



*Third Party Provider for Multi-Tiered System of
Supports (MTSS) Professional Development and
Implementation Services*

Request for Proposal (RFP)

Cleveland Heights-University Heights
City School District

December 17, 2021

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1. Summary

The Cleveland Heights-University Heights City School District Board of Education (“CH-UH” or “School District”) is accepting proposals for organizations to provide professional development and consultative services to support CH-UH in learning and implementing a Multi-Tiered System of Support (MTSS) framework to build capacity across the district. If necessary, CH-UH will implement the MTSS framework at the seven elementary schools.

The purpose of this Request for Proposals (“RFP”) is to gather competitive proposals for the training and implementation of the MTSS framework over a multi-year period ideally starting in February of 2022.

CH-UH will host a virtual time for all organizations for questions on Monday, December 20 at 11 am and again at 2 pm. These sessions are available for questions and will also be recorded and posted to the CH-UH website. If an organization is not able to attend either of those sessions, questions can be directed to E_Hanna@chuh.org and J_Bennett@chuh.org. Those emailed questions and responses will be posted on the CH-UH website. Please use this link to join the questions session:

Google Meet joining info

Video call link: <https://meet.google.com/cae-prfx-ewa>

Or dial: (US) +1 662-506-2348 PIN: 532 725 015#

The deadline for submission of proposals is January 14, 2022 at noon eastern time, submitted by email to E_Hanna@chuh.org and J_Bennett@chuh.org.

2. Contact Information

Erin Hanna
 Coordinator of Student Services
 Cleveland Heights-University Heights City School District
 Board of Education
 2155 Miramar Blvd.
 University Heights, Ohio 44118
e_hanna@chuh.org

Jennifer Bennett
 Multi-Tiered System of Support (MTSS) Instructional Specialist
 Cleveland Heights-University Heights City School District
 Board of Education
 2155 Miramar Blvd.
 University Heights, Ohio 44118
j_bennett@chuh.org

3. Purpose

The School District is seeking to contract with an organization to provide professional development and consultative services to support CH-UH in learning and building capacity to implement a Multi-Tiered System of Support (MTSS) framework. CH-UH wants to build the knowledge and infrastructure across the district in order to implement MTSS with fidelity. We want to improve instruction and learning, and provide equity for all students.

4. Proposal Guidelines and Requirements

This is an open and competitive process.

- Quotes received after the deadline will not be considered.
- The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
- The budget should include the cost of all services. This includes professional development, travel costs, consultation with CH-UH, meeting facilitation, baseline and success measures, etc.
- The RFP specification includes the following areas that require a response:
 - Organizational Information;
 - Baseline data, collaboratively plan for PD;
 - Professional Development and Implementation Description;
 - Comprehensive Budget; and
 - Provision of three (3) references who received MTSS support/services.

This RFP does not guarantee that your services will be selected or purchased. Responsive proposals that the District deems to be most advantageous will be selected as an approved vendor provided that the vendor scores the minimum required points as set forth herein under "RFP Evaluation Criteria", and the District, at its option, may select more than one approved vendor to provide the services.

5. Organizational Information

- General information regarding your business. Information must include the following:
 - Type of Company (e.g., LLC, S Corp etc.)
 - Total Number of Employees and the technical training, education, experience, capacity, job responsibilities and availability of the key personnel who will be assigned to perform the services
 - Years in Business or Service
 - Summary of Services
 - References - three (3) required (from different LEA's)
 - Contact information provided
 - Brief description of the impact of your organization on:
 - Staff
 - Student achievement

6. Professional Development and Implementation Description

Please provide the following information for the proposed Quote:

- **History of service delivery**
 - Describe your organization's history of providing like services to school districts, and working with LEAs.
- **Service monitoring**
 - Describe how your organization monitors and evaluates progress.
- **Service delivery for multi-year plan (February 2022-December 2023)**
 - Description of services for Year 1 (February 2022-June 2022)
 - District Leadership Team or District level
 - Building Leadership Teams or Building level
 - Description of services for Year 2 (August 2022-June 2023)
 - District Leadership Team or District level
 - Building Leadership Teams or District level
 - Description of services for Year 3 (August 2023-December 2023)
 - District Leadership Team or District level
 - Building Leadership Teams or District level
 - Sustainability Plan
- **Baseline data, collaboratively plan for PD**
 - Description of how the organization will establish where to start with CH-UH
 - Description of how the organization will plan collaboratively
- **Remote (distance/virtual/online) Service Delivery:**
 - The provider will assume complete and sole responsibility for providing services remotely (distance/virtual/online) if students/staff are unable to attend school in accordance with a federal, state or District mandate or order.
 - Describe your organization's prior experience with providing remote/distance/virtual/online services to districts.
 - Describe your organization's plan for delivery of this proposal's services in the event of recent circumstances such as the COVID-19 shut-down.
- **Staff Qualifications**
 - Brief description of the expertise of personnel who will be working with CH-UH.

