

2021

REQUEST FOR PROPOSALS

FOR

**LITERACY COACHING/PROFESSIONAL
DEVELOPMENT/CONSULTING**

**Link Community Charter School
23 Pennsylvania Avenue
Newark, New Jersey 07114
973-642-0529**

**Link Community Charter School
REQUEST FOR PROPOSAL (“RFP”)
LITERACY COACHING/PROFESSIONAL DEVELOPMENT/CONSULTING**

I. GENERAL

Link Community Charter School (“LCCS”) requests a proposal from those firms who desire to provide Literacy Coaching, Professional Development, and Consulting to LCCS. Such statements must be responsive to all information sought in this RFP to be considered.

Based upon the statement received, LCCS intends to select an organization to provide Literacy Based Instructional Coaching, Professional Development and Consulting services to LCCS. LCCS will ultimately enter into an annual contract with such organization. Such contract may be terminated by LCCS at any time and without cause upon 30 days written notice.

LCCS conducts this exercise to comply with the State’s “Pay To Play” legislation under the “Fair and Open” process.

LCCS reserves the right to modify its selection process at any time. LCCS also reserves the right to retain other organizations and to issue a new RFP at any time.

LCCS further reserves the right to reject any and all submitted statements, to waive any requirements of the RFP and to ultimately select and utilize an organization whose services are deemed to be most advantageous and in the best interest of LCCS.

Participation by any organization in this selection process does not constitute the basis for any contract between LCCS and that organization. Contracts for the services of an organization shall be in force and effect only upon the execution of an agreement authorized by the LCCS Board of Trustees.

The preparation of the statement shall be done solely at the expense of the organization. LCCS will not reimburse any organization for any costs associated with the preparation and submission of any statements or for any other activity associated with this RFP.

Upon receipt by LCCS, all statements will become the property of LCCS. As such, the information contained therein may be subject to public disclosure.

II. BACKGROUND

Link Community Charter School (LCCS) is an independent charter school serving scholars from Newark, East Orange, Orange and Irvington. Founded in 1969 as a private 7th and 8th grade junior high school, Link has dedicated itself to social justice and educational equity by serving young people who have limited access to strong educational programs. Link's strong model bridges the opportunity and achievement gap, and prepares its scholars for Catholic, independent (day and boarding), and magnet schools. In 2014, Link received approval to convert to a public charter school (only the second school to do so in New Jersey). Since then, the school has grown to a four year middle school with over 300 5th through 8th grade students. Students arrive in 5th grade having come from a wide variety of schools from across the four districts in the school's region of residence as well as a few other districts. More than 60% of the new 5th graders fall below or well below grade level each year as they enter LCCS.

Today, Link is once again building on decades of success and strong student performance (LCCS is a Tier I public charter school) to add an elementary school, beginning with Kindergarten in the fall of 2021. The school will then add a grade level each subsequent year.

LCCS employs over 50 staff members, among them a corps of middle school language arts/English teachers (both general education and special education), and is about to add Kindergarten teachers. LCCS values teacher development and seeks assistance and industry expertise to develop and deliver a strong instructional coaching and professional development program in the area of literacy for all language arts/English teachers. Our teaching staff is our most important resource so it is crucial that we work with an organization that shares our values and understands our high expectations for teacher development. It is further critical to work with an organization that possesses deep experience and expertise in early childhood and elementary school literacy instruction to support the school's growth into the early grades. The experience and expertise sought will also be utilized to lead the English department, help make decisions about programming, and develop curriculum.

III. SUBMISSION OF STATEMENTS

To be considered, three (3) copies of the Proposal must be submitted, to Ms. Bima Baje, School Business Administrator, or her designee, at Link Community Charter School, 23 Pennsylvania Ave, Newark NJ 07114 by August 21, 2020.

During the evaluation process, LCCS reserves the right, where it may serve LCCS' best interest, to request additional information or clarifications from organizations

or to allow corrections or errors or omissions. Organizations submitting proposals may be requested to make oral presentations.

III. SCOPE OF SERVICES

LCCS is currently seeking proposals from qualified organizations that provide Literacy-Based Instructional Coaching, Professional Development and Consulting services. The organization selected will be required to provide literacy personnel to deliver instructional coaching to all ELA/English teachers and expertise on balanced/comprehensive literacy derived from deep experience. The selected organization will provide technical guidance and direction to the administration in the further development of language arts programs and in the new development of the Kindergarten to 4th grade program. Such guidance and direction will include, but not be limited to, evaluating current curriculum and recommending new grade level programs, training teachers both individually and in cohorts on all elements of balanced/comprehensive literacy, providing professional development workshops to all content area teachers on literacy.

