



**MADISON COUNTY CHARTER SCHOOL SYSTEM
DANIELSVILLE, GEORGIA**

Request for Proposal for Instructional Materials Aligned to the Science of Reading
March 17, 2023

INTRODUCTION

The Madison County Charter School System (MCCSS) is requesting proposals from professional and qualified partners (Literacy Vendors) to provide instructional materials in grades K-5 English Language Arts (ELA) that align with current research around the science of reading. **The Madison County School System shall have the right to terminate the relationship with the vendor at any time without cause and without penalty.**

To qualify for consideration, a vendor must be prepared to provide instructional materials and professional learning for the some or all of the following components: word recognition (phonological and phonemic awareness, phonics and phonic decoding, and fluency); language comprehension (background knowledge, vocabulary, knowledge of language structures, verbal reasoning, and literacy knowledge); reading comprehension; and writing (handwriting, spelling, and composition). These components should be in alignment with Georgia standards. Qualified vendors who have prior successful experience producing and implementing similar programs and exhibit knowledge of the science of reading will be considered.

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

In issuing the RFP, it is the intent of MCCSS that the Literacy Vendor will provide the required services for a fixed fee to be mutually agreed upon by the parties. It is further the intent of MCCSS that the Literacy Vendor will provide a Guaranteed Maximum Price (GMP) for the cost of the instructional materials and professional learning and include a Guaranteed Delivery Date (GDD). MCCSS also requires that the successful Literacy Vendor accept the following stipulations:

LIST OF REPRESENTATIVE SERVICES/RESOURCES TO BE PROVIDED BY THE VENDOR

Details of the materials, activities, and the instructional plan of the program

- Summary of relevant evidence based research of program implementation
- Alignment to the science of reading
 - Word recognition
 - Explicit instruction of phoneme awareness, phonics, and spelling
 - Systematic scope and sequence of skills building from simple to complex
 - Curriculum and support materials that provide opportunities for practice and interleaving of elements taught (e.g., phonics, decoding, encoding)
 - Language comprehension, reading comprehension, and writing

- There is a clear and consistent instructional framework, featuring a comprehensive scope and sequence of elements of language comprehension, reading comprehension, and writing taught in an explicit system using authentic, grade-level complex text and integrating skills around texts and topics
 - Students are exposed to rich vocabulary and complex syntax in reading and writing materials and orally, including but not limited to read alouds, at language levels beyond students' reading levels.
 - For Multilingual Learners, instruction in English language development (ELD) and acquisition is included to support reading comprehension and continued reading and writing development.
- Explicit linkage between the program and Georgia standards
- Clear information for teachers regarding materials preparation, instructional goals, and strategies
- Frequent and varied assessments that provide information to guide teachers and students
- Opportunities for differentiation
 - Curricular materials provide scaffolds and instructional supports for striving readers—those performing below grade level.
 - Curricular materials provide opportunities for extension to meet the needs of all students, including above-grade-level advanced learners.
- Multimedia supports and integration of technology
- Professional learning for teachers for a successful implementation that aligns with the science of reading
- A narrative section that addresses
 - Professional development resources available to support introduction and implementation of the program
 - General work plan and time table
 - Qualifications of firm including relevant prior experiences
 - Key personnel who will be involved in the project with resumes attached
 - Comprehensive pricing plan divided into grade level options. Provide pricing by grade level (K,1,2,3,4,5) and in grade level bands (K-2 and 3-5)

SELECTION OF LITERACY VENDOR

The services and products being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers which will result in an award that is in the best interest of MCCSS.

Factors to be considered in the evaluation include:

- The capability of the proposer to deliver the services in an efficient and timely manner
- Responses from at least three (3) references for whom the proposer has performed services
- Composition and qualifications of the persons designated to form the proposer's staff for the services required under the RFP

- Resources that are tightly aligned to the science of reading and the best fit for our staff and student needs.
- Intangibles which best demonstrate the proposer's ability to provide services to MCCSS.

Evaluations will be performed by a committee. Following completion of the initial evaluations, if deemed necessary by the committee, up to three vendors best qualified may be granted an opportunity to appear before the Evaluation Committee to make an oral presentation and submit to an interview. Information on the presentation will be provided to the vendors selected.

After evaluations, the committee will identify the Literacy vendor it will recommend based on information contained in the proposal, reference analysis and interviews, if required.

MCCSS reserves the right to accept or reject any and all proposals in response to this RFP.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until 10 am, Monday April 17, 2023. All proposals received will be opened at 11 am on Tuesday, April 18, 2023 in the Business Operations Conference room located at 800 Madison Street, Danielsville, GA.

To be accepted, all proposals are to be submitted, in sealed packages marked "Response to Literacy RFP-April 2023". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. No proposals will be accepted via fax transmission regardless of time of delivery. Three (3) copies of the proposal should be sent or delivered to:

Literacy RFP
Attention: Dr. Joseph Goodroe
Madison County Schools
800 Madison Street Danielsville, Georgia 30633

Questions concerning the RFP shall be **EMAILED** to Dr. Goodroe at jgoodroe@madison.k12.ga.us.

To be considered for acceptance, the proposals shall contain the following minimum information to be presented as set out in the format and sequence shown.

1. Vendor Information

Briefly describe your firm, its officers and executive management. Furnish an organizational chart for your firm specifically indicating those who will be involved in this program.

2. List of Representative Services/Resources to be Provided by the Vendor

List details of the materials, activities, and the instructional plan of the program

3. Related Experience

Provide a record of experience in:

- Production of high-quality, research based, comprehensive core reading programs

- Working with other school districts and/or schools to improve literacy and language arts instruction
- Knowledge of Georgia Standards of Excellence for Literacy and Language Arts instruction
- Experience working with school leaders and teachers to implement a comprehensive reading program
- Providing experienced consultants, well versed in best practice in literacy, as well as, all program components
- Developing a well-designed implementation plan and carrying out projects on schedule

4. Timeframe

The project is expected to begin, following the selection of a vendor, on or about May 2023.

5. Project Cost Analysis

- For pricing include a “not to exceed” price for the entire scope of work.
- Provide pricing by grade level (K,1,2,3,4,5) and in grade level bands (K-2, 3-5, and K-5)

6. References

Provide 3 references of school districts that are currently using the program prepared by the provider, and have utilized professional learning to train staff on use of the program (including name, affiliation, brief description of the project, and contact information.)