

**Request for Proposal (RFP)**

Restorative Practice Course for South Portland Middle and High School Teachers

*Put out to Bid by:*

SoPo Unite: all ages, all in

City of South Portland

637 Highland Ave

South Portland, ME 04016

Important Dates:

RFP Release: May 3, 2017

Proposal Due Date: May 30, 2017

Award Notification: June 5, 2017

## 1. Summary and Background:

SoPo Unite is currently accepting proposals to develop and implement a course for middle and high school teachers on restorative practices for the 2017-18 school year. SoPo Unite is a Drug Free Community Coalition funded by the Office of National Drug Control Policy for 5 years with the mission to create and sustain a safe, just, and healthy community to prevent youth substance use. The coalition, which includes many school staff and administrators, has identified restorative practices as a strategy to improve school climate and in the long term, reduce suspensions and expulsions, and youth substance use. In partnership, the coalition and the school department are committed to making restorative practices more of a universal approach. While some teachers and staff have had restorative practice training in the past, there is a need for building the capacity of the staff to implement restorative practices regularly and comprehensively.

South Portland School Department has successfully utilized a course approach in the past to making universal changes to teaching methods. The course approach entails 3 parts: in-person training, practice and reflection work, and learning collaborative sessions with others working to implement the new method. The purpose of this RFP is to solicit proposals from various candidate organizations and conduct a fair and extensive evaluation based on the criteria listed in the RFP in order to select the candidate who is best able to meet the requirements of this project.

## 2. Proposal Guidelines:

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until May 30, 2017. All proposals must be signed by an official agent or representative of the company submitting the proposal.

### RFP Timeline:

- RFP Release: May 3, 2017
- Questions about RFP from applicants: by May 10, 2017
- Written responses to the questions: May 15, 2017
- Proposal Due Date: May 30, 2017
- Award Announcement: June 5, 2017
- Start Date of the Project: August, 2017

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by SoPo Unite Program Director and the City of South Portland Purchasing Agent and will include scope, budget, schedule, and other necessary items pertaining to the project.

The City of South Portland reserves the right to negotiate with the selected firm as to the scope of services and fees, whether or not that proposal is the lowest cost to the City. Negotiations are intended to lead to a binding contract. Proposals must be submitted for the entire project.

### Questions Concerning RFP:

Questions concerning RFP process and procedures or the RFP's specifications must be submitted by May 10<sup>th</sup>, 2017 in writing by email and directed to: LeeAnne Dodge at [ldodge@southportland.org](mailto:ldodge@southportland.org). Questions, which may influence responses, will be answered in writing with copies to all known applicants by May 15<sup>th</sup>, 2017. If you would like to receive the answers to the submitted questions, please email LeeAnne Dodge with that request. [ldodge@southportland.org](mailto:ldodge@southportland.org)

### 3. Project Purpose, Description and Scope:

Purpose and Project Description: The purpose of this project is to build the capacity of the South Portland Middle and High School teaching staff to implement restorative practices in their daily teaching methods with students. The desired outcome of the RFP is to have a cohort of teachers in the Middle and High School regularly using restorative practices in their classroom.

South Portland School District has successfully used a course approach to change teacher methodology in the past. This RFP requires applicants to develop and show how they will implement a course for restorative practices. The course must total 37.5 hours and include in-person training, classroom practice and reflection work, as well as learning collaborative sessions for teachers to share challenges and successes to improve their skills. This initial RFP is to train a small cohort of about 20 high school and 20 middle school teachers and organize and lead them in a learning collaborative through the late winter of the 2017-18 school year. Proposals should also include an evaluation component that demonstrates an increase in the teachers' knowledge, skills, and regular use of restorative practices.

Scope: The course work must total 37.5 hours. The applicant will determine the most effective way to use these hours to meet the desired outcome but they must include in-person training, classroom practice and reflection work, as well as learning collaborative sessions for teachers to share challenges and successes to improve their skills.