7. Comprehensive Budget

- Please provide a detailed multi-year budget.

8. Submission and Deliverables

● Timeline

- A copy of this RFP is available on the District's website at www.chuh.org.
- **Proposals are due no later than 12:00 pm/noon (Eastern) on January 14, 2022.** Proposals must be submitted by e-mail to Erin Hanna at E_Hanna@chuh.org and J_Bennett@chuh.org. The subject line of the transmitting e-mail should read as follows: "Proposal for MTSS Training and Implementation Services".
- Proposals will be evaluated thereafter.
- CH-UH will host a virtual time for all organizations for questions on Monday, December 20 at 11 am and again at 2 pm. These sessions are available for questions and will also be recorded and posted to the CH-UH website. Here is the link to those sessions via Google Meet:
 - Video call link: <https://meet.google.com/cae-prfx-ewa>
 - Or dial: (US) +1 662-506-2348 PIN: 532 725 015#
- Any questions pertaining to this RFP must be submitted to E_Hanna@chuh.org and J_Bennett@chuh.org. All questions must be submitted in email format (no phone calls will be permitted). Answers to any questions shall be in writing and shall be posted on the District's webpage at www.chuh.org. The District will endeavor to notify Vendors who are on record with the District as having received a copy of this RFP. It is therefore imperative that Vendors provide full and accurate contact information to the District, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all Vendors will be presumed to have actual knowledge of all information posted on the District's webpage relating to this RFP, and Vendors shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFP and any addenda thereto resulting from the Vendor's failure to register with and provide accurate contact information to the District and/or a firm's failure to check the District's webpage. Interpretations, corrections and changes of the RFP which are made in any manner other than a written addendum will not be binding.
- It is requested that Vendors submit questions regarding this RFP for clarification instead of the Vendor taking exception to any provisions of this RFP in the proposal.
- The awardee will be announced on or before January 21, 2022 on the District's website.

● Agreement

- The Performance Period for the awardee will be through December 31, 2023, starting upon selection of the vendor in the current year.
- Agreements will be subject to the applicable requirements of Appendix II of 2 C.F.R. Section 200.

Request for Proposal for IDEA-funded Services

- A selected Vendor shall perform or cause to be performed an Ohio Bureau of Criminal Investigation and Identification and Federal Bureau of Investigation criminal background check of the employees of the vendor or of any sub-contractors that will perform work or services. Prior to the performance of any services by such employees, the criminal background check shall be performed and completed at the Vendor's sole cost and expense. No person shall be employed by the vendors or any subcontractors who has been found guilty of any of the criminal offenses enumerated in Ohio Revised Code Section 3319.39 or any equivalent provisions under Federal law or the laws of any of the other states. The Vendor must provide evidence of such background checks/results to the Board prior to providing any of the equitable services.
- Vendors will be required to maintain the following insurance coverage by insurance companies authorized to do business in the state of Ohio with an A.M. Best Rating of A or better. A Certificate of Insurance of Vendor's insurance coverage indicating these amounts and naming the District as an additional insured must be submitted at the time of the award.
 - Comprehensive General Liability – An each-occurrence limit of not less than \$2,000,000, a general-aggregate limit of not less than \$2,000,000, and a products and completed-operations aggregate limit of not less than \$2,000,000
 - Automobile Liability: covering all owned, non-owned, and hired vehicles used in connection with the Work: Bodily injury (including death and emotional distress) and property damage with a combined single limit of \$1,000,000 each accident
 - Workers' Compensation-Statutory
 - Employer's Liability: one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit
 - Excess Umbrella Liability: \$5,000,000 Combined Single Unit
 - Sexual Abuse and Molestation Insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in the aggregate
- The Vendor shall indemnify and hold harmless the Board, the District and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the Vendor's performance of the contract.
- The Vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including both employer and employee contributions and surcharges to any applicable public retirement system, Social Security taxes, unemployment compensation, Medicare and other similar deductions.
- The District shall have the right to terminate the contract at any time in the event of (i) a material breach of the contract by the vendor that remains uncured for fourteen (14) days after notice of the breach is provided to the vendor by the District, or (ii) a determination by a court or administrative agency that any material

provision of the contract is contrary to law or that any material provision of the contract may not lawfully be carried out.

- The Contract may also be terminated by District for its convenience and without cause upon thirty (30) days written notice to vendor.

