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

**Department of Education**

**REQUEST FOR PROPOSAL (RFP)-DOE-2017-001**

**Provide six (6) days of face to face professional development to establish and sustain school-based professional learning communities 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 to introduce schools in both districts to Professional Learning Communities (PLCs) as a means of establishing and sustaining school-based professional (PLCs) on school campuses. Specific activities to be provided during this PD are presented in the Scope of Work below.

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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, Director of Procurement |
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**Background:** The Glossary of Education Reform defines a PLC as “a group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students.” The reference to improving teaching skills while simultaneously improving student academic performance speaks to the power of PLCs. Operating subject area or content-based PLCs is a continuous process of conducting the daily business of a school. According to the research on PLCs, the process has a profound impact on both the structure and culture of a school and on the administrators and teachers alike. 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 teams will meet together in round tables and will be provided with assistance in establishing and sustaining true school-based PLCs.

**Target Audience:** School Improvement Team Members in the St. Thomas/St. John school district and the St. Croix school district comprised of principals, assistant principals, coordinators, and teacher leaders up to 110 members (STTJ) and 100 (STX) members respectively.

**Duration:** Six (6) days, three (3) days in each District

**Expected Outcomes:**

* To provide PD to school-based teams to aid their understanding in developing effective grade level and or content-based PLCs
* Support PLCs in using state, district and school data to drive instruction
* Provide school teams with strategies for sustaining their PLCs

**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.

Day 1: PLC Basics: Foundation of PLCs: How to start; what it looks like; what to look for; suggestions for establishing school-based teams

Day 2: Data Analysis: Looking at data: How to use data in the PLC; how to own the data, how to integrate and link the data with Common Core State Standards (CCSS)

Day 3: Sustaining PLCs: How to sustain the PLC process in school-based teams

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

* Technical Response
* 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
* Technical Responses
* Experience/ Qualifications
* Cost

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