The following criteria must be met in the proposal:

- In-person group training on restorative practices for teachers.
- Method/materials for capturing teacher reflection on classroom practice, that includes documentation of the practice and reflection on successes and challenges.
- Facilitation of learning collaborative sessions including practice improvement guidance.
- Method for evaluating the process and the outcome of the course.

### 4. Request for Proposal and Project Timeline:

Request for Proposal Timeline:

- All proposals in response to this RFP are due not later than May 30<sup>th</sup>, 2017.
- Questions from interested applicants must be submitted via email by May 10<sup>th</sup>, 2017 to LeeAnne Dodge at [ldodge@southportland.org](mailto:ldodge@southportland.org)
- Questions, which may influence responses, will be answered in writing with copies to all known consultants by May 15<sup>th</sup>, 2017.
- Evaluation of proposals will be conducted from May 31<sup>st</sup> until June 4<sup>th</sup>. If additional information or discussions are needed with any bidders during this time period, the bidder(s) will be notified.
- The selection decision will be made no later than June 5<sup>th</sup>, 2017. Upon notification, the contract negotiation with the winning bidder will begin immediately.
- Contract negotiations will be completed by August 1, 2017.
- Notifications to bidders who were not selected will be completed by June 13<sup>th</sup>, 2017.

Project Timeline:

The in-person teacher training can be completed during the weeks of August 14-25 and can be coupled with several follow-up sessions held after school in the fall. The learning collaborative sessions must be completed by March 1, 2018.

### 5. RFP Requirements:

There are two parts to the narrative. The first is a list of questions describing you or your organization’s philosophy, history, and qualifications. The second is a Course Proposal detailing the work you or your organization propose to implement in the 2017-18 school year. Details provided below:

1. Please provide a **2 page** narrative detailing the following:
  - Description of you or your organization and your restorative practice philosophy.
  - Description of you or your organization’s history with restorative practice training and support.
  - Description of the qualifications of the staff that would be responsible for implementing the work.
  - Description of your or your organization’s ability and capacity to implement the course and the evaluation over a school year.
  
2. Please fill out Attachment A (no more than 3 pages in length): South Portland School Department Course Proposal. Proposals should provide an outline of the restorative practice course and details regarding supporting materials, activities/assignments, and evaluation. The Course Proposal should be no longer than **3 pages**.

## 6. Budget:

The budget for this project is \$6,500. All proposals must include proposed costs to complete the tasks in the project. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC) and include an explanation of the cost.

| Activity   | Cost | NRC or MRC | Explanation of Cost |
|--|------|------------|---------------------|
| In-person training                                 |      |            |                     |
| Organizing and facilitating Learning Collaborative |      |            |                     |
| Materials  |      |            |                     |
| Other  |      |            |                     |
| <b>Total</b>                                       |      |            |                     |

## 7. Proposal Evaluation Criteria:

SoPo Unite’s Leadership Team, South Portland School Administration, and City of South Portland’s Benefits Manager will evaluate all proposals. To ensure consideration for this RFP, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed project must meet the scope and needs included in this proposal and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience providing training and support for restorative practice implementation by teachers in middle and high Schools.
- Expertise and experience: Bidders must provide descriptions and documentation of staff expertise and experience

Each bidder must submit their proposal by May 30, 2017 via email to Lee Anne Dodge, Program Director at [ldodge@southportland.org](mailto:ldodge@southportland.org).

## **Attachment A:**

### **SOUTH PORTLAND SCHOOL DEPARTMENT COURSE PROPOSAL**

**Course Title and Specifics:**

**Sponsoring Agency:**

**Contact Person:**

**Course Instructors:**

**General Description of Course Content:**

**Statement of Need (Rationale):**

**Schedule:**

- **Specific dates of in-person trainings:**
- **Proposed schedule of Learning Collaborative sessions:**

**Objectives (Aligned with District Goals):**

**Activities/Assignments Connected to Objectives:**

**Required Course Texts and Readings:**

**Supplemental Course Texts and Readings:**

**Basis for Final Grade:**

**Make-up Policies (Attendance and completion of work):**

**Evaluation Techniques:**

**Statement regarding adaptation or accommodation:**