Services to be provided will include, but are not limited to, the following:

- a. Personnel to include one to two individuals who are instructional coaches and literacy specialists
- b. Personnel will work 1 day per week with Kindergarten and Special Education and 2.5 days per week with grades 5 to 8
- c. Instructional coaches/literacy specialists will provide
 - a. Professional development: design of ELA professional development for general education and special education teachers
 - b. Coaching: model, observe, and co-plan lessons with teachers to provide strategies around comprehensive and balanced literacy as well as provide training to current faculty member in coaching and department leadership
 - c. Curriculum Development: support teachers throughout the school year in ongoing curriculum development, utilizing Chalk
 - d. Supervision: observe teachers and contribute to annual evaluations utilizing My Learning Plan
 - e. Literacy/English Department Leadership: meet with school leaders to monitor the ELA program development and implementation throughout the school year.

IV. QUALIFICATIONS

Principals and staffing to deliver services:

- a. Must have a minimum of 5 years of experience in providing literacy-based instructional coaching, professional development, and consulting
- b. Must have a minimum of 10 years of teaching experience with literacy and elementary school focus

- c. Must demonstrate expertise in balanced/comprehensive literacy through but not limited to teaching in a university level/teacher education program with a literacy focus (undergraduate or graduate school level), literacy focused writings/publications, collaboration with recognized literacy experts in the region or nation, work with well recognized, outcomes driven literacy initiative (regional or national in scope)
- d. Must possess deep experience with Reading and Writing Workshop Model, both with personal use and in coaching teachers
- e. List a minimum of five (5) current school district/board of education or charter school clients, serving grades K-12.

V. PROCEDURES

LCCS seeks from all participating organizations information that will assist the charter school in selecting the respondents who will provide the highest quality services at a fair and competitive price.

IV. GENERAL REQUIREMENTS

Proposals must be prepared simply but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At a minimum, the proposal must respond to the following:

1. Plan for Provisions of Services – Provide a statement that demonstrates your understanding of the services required and the plan and methodology to be used by you to provide those services. Include in your statement an indication of the responsibilities which you believe LCCS must discharge in order for your plan to be successful.
2. Description of your firm and its capabilities – Provide a detailed description of your firm, including background, recruitment and hiring of personnel, continuing education/training for personnel, resources that support the services being sought, credentialing, and financial stability. Include a summary of qualifications, demonstrating expertise, understanding, and ability to accomplish the requirements of this RFP.
3. Staffing Levels – Provide your existing staff level and any plans for increase or decrease thereof within the next six month period. Include an indication of any changes which would be expected if your proposal were accepted.
4. Personnel – Please provide a curriculum vitae/resume of the individuals

who would provide the services, indicating the partners/principals, managers, senior accountants, staff accountants in charge thereof. Additionally, provide a statement describing how the individuals who would deliver services are qualified to do so. Attach resumes/curriculum vitae for each and a proposed project management structure.

5. Summary of Experience – Please specify your experience in relevant matters of the type you desire to handle on behalf of LCCS.
6. References: Please provide LCCS with a list of relevant clients you have handled with similar needs. This list need not be all inclusive but should be a representative one. Include both public school districts and charter schools for which similar work has been done. Include a list of services associated with each reference, date work was performed, cost and key personnel involved. List five (5) district/charter references.
7. Conflicts – Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your proposed representation of LCCS.
8. Investigations – State whether you or any principals in your organization have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of that investigation.
9. Litigation – Indicate any pending litigation in which you are involved which may directly or indirectly affect your ability to assist LCCS in any manner.
10. Affirmative Action – Affirmative Action/Equal Employment Opportunity (AA/EEO) is one of the most important factors considered by LCCS in reviewing all responses. It is the policy of LCCS that “Minority Business Enterprises” (“MBE”) and “Women Business Enterprises” (“WBE”) shall have the maximum practicable opportunity to participate in providing services to LCCS and LCCS strongly encourages MBE and WBE participation. Provide a copy of your most recent filing of employee information report with the State of New Jersey Division of Contract Compliance & Equal Employment Opportunity.
11. Insurance – Please indicate the amount of professional liability/malpractice insurance coverage which you carry, the amount of any self-retention and the name of the carrier.

12. Medical Screenings – Please provide evidence of any state mandated medical screenings, including but not limited to Tuberculosis Testing,
13. Protection of Students: criminal history background checks for all employees working with LCCS and compliance with NJ Pass the Trash and LCCS’ HIB Policy.
14. Professional Attire – all personnel will report to work in appropriate professional attire and demeanor.
15. Cost Description – Please provide a cost description and estimated cost proposal to perform the scope of services identified.
16. Other Information – Please feel free to discuss any other factors not mentioned above which you believe are relevant to LCCS’s selection of you as part of its literacy initiative.

V. **EVALUATION CRITERIA**

The following criteria will be used to evaluate each proposal submitted. Each proposer is responsible to submit sufficient information in its proposal that will address each and every evaluation criteria point.

I. Technical Criteria

1. Does the Organization’s proposal demonstrate a clear understanding of the type of work LCCS is seeking?
2. Is the Organization’s proposal complete and responsive to the specific RFP requirements?

II. Other

1. Any other factors the LCCS believes are in its best interest to consider.

VI. **COMPENSATION**

In a separate sealed envelope the Organization shall submit its compensation requirements.