



DISTRICT OFFICES
Tom Flanagan, Superintendent
150 Colchester Avenue
Burlington, VT 05401
802-865-5332
superintendent@bsdvt.org

Request for Proposals

Supporting Secondary Co-Teaching Consultant

This Request for Proposal (RFP) is soliciting written proposals from professionally qualified contractors to provide services to Burlington High School in order to support the training, implementation, and evaluation of a co-teaching model for a select group of high school courses. All proposals should clearly define how they will work with Burlington High School teachers and administration to first train teachers in co-teaching methods, work with teachers and administration throughout the year, and evaluate the success of implementation.

Issue Date: May 1, 2022

Closing Date: June 1, 2022

Submission: Deliver an electronic proposal (PDF, Google Docs, or MS Word) to:
Lauren McBride, Principal
Burlington School District
lmcbride@bsdvt.org

Broad Goal: Work with a small cohort of teachers to train them in co-teaching methods. Support those teachers as they work together throughout the school year. Evaluate the effectiveness of the co-teaching models and provide recommendations for next steps to the administration during the spring of 2023.

BACKGROUND

Co-Teaching Culture

There has been significant interest in co-teaching as a model from the Burlington High School faculty, yet it has been hard to sustain co-teaching models. Multilingual educators and special educators are particularly interested in providing additional opportunities for students receiving services to be in classes with a representative student body, to be appropriately challenged, and to be deeply engaged in learning opportunities.

Deeper Learning

The Burlington School District's newly developed strategic plan names Deeper Learning at the high school as one of its main priorities. This means that the community will see "intentional

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efforts by school district leaders and staff to ensure challenging and engaging learning accessible to all students.” It is the goal of these co-taught classes that they engage students in a curriculum previously inaccessible to them due to lack of differentiated support.

High School

Burlington High School has a current enrollment of 880 students. 13% of students are multilingual learners and 15% receive special education services. These students are taught in both support classes and in general education classes.

PURPOSE OF PROJECT

The purpose of this work is to support teachers as they implement a co-teaching model.

Scope of Work and Deliverables

The Work

Summer 2022

- Provide ~20 teachers with a 3-5 day training on co-teaching best practices and models.
- Support teachers as they develop their co-teaching strategies and curriculum.

School Year 2022-2023

- Meet with coaching teams (~10) once monthly to review progress and plan for continuous improvement.
 - Meetings could be combination of virtual and in-person site visits
 - Observation and debrief with co-teaching teams
- Gather data to evaluate the effectiveness of co-teaching as an instructional support strategy for a variety of student profiles.

Spring 2023

- Provide recommendations for next steps to the Burlington High School administration

Total Compensation

Burlington School District will expend appropriate funds, not exceeding \$80,000 for completion of a high-quality planning process and product.

SUBMISSION REQUIREMENTS

Please provide a proposal electronically to lmcbride@bsdvt.org, by June 1, 2022. The proposal should outline how you or your organization would approach the work and all associated costs.

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Burlington School District can provide an open question and answer session prior to the submission deadline for potential organizations to provide additional information about the scope of work.

Questions can be directed to:

Lauren McBride, Principal
Burlington School District
lmcbride@bsdvt.org
802-864-8411

Applicants shall submit a proposal that includes, at a minimum, the following elements:

1. Name of firm or lead contractor, address, telephone, email, and contact person.
2. Summary of interest in the project and proposal for what this training program might realistically look like.
3. Profile of the Contractor must include:
 - a. A list of the names and titles of the members, partners, officers, management, and staff of the contractor's firm and the number of years the firm has operated.
 - b. Three references for which the contractor has provided comparable contractual services to those specified in the RFP along with the subcontractors and contacts where applicable.
 - c. A summary and samples of the contractor's work on similar projects.
 - d. Evidence of experience working with issues relating to diverse populations in educational settings.
 - e. Resumes of key individuals and any subcontractor(s) associated with this proposed project.
4. A Work Plan that incorporates the scope of services outlined. The work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. This should include a schedule for all deliverables. On-site and off-site time should be separately stated. There should be a clear delineation of the contractor's and the District's task responsibilities.
5. Project Fees, including a line item project expense budget indicating all costs for carrying out the proposed work, including personnel, travel, lodging, meals, supplies, materials, overhead and all other necessary expenses.

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SELECTION

Technical Approach

In outlining your proposed approach, please consider the following:

- Your experience working with an organization like a high school to implement a co-teaching model.
- Your approach to adult learning pedagogy.
- Based on your knowledge and experience, list up to five critical factors that contribute to successful programs and implementation.
- Your role in the process relative to that of the Burlington High School.
- Your unique capabilities/experiences that your firm would bring to the process.

Selection Process

- BSD staff will review and examine all proposals received. Those proposals that do not respond to the requirements of the RFP will be rejected.
- Leadership of Burlington High School will review the proposals and will choose a limited number of contractors for follow-up conversations.
- Selection will be made based on the best value to the value, cost, and fit with our district and the quality of the proposal. Burlington School District reserves the right to select a consultant based upon the best fit with the organization, and not on overall score or pricing, and reserves the right to reject all proposals.

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