

SOUTH KINGSTOWN SCHOOL DISTRICT



REQUEST FOR PROPOSALS

Proposals due November 28, 2023, and will be opened publicly at 11 am in the Office of Superintendent of Schools, 307 Curtis Corner Road, South Kingstown, RI

REQUEST FOR PROPOSAL

Educational Survey for Equity & Inclusion Services

Proposal Release Date: November 1, 2023

Questions Due Date: November 14, 2023

Amendments and Responses to Questions: November 21, 2023

Submission Deadline: 11:00 a.m., November 28, 2023

Award Recommendation Date: December 5, 2023

Proposals Opened at: South Kingstown Administration Bldg. 307 Curtis Corner Road, South Kingstown, RI 02879-2106

Overview

The South Kingstown School District is seeking proposals providing educational surveys and data analysis assessing the equity and equality of education services. Equal is defined as equal services for students of equal needs. Equity is defined as services provided based on specific student needs. The District seeks proposals for a vendor to analyze student data disaggregated by nationality, specifically Native American; socio-economic status; English Language Learners; Special Needs students, and gender. The District seeks proposals for a vendor to collect input from teachers, students past and present, staff, and parents relative to their experience and perceptions of student equity and inclusion. Upon completion and analysis of the collected data, the vendor is to provide the District with a template providing an action plan addressing any evidence of unequal or inequitable treatment interfering with student achievement.

Proposal submission requirements

All proposals must be submitted in a sealed envelope addressed to: Office of the Superintendent, 307 Curtis Corner Road, South Kingstown, RI 02879-2106. The exterior of the envelope must include **Equity Audit Proposal**. Within the sealed envelope another sealed envelope must be placed, the second envelope containing all proposed pricing information and must be marked: **Equity Audit Proposal Pricing**. The proposal must be received by November 28, 2023, no later than 11:00 a.m. Proposals received after that time will not be considered.

Proposals must address all of the requirements listed below in terms of the execution of the audit. Proposals not addressing all elements will not be considered.

The Bid Selection Team will evaluate each proposal. Once an order of preference has been determined, the sealed envelope containing bid pricing will be considered.

If the bid selection team deems appropriate, bidders may be requested to submit to an interview.

The District reserves the right to accept tendered proposals for a period of six months from the date of the bid openings.

Proposals must include a signed copy of the Non-Collusion Affidavit attached below.

The South Kingstown School District reserves the right to reject any/all bids, waive any informalities in the bids received, and to accept and award the bid to the response deemed most favorable to the interests of the School District.

The School District does not discriminate based on age, color, gender, national origin, race, religion, sexual orientation, or disability in accordance with applicable laws and regulations.

Description of the South Kingstown School District

South Kingstown School District is a proud Professional Learning Community built upon collaborative leadership and 21st-century deep learning competencies while developing a culture of equity, openness, and sharing of ideas. Working together, the South Kingstown School District provides the foundation for an exceptional educational experience. We are committed to working in partnership with families and the entire community to educate ALL of our children. Few school districts can offer what South Kingstown School District can. The excellence and variety of programs offered by our schools, along with the quality of life in South Kingstown, make our community of South Kingstown a wonderful place to learn, work, and live.

South Kingstown Public Schools, the School Community, the administration, teachers, and staff reject all forms of racism, discrimination, bullying, and harassment. These actions are destructive to the District's mission, vision, values, and goals. Join us as we strive to eliminate these divisive actions to ensure our district is an inclusive, equitable, and welcoming learning community.

The District serves approximately 2600 students with 225 teachers and 170 support staff. The District's annual budget is approximately \$67,000,000 which funds one high school, one middle school, and three elementary schools.

South Kingstown is a community with a population of 31,576 and a median household income for student households of \$115,264.

Student population: White 87%, Black or African American 2%, Hispanic or Latino 4%, Asian 3%, American Indian or Alaska Native 2%, Two or more races 2%. Special needs population 4.1%. Student families with income below the poverty level 5%, families with SNAP benefits 15.2%

The education attainment level for the parents of students: Bachelor's degree or higher 60.1%, Some college or an associate degree 25.3%, high school graduate 10.2%, less than high school graduate 4.3%.

Equity Audit Deliverables

Survey School Department parents, staff, students, and alumni regarding their concerns pertaining to issues of Diversity, Equity, and Inclusion in relation to their experience interacting with the South Kingstown School Department

Conduct focus groups with students, families, faculty and staff, principals, central office staff, and community partners. Provide a detailed report on common themes that emerge.

Evaluate district-wide academic, social, and administrative programming and policies for practices regarding diversity, equity, and inclusion including:

- Review of targeted intervention supports for academic, social emotional, and behavioral needs. Identify strengths, challenges, opportunities, and effectiveness.

- Review of SKSD policies and practices as outlined in the School Committee Policy, SKSD Employee Handbook, and the Student Handbook.

- Assess financial resources distributed across the district.

- Assess the SKSD leadership team's readiness to address diversity, equity, and inclusion.

- Review professional development offerings related to equity, diversity, and creating schools free of bias, prejudice, and discrimination.

