



EAST BRUNSWICK PUBLIC SCHOOLS

STAFF DEVELOPMENT  
Agenda Item: 1.

Date Prepared: 3/22/2022

Meeting Date: 4/7/2022

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**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. 2023-02)

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***Summary:***

The district developed a formal request for proposal (RFP) soliciting qualified vendors to compete for providing Professional Development and Site-Based Coaching in Integrated Language Arts (RFP Number 2023-02) for the 2022-2023 school year. The specifications were issued to nineteen companies with one company responding. The proposals were received and opened on Wednesday, March 9, 2022 at 11:00 a.m.

A committee was formed to review the proposals. The committee was comprised of the Director of Financial Services, Director of Academics, Supervisor of Language Arts, and Purchasing Manager. Its role was to fairly evaluate the proposal to ensure that it 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 5-8 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 Hammarskjold in grades 5-6 for ten days during the year and in Churchill Junior High School for five days in grades 7-8 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 workshop/training is funded through the General Fund.

***Recommendation:***

**Recommendation:** That a contract is awarded for Professional Development & Site-Based Coaching in Integrated Language Arts in accordance with (RFP Number 2023-02) to The Reading & Writing Project Network, LLC, Ridgefield, CT as per attached.

**ATTACHMENTS:**

Description  
RFP 2023-02 Reading Writing Project

Upload Date  
3/22/2022

Type  
Backup Material