



EAST BRUNSWICK PUBLIC SCHOOLS

STAFF DEVELOPMENT  
Agenda Item: 1.

Date Prepared: 8/30/2019

Meeting Date: 9/12/2019

**TO:** Members, Board of Education  
**FROM:** Lori Tagerty, Purchasing Manager  
**SUBJECT:** Contract Award - Professional Development and Site-Based Coaching in Integrated Language Arts (RFP No. 2020-02)

**Summary:**

The district developed a formal request for proposal (RFP) soliciting qualified vendors to compete for providing Professional Development (RFP Number 2020-02). The specifications were issued to four companies with two companies responding. The proposals were received and opened on Thursday, August 27, 2019 at 11:00 a.m.

A committee was formed to review the proposals. The committee was comprised of the Director of Financial Services, Assistant Superintendent of Academics, Director of Curriculum and Student Achievement, Supervisor of Language Arts, and Purchasing Manager. Its role was to fairly evaluate the proposals to ensure that they met the goals of the district's plan.

A pre-established set of criteria, which included the ability to meet the district goals by providing the required service, company background/experience, organizational capacity, and price formed the basis for evaluating the proposals. The district was specifically interested in partnering with a staff developer to provide classroom coaching to all ILA teachers in grades K-7 based upon its *Teachers College Reading and Writing Units of Study* curriculum.

The committee unanimously determined that The Reading & Writing Project Network, LLC meets the districts needs for providing the professional development and site-based coaching in ILA. The committee noted that The Reading & Writing Project Network LLC has the organizational capacity to accommodate our district and staff developers who have extensive backgrounds in the *Units of Study*.

The Reading & Writing Project Network LLC will work in each school for five days during the year in Grades K-2; five days in grades 3-5 and five days in grades 6-7 to support the entire literacy curriculum. The consultants will provide demonstration teaching, coaching and curricular support for individual schools and to the particular needs and levels of the teachers with whom they work. In addition, staff developers will lead two one-day on-site workshops that support literacy leadership for administrators.

The cost of this contract will be funded through the Title I grant.

**Recommendation:**

**Recommendation:** That a contract is awarded for Professional Development & Site-Based Coaching in Integrated Language Arts in accordance with (RFP Number 2020-02) to The Reading & Writing Project Network, LLC, Ridgefield, CT in the amount of \$201,500.00.

Board Member	Moved	Second	Aye	Nay	Abstention	Did Not Vote
Mrs. Chiu						
Mr. Csiznar						
Mr. Hono						

Mrs. Lachs						
Mrs. Reiss						
Mr. Seyler						
Mr. Simmens						
Mr. Winston						
Mrs. Becker						
Vote						

**ATTACHMENTS:**

Description  
RFP 2020-02 Price Sheets

Upload Date  
9/3/2019

Type  
Backup Material

**REVIEWERS:**

Department  
Board Meeting:Staff  
Development

Reviewer  
Giuliana, Bernardo

Action  
Approved

Date  
9/6/2019 - 3:47 PM

RFP 2020-02

School	Description	# of Days	Cost per Day	Total
Bowne-Munro Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Bowne-Munro Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Central Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Central Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Chittick Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Chittick Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Frost Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Frost Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Irwin Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Irwin Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Lawrence Brook Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Lawrence Brook Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Memorial Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Memorial Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Warnsdorfer Elementary School	Primary Staff Developer (Gr K -2)	5	\$2200	\$11,000
Warnsdorfer Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$2200	\$11,000
Hammar skjold Middle School	Middle School Staff Developer (Gr 6-7)	5	\$2200	\$11,000
District	Senior Staff Developer for Administrators	2	\$2900	\$5,800
Travel Expenses	Amount per Day	87	\$100	\$8700
			GRAND TOTAL:	\$201,500 <sup>00</sup>

Name of Company Reading Writing Project Network, LLC  
 Address 18 Pelham Lane P.O. Box —

City, State, Zip Code Ridgefield CT 06877

Name of Authorized Representative Kathy Neville

Signature Kathy Neville

Date 8/19/19

*Professional Development and Site-Based Coaching in Integrated Language Arts  
RFP 2020-02*

RFP 2020-02


School	Description	# of Days	Cost per Day	Total
Bowne-Munro Elementary School	Primary Staff Developer (Gr K -2)	5	\$1,850	\$9,250
Bowne-Munro Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
Central Elementary School	Primary Staff Developer (Gr K -2)	5	\$1,850	\$9,250
Central Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
Chittick Elementary School	Primary Staff Developer (Gr K -2)	5	\$1,850	\$9,250
Chittick Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
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Irwin Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
Lawrence Brook Elementary School	Primary Staff Developer (Gr K -2)	5	\$1,850	\$9,250
Lawrence Brook Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
Memorial Elementary School	Primary Staff Developer (Gr K -2)	5	\$1,850	\$9,250
Memorial Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
Warnsdorfer Elementary School	Primary Staff Developer (Gr K -2)	5	\$1,850	\$9,250
Warnsdorfer Elementary School	Upper Grade Staff Developer (Gr 3-5)	5	\$1,850	\$9,250
Hammaraskjold Middle School	Middle School Staff Developer (Gr 6-7)	5	\$1,850	\$9,250
District	Senior Staff Developer for Administrators	2	\$3,000	\$6,000
Travel Expenses	Amount per Day	87	Price includes travel, accommodations, materials and incidental costs	\$0.00
			<b>GRAND TOTAL:</b>	<b>\$163,250</b>

Name of Company Generation Ready, Inc.

Address 352 Seventh Avenue, Floor 12A P.O. Box \_\_\_\_\_

City, State, Zip Code New York, NY 10001

Name of Authorized Representative Alex O'Kulich, Executive Vice President

Signature 

Date 8-7-2019

***Professional Development and Site-Based Coaching in Integrated Language Arts  
RFP 2020-02***