



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**

**REQUEST FOR PROPOSALS (RFP)-VIDE-2022-004  
FOR  
Professional Development Training for Student Writing  
St. Thomas-St. John District**

**Proposal Date March 8, 2022**

**Proposal Deadline: April 8, 2022 at 10:00am EST  
via**

**Electronic Delivery: [bids@vide.vi](mailto:bids@vide.vi)**

**Last Day for Questions: March 21, 2022**

## I. GENERAL INFORMATION

### A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from educational consultants qualified in the field of effective writing instruction for students in grades 3 -12.. The aim of the solicited services is to provide professional development to teachers, and administrators in supporting and developing students in the writing process. The skill of writing helps students to become independent thinkers, take ownership of understanding as they write their ideas and communicate them to others. Teachers require additional support to ensure that they are equipped with the requisite skills to support the writing process. Approximately 105 teachers are anticipated to participate in this professional development training.

The development of the writing process will serve as an approach to improve reading and writing performance among 3<sup>rd</sup> to 12<sup>th</sup> grade public school students in the St. Thomas-St. John District. The Virgin Islands Department of Education (VIDE) is cognizant that children who begin learning writing skills from an early age achieve proficient levels of academic success subsequently resulting in superior professional skills during adulthood. Additionally, writing helps to cultivate students' emotional growth, to develop their critical thinking skills, and to improve their school performance. Practicing writing skills also allows students to demonstrate their comprehension of complex concepts more easily. Further, when students improve in their literary artistry, which is an important part of communication, they can convey their messages easily and perspicuously to their audiences.

To this end, the St. Thomas-St. John District of the VIDE seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary to the Department as it strives to improve the literacy skills of its diverse group of learners, which will in turn result in the creation of a more literate society that can fully participate in the global community.

### B. BACKGROUND

#### Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, which includes the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. Each of the two school districts is managed and directed by an Insular Superintendent who oversees the day-to-day operations of the schools in his locale from district offices established on each island. The following contains additional information concerning the two (2) school districts:

<b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b>	<b>Number</b>
<b>Schools</b>	<b>12</b>
Elementary School (PK-5)	1
Elementary School (K-3)	1
Elementary Schools (K-5)	2
Elementary Schools (K-6)	2
Elementary/Middle K-8 School	1

Middle Schools	1
Intermediate/Junior High School	1
High Schools	2
Alternative Education	1
<b>Number of Students</b>	<b>5,143</b>
<b>Adult Programs</b>	<b>2</b>
Day Adult Program (Adult Basic Education, GED, ESL)/ Skill Center	1
Adult Continuing Education (High School Diploma)	1
<b>ST. CROIX SCHOOL DISTRICT</b>	
<b>Schools</b>	<b>12</b>
Elementary Schools (PK-6)	4
Elementary/Middle K-8 School	2
High Schools	2
Junior High	3
Alternative Education	1
<b>Number of Students</b>	<b>5,091</b>
<b>Adult Programs</b>	<b>3</b>
Adult Ed	1
Adult Continuing Education (High School Diploma)	1
Career and Technical Education	1
<b><u>BOTH DISTRICTS</u></b>	
<b>TOTAL NUMBER OF STUDENTS</b>	<b>10,234</b>
<b>TOTAL NUMBER OF TEACHERS/PARAPROFESSIONALS AND ADMINISTRATORS</b>	<b>1,393</b>

On the island of St. John, one (1) school serves the elementary and middle school student population, while senior high school students are served by schools on St. Thomas.

The Federal Grant Office under the St. Thomas/St. John district Office of the Insular Superintendent has been designated to serve as the DOE liaison on this project.

**C. ADMINISTRATIVE STRUCTURE**

Honorable Commissioner Racquel Berry-Benjamin heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing address to be used for submission of any correspondence or delivery of paper reports for the DOE is as follows:

Virgin Islands Department of Education  
1834 Kongens Gade  
St. Thomas, US Virgin Islands 00802-6742

**D. CONTRACT TYPE**

The contract awarded under this RFP will be a fixed price professional service Contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

**E. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the terms of the contract awarded under this RFP shall be for a period of one (1) year.

**F. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one who has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
  - Proposers should present their vision of how they intend to meet DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how the strategies to be employed to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

**G. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

**H. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

**I. GIFTS FROM CONSULTANT**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

**J. LICENSES, FEES & TAXES**

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

**K. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

***Part I: Narrative***

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company's background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire document. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they intend to meet the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

***Part II: Cost Proposal***

The proposal shall provide the proposed compensation for the services to be provided as described in Section II.

**L. FEDERAL FUNDING/DEBARMENT CERTIFICATION**

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

## **M: STATUTORY AUTHORITY**

17 V.I.C. §60(d)(a): Notwithstanding title 31 Virgin Islands Code, chapter 23, the Department of Education may purchase or contract for all supplies, materials, equipment and contractual services, if the cost of the purchase or contract does not exceed \$250,000.

## **II. SCOPE OF SERVICES**

### **Overview**

A selected contractor shall provide services specifically geared towards providing up to 38 hours of virtual professional development to 30 administrators/leaders and 102 (35 elementary, 30 Jr High School, and 37 Sr. High School) teachers in the District. During the sessions, participants will learn how to use the writing process to develop students' daily literary and evidence-based writing skills; how to guide students' higher order and creative thinking using the writing process that will engage them in responding to text; and how to use various writing styles to reach different audiences. This training must also prepare teachers to support their students in formulating appropriate responses to prompts in standardized testing. Ultimately, teachers will be better equipped to support their students in communicating ideas, expressing themselves, informing their audiences, and persuading their readers.

### **Tasks**

The selected contractor shall provide the following:

- Initial Kick-off meeting with the district administration to format training
- Thirty Eight hours of virtual professional development sessions
- Training resources to include but not limited to:
  - Exposing the participants to instructional strategies, strategies to support literacy development
  - Best practices for the creation of the writing process in the classroom.
- Observations and coaching support to core instructional teachers in seven elementary schools.
- Training handouts, reference materials with suggested implementation strategies.

### **Deliverables**

The selected contractor must deliver to DOE the following:

- Professional development services to administrators and teachers for implementing the writing process.
- Training resources to include training binder and other necessary resources to guide students' writing.
- A final report summarizing the services rendered, training evaluation/feedback data and any recommendations to assist with the implementation of strategies discussed during the training.

Additionally, the contractor will work with the LEA Program Manager and the District Administration to design the professional development modules with breakout sessions tailored to the needs of the audience prior to the event.

### III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the stipulated written notice to the other party specifying the date of termination.

### IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of the entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution** as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs and if applicable, a copy of the current business license issued by state, city or county in which the foreign corporation is operating.
- (3) Current **Certificate(s) of Good Standing/Existence** in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks and if the company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Hundred Thousand Dollars (\$100,000.00) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages indicating that the Government of the Virgin Islands, Department of Education, is as "**certificate holder**" and an "**additional insured**" on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.
- (8) SAM Debarment and Certification Form

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.