● Required Deliverables

The Third Party Provider will provide the following by the agreed upon timeline:

- Baseline review of current District status regarding MTSS and results with a plan presented by June 2022
- Review and adjustment of plan based on implementation and data
 - Suggested dates:
 - June 2022
 - December 2022
 - June 2023
 - December 2023
- Transition plan developed by December 2023
- Participation: Attendance at meetings as requested, either virtually or in-person upon agreement of both parties.
- Submit invoices following the district procedures clearly indicating costs, dates and hours of service delivery.
- In the case of local, state or federally ordered emergency mandates where service is delivered remotely (distance/virtual/online), the provider must follow District guidelines (e.g. including contact logs indicating service time, professional development and other subjects covered, etc.)
- Comply with stated deadlines and CH-UH requests.
- Comply with all applicable statutory and regulatory requirements.
- Comply with all applicable federal, state, and local health, safety, and civil rights laws.
- Name the CH-UH City School District on the provider's liability insurance.

● Responsibilities of the Local Educational Agency

- Conduct consultation and planning meetings.
- Appoint a point person for contact.
- Monitor the vendor.
- Provide clear procedures for submission of invoices, and request more documentation to support invoices, when needed.
- Provide funding status reports as requested.
- Pay the vendor the amounts indicated per approved invoices upon delivery of service, documentation and completion of all requirements.

9. Format for Proposals

Please use the following as a guideline to format your proposal:

- **Length and Font Size:**
 - Please use fonts no smaller than 12 point and 1-inch margins on all sides. Maximum proposal length including title page, cover letter, and proposal should not exceed 15 pages.

- **Title Page:**
 - MTSS Professional Development Training and Implementation Services
 - Request for Proposal
 - Company name
 - Address
 - Web site address
 - Telephone number
 - Fax number
 - Email address
 - Primary contact person
 - Authorized signature

- **Proposal:**
 - Containing all information required as described in Proposal Guidelines and Requirements section. The sections are to be clearly titled with the following headings:
 - Organizational information
 - Professional Development and Implementation description
 - Comprehensive Budget

10. RFP Evaluation Criteria

The following criteria will form the basis upon which the School District will evaluate proposals. No proposal received after the deadline of 12:00 pm on January 14, 2022 will be considered. The mandatory criteria must be met in order to be considered for review and scoring:

1. Identify one individual for supervision of all personnel and functions for implementation of full scope of work
2. Address all of the requirements
3. Demonstrate evidence of no acts of recovery or unresolved audit finding for the Fiscal Agent

The District may conduct such additional subsequent interviews, discussions and due diligence with any of the responding Vendors as the District deems necessary. District reserves the right to reject all proposals and to cancel at any time for any reason this RFP. District shall have no liability to any Vendor arising out of such cancellation or rejection. District reserves the right to waive minor variations or irregularities in the selection process.

11. SCORING RUBRIC

Rubric for Organizational Information: 20 points

General information about the Organization is complete per instructions	Organizational information is incomplete	No general Organizational information is included
4-5	1-3	0
3 references and contact information provided	Less than 3 references and contact information provided	No references provided
4-5	1-3	0
Description of impact for staff and student achievement for all 3 references	Partial description of impact for staff and student achievement for the 3 references	No impact described
6-10	1-5	0
TOTAL possible: 20		

Rubric for Instructional Services Description: 60 points

Complete description of the organization’s multi year history of providing like services to school districts and working with LEAs	Partial or incomplete description of the organization’s multi year history of providing like services to school districts and working with LEAs	No description of the organization’s providing like services to school districts and working with LEAs
6-10	1-5	0
Complete description of the organization’s process for monitoring and evaluating progress	Partial or incomplete description of the organization’s process for monitoring and evaluating progress	No description of the organization’s process for monitoring and evaluating progress
6-10	1-5	0
Complete description of the organization's multi year plan for service delivery	Partial or incomplete description of the organization's multi year plan for service delivery	No description of the organization's multi year plan for service delivery
6-10	1-5	0
Complete description of the organization’s plan for baseline data and collaboration	Partial or incomplete description of the organization's plan for baseline data and collaboration	No description of the organization's plan for baseline data and collaboration
6-10	1-5	0
Complete description of remote / virtual / online service delivery if needed	Partial or incomplete description of remote / virtual / online service delivery if needed	No description of remote / virtual / online service delivery if needed
6-10	1-5	0
Complete description of staff qualifications	Partial description of staff qualifications	No description of staff qualifications
6-10	1-5	0
TOTAL possible: 60		0

Comprehensive budget: 20 points

Detailed description of expenses	Partial or incomplete description of expenses	No description of expenses
6-10	1-5	0
Detailed multi year budget	Partial description of multi year budget	No description of multiple years
6-10	1-5	0
TOTAL possible: 20		0

TOTAL for RFP _____ points out of possible 100 points