Provide a detailed analysis on district data relative to student academic performance, enrollment based on tracking, discipline, achievement, attendance, social-emotional needs, dropout and graduation rates, involvement in extracurricular activities, special education, and English Learner classification.

In assessing academic performance, when learning gaps exist between subgroups, determine the origin of the learning gaps and suggest methods for reducing such gaps.

In assessing variances in the application of discipline, instances, and severity, between subgroups, determine factors involved in the causation of the variances.

In assessing academic performance and discipline, where gaps exist within a subgroup, further disaggregate the data between FRPL students within the subgroup and non-FRPL students in the subgroup.

Analyze staff hiring, retention, and professional development particularly as it pertains to the student population.

Disaggregate student data by race/ethnicity, gender, socioeconomic status, disability, and English language proficiency.

Provide a template to address the following:

Suggestions for the remediation of any issues related to the equal and equitable treatment of students.

Strategies used by other districts who have successfully increased the diversity of their teachers and district employees.

Suggestions for the alignment of curriculum with our mission to prepare students for the diversity of our local community, our nation, and our world.

Review family and community engagement practices and provide recommendations on strategies for creating a safe and welcoming environment for families from historically marginalized backgrounds.

Based on the analysis and research undertaken to complete this audit, provide a final overall report that assesses the causes of inequity and recommends strategies supported by research-based best practices. Include recommendations for follow-up services and long-term assessments of improvement efforts.

Instructions

Proposals should include the following and be no longer than four (4) pages (attachments with supporting documents (e.g., work samples) can be included and are not part of the four (4) page requirement):

- A work plan describing methodologies, approaches, and roles and responsibilities for how the work will be accomplished
- Detailed description of deliverables and outcomes
- Timeline
- Estimated costs
- Experience providing consulting services, including audits or assessments related to equity/diversity/inclusion/cultural competency
- Relevant experience in public school settings
- Professional training and short bios of the proposed project team members
- A sample list of past and current clients
- Contact information for a minimum of 3 relevant references
- Background of Criminal Identification and Investigation (BCI) certifications for all staff on campus or interacting with students

Student Privacy

Student and staff files and all other information gathered in the course of performing the Equity Audit are to be used for no purpose other than in connection with and through the provision of services provided under this Agreement. All data is to be safeguarded from redisclosure by any means.

Proposer Questions

Questions about this RFP from interested bidders ONLY may be directed to Superintendent Robert Littlefield at rlittlefield@sksd-ri.net no later than the close of business on November 14, 2023. No other District personnel shall be contacted regarding this solicitation. Firms or individuals who attempt to contact other District personnel or representatives or obtain information in any way other than the authorized method described herein may have their bid rejected. Any response to a request for interpretation of documents will be made by addendum if the District believes the interpretation is not clear in the proposal document. The District will not be responsible for any other explanation or interpretation.

School Committee Understanding

The SKSD reserves the right to reject any and all responses to this RFP. If all responses are unacceptable, SKSD reserves the right to reject the responses and issue a new RFP. Responses shall be limited to the requested information and should not include any information or a proposal about other services other than the services as requested in this RFP. SKSD reserves the right to reject a proposal at any time during the process. Providers/agencies submitting a proposal under this RFP should be prepared to participate in an interview process and to provide a presentation to a committee of SKSD staff and administrators and the SK School Committee as determined by District leadership.

Milestones/Projected Timeline

Provide a timeline projected for the audit including interim reports.

Proposed Budget

A budget shall be provided covering all of the work described in Equity Audit Deliverables above.

Estimated hours spent by each member of the project team and their fees

Estimated travel expenses

Estimated publishing and advertising expenses

Estimated postage and other costs to distribute information regarding the vacancy. Any other expenses

Proposal must also include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

Budget is to be provided in a separate envelope within the envelope containing the proposal. The envelope is to be clearly marked "Proposed Budget."

Selection Criteria

The evaluation will be completed by the Selection Team. The members of the Team will, individually and collectively, evaluate each properly submitted proposal, and shall, select a group of finalists. Each finalist will be interviewed by the Team to determine, all factors considered, the most qualified and capable Bidder with which to contract. While the fee schedules will be discussed and considered during these interviews, fees alone will not drive the committee's decision.

Bidders Proposal

The below-stated Bidder agrees to provide all labor, materials, equipment, supervision, and all activities required to provide a complete scope of work as defined in this Request for Proposal, including, but not limited to, agree to all terms and conditions, all as shown or by reference, unless as excluded below. Exclusions:

The proposed price includes all stipulations and requirements. There are no terms, conditions, or provisions, either oral or written, between the parties hereto, other than those contained herein. The lump sum bid price included in the enclosed envelope encompasses all costs associated with the project. The submitted pricing for this scope of work shall remain firm for 90 days from the date of submission.

Company Representative Printed Name: _____

Authorized Signature: _____

Telephone: _____ E-Mail: _____ Date: _____

Company Name: _____

Company Address: _____

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that they have not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by them, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. They further state that no person or persons, firm, or corporation has, have, or will receive directly or indirectly, any rebate, fee gift, commission, or thing of value on account of such bid award.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR THIS EQUITY AUDIT ARE TRUE AND CORRECT.

Name of Organization

Signature

(Title of Person Signing)

Dated _____