands

**REQUEST FOR PROPOSALS (RFP)
FOR
ISLLC Instructional Leadership Institute
in the St. Croix District**

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in delivering professional development on developing effective instructional leadership practices based on the Interstate School Leaders Licensure Consortium (ISLLC) standards that will be used to develop the principal evaluation process. The professional development activity will focus on the use of teacher observation and student achievement data to generate action plans and provide instructional feedback to improve teacher instruction through job-embedded coaching and after-school mini-institutes.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary to provide intensive, comprehensive formal group leadership learning experiences and individual coaching based on ISLLC leadership standards; and can demonstrate a research-based rationale for their program's design or previous evidence of their program's effectiveness.

The selected contractor shall provide support for school administrators which is comprised of Principals and Assistant principals, in becoming transformational leaders and strengthening their instructional leadership practice based upon the six (6) ISLLC standards:

Standard 1: An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

Standard 2: An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Standard 3: An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment

Standard 4: An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

Standard 5: An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

Standard 6: An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

Research suggests that school-level leadership is the second most important school-level factor influencing student learning, and teachers commonly identify the principal as a strong factor influencing their instructional and career decisions.

The work will focus on professional development to support school leadership teams on establishing and implementing effective instructional leadership practices that build a

shared vision of student success and well-being; manage and develop teacher professional skills and practice in order to drive student learning and achievement; cultivate a caring and inclusive school community dedicated to student learning and academic success and the well-being of every student; and building instructional capacity of teachers. The services will take place in the St. Croix District during the 2017-2018 School Year.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	15
Elementary Schools	10
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	18
Number of Students	7,069
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	6,453
<u>BOTH DISTRICTS</u>	
TOTAL NUMBER OF VIDE REGULAR K-12	28

SCHOOLS	
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	13,522
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,203

On the island of St. John, two (2) schools serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The St. Croix Professional Development Program Manager out of the Office of the Insular Superintendent has been designated and will serve as the DOE liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Sharon Ann McCollum, Ph.D., heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Honorable Lloyd T. Bough, Jr., Commissioner Nominee of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE's Office of the Commissioner will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. CONTRACT TYPE

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of one (1) year.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver

requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Cost is inclusive of all travel and expenses.

II. SCOPE OF SERVICES

Overview

The work will focus on professional development to support aspects of school administrators' leadership practices that help teacher improve instruction; creating a safe and respectful environment for learning; improving school climate and culture; communication and collaboration among teachers and parents; and ensuring effective use of instructional leadership time based on the ISLLC standards. The selected contractor will provide 4 days of onsite one-on-one individual coaching for 10 Public School administrators and three (3), two hour afterschool mini-institutes that spread from September 2017 through January 2018. Work will focus on developing effective instructional leadership practices based on the Interstate School Leaders Licensure Consortium (ISLLC), using data to generate action plans, and providing instructional feedback to improve teacher instruction.

The selected contractor shall provide two types of learning and development opportunities for current school administrators: 1.) three (3), 2-hour afterschool group mini-institutes, and four (4) one-on-one individual coaching. To determine the starting point for the work, the services will commence with a meeting between planning team members representing the St. Croix District Office of the Insular

Superintendent, resulting in a finalized agenda and schedule of the three 2-hour mini-institutes and forty (40) days of onsite one-on-one individual coaching.

The three 2-hour afterschool group mini-institutes shall be delivered live in-person and/or online during the months of September, November, and January of the 2017-2018 school year. Administrators will then create an action plan that focuses on improving their leadership practice within the following areas; instructional leadership, human capital management, and organizational leadership. The purpose and focus of the mini-institutes is to increase the instructional leadership skills of school administrators with focus on performance data use; teacher evaluation; instructional feedback and coaching; instructional planning support; improving school climate and culture; etc.

The selected Contractor shall also provide four (4) days of onsite one-on-one coaching to each administrator throughout October and December of the 2017-2018 school year to support them as they implement their action plan from the mini-institutes at their schools. The contractor shall also provide opportunities for principals to receive individual feedback on their leadership practice and on the implementation of strategies learned in the mini-institutes.

In addition, contractors may offer supplemental support and resources. Similar to the required components, any supplemental supports must be fully described including a rationale for the activities proposed.

Tasks

The selected contractor shall provide three (3), two hour mini-institutes and 40 days of onsite one-on-one coaching. The selected contractor shall perform the following tasks to deliver the consultancy and professional development services:

- Meet with District Professional Development Program Manager as well as district planning team members to determine a starting point based on work previously done around school administrators developing their instructional leadership practice.
- Meet with District Professional Development Program Manager as well as district planning team members monthly to discuss project challenges and updates.
- Conduct three (3), two -hour afterschool group mini-institutes (1 mini-institute in September, 1 mini-institute in November, and 1 mini-institute in January) to increase the instructional leadership skills of school administrators with focus on performance data use; teacher evaluation; instructional feedback and coaching; instructional planning support; improving school climate and culture; etc.
- Facilitate the creation of an action plan that focuses on improving each participant's leadership practice within the following areas: Instructional Leadership, Human Capital management and Organizational leadership for 10 ILI participants.
- Facilitate 4 days of onsite one-on-one coaching for 10 public school administrators (2 days in October and 2 days in December) to support administrators as they implement their action plan from the mini-institutes at their schools.
- Implement Instructional leadership strategies that will improve classroom instruction and school culture around the Interstate School Leaders Licensure Consortium (ISLLC) Standards

- Provide a final report highlighting the goals of the action plan and offer recommendations for sustaining data analysis, collection, and monitoring routines that impact classroom instruction

Deliverables

The selected contractor must deliver to DOE ...

1. An electronic copy of an implementation plan with timelines, activities, and recommendations, and expected outcomes. This plan will be one document and delivered no more than one month after the ILI preliminary planning meeting.
2. An electronic copy of the coaching schedule developed with planning team delivered one week after meeting with the planning team.
3. Electronic copies of training and coaching materials provided to participants.
4. Electronic copies of participant action plans.
5. Coaching plan and logs for 4 days of onsite one-on-one coaching for 10 public school administrators (2 days in October and 2 days in December) delivered.
6. Agenda and activities for three 2-hour mini-institutes conducted.
7. Interim reports submitted at the end of each mini-institute.
8. A final comprehensive report of the consultancy with recommendations delivered two weeks after the consultancy ends.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) Three (3) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.

- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Million Dollars and Zero Cents (**\$1,000,000.00**)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract