

## RUNNEMEDE BOARD OF EDUCATION

### REQUESTS FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

#### **PURPOSE**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 18A:18A-5 and 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Runnemede Board of Education located at 505 W. Third Avenue, Runnemede, New Jersey 08078 is seeking RFQ's (Request for Qualifications) for professional services for **Training and Implementation of a Data Driven Teacher Evaluation System Suitable for use with the Danielson Frameworks for Teacher Evaluation**, to be provided to the Board of Education for the period July 1, 2012 to June 30, 2013.

Request for Qualifications is on file at the Board Secretary/Business Administrator's office at 505 W. Third Avenue, Runnemede, New Jersey 08078.

All RFQ's must be received by the Board of Education Board Secretary/Business Administrator **no later than 2:00pm on June 26, 2012** at the Board of Education office located at 505 W. Third Avenue, Runnemede, New Jersey 08078. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Joanne Augustine at 856-931-5367.

All statements of qualifications for professional service contracts shall include at a minimum the information listed in the Notice of Solicitation.

#### **SCOPE OF SERVICES**

1. The Board of Education desires to procure evidence-based services for the purpose of conducting formal and informal teacher evaluations and targeted professional development, using the Danielson Framework for Teaching Model.
2. Administrator training and competency testing of all evaluators on the Danielson Framework to include knowledge of the framework, 4 annual user licenses, scoring practice, and evaluator competency testing.
3. Training of all evaluators to implement Classroom Walk through data collection tool to include one annual site license, getting started webinar, and technical support.
4. Teacher training on the Danielson Framework using interactive online modules/videos/resources including 80 annual user licenses and support.
5. Online professional development videos to support individualized teacher growth in the following areas: mathematics, new teacher support, English language learners, effective

instructional strategies, literacy, elementary science, and data driven instruction including one annual site license.

6. Training, data management, and technical support for the implementation of formal and informal teacher evaluations, and directed professional development for the continuous improvement of instruction including observation tool with 84 annual user licenses.
7. Services will run from July 1, 2012 through June 30, 2013.

### **MINIMUM REQUIREMENTS**

The applicant/proposer shall, in response to the Board's RFQ, at a minimum, include the following information:

1. Full name and business address.
2. A listing of all previous Board of Education entities served by the applicant/proposer and a representative reference listing to include contact name, address and phone number.
3. The cost of each service item available to be provided with a full description and recommended implementation schedule.
4. Insurance – The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Board. Proof of insurance coverage must be provided with the proposal.
5. Law Against Discrimination and Affirmative Action – The applicant/proposer as a “professional” shall file a statement as to compliance with N.J.S.A. 10:5-1 et. Seq. (Law Against Discrimination) and P.L. 1975, C.127 (Affirmative Action).
6. Sample Contract – the applicant/proposer shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFQ, Contract shall be in a form acceptable to the Board of Education.
7. New Jersey Business Registration Requirement – In accordance with P.L. 2003 c.57, proposer should provide with their proposal a Business Registration Certificate issued by the State of New Jersey. Please note that having provided this form to the Runnemede Board of Education previously does NOT exempt you from providing this form with this proposal.
8. Disclosure of Contributions – Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to

N.J.S.A. 19:44A-20.27, if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **MINIMUM QUALIFICATIONS**

1. Demonstrated ability to provide scope of services.
2. The provider shall have at least five (5) years successful experience in providing comprehensive support to public school districts.

### **EVALUATION OF PROPOSALS**

The Runnemede Board of Education intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by the School District on the basis of qualification, merit and cost competitiveness. The evaluation will consider:

- Ability to provide teacher evaluation tool and professional development consistent with the Danielson Framework for teaching, including competency testing for evaluators, online data management of both formal and informal evaluations, and professional development designed to improve teacher practice.
- Ability to perform the service or activity in a timely fashion, including staffing and staff's familiarity of the service.
- The cost of each service item available to be provided.
- This award will include, but not be limited to, all of the above listed requirements.

Any questions regarding this Request for Qualifications should be directed to Joanne Augustine, School Business Administrator of the Runnemede School District.

Please submit two (2) copies of the proposal to:

Joanne Augustine, Business Administrator  
Runnemede Board of Education  
505 W. Third Avenue  
Runnemede, New Jersey 08078

All Submissions must be received at the School District's Administrative Office **by 2:00 pm on June 26, 2012** at which time they will be opened and reviewed by the Business Administrator.