

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



TO: OPEN MARKET

Solicitation No.: DCGD-2010-R-0037

**Caption: Professional Development Training On Teaching Math
Through Problem Solving**

Issuance Date: June 25, 2010

Due Date: July 2, 2010, 2:00 P.M. Local Time

The Government of the District of Columbia, Office of the Superintendent of Education (OSSE), is seeking services of a contractor to provide Professional Development Training On Teaching Math Through Problem Solving. The Contractor shall provide the required training in accordance with the **Statement of Work, Attachment A**.

1. CONTRACT TYPE

The District anticipates award of a fixed price contract.

2. PRICE SCHEDULE

2.1 BASE YEAR

Description	Quantity	Unit	Unit Price	Total Price
1. Professional Development Training on Teaching Math through Problem Solving, Kindergarten through Second Grade (40 participants)	4 days	Daily	\$	\$_____
2. Training Materials (40 participants)	40 sets	Set	\$	\$_____
Total				\$_____

2.2 OPTION YEAR ONE

Description	Quantity	Unit	Unit Price	Total Price
1. Professional Development Training on Teaching Math through Problem Solving, Kindergarten through Second Grade (40 participants)	4 days	Daily	\$	\$_____
2. Training Materials (40 participants)	40 sets	Set	\$	\$_____
Total				\$_____

3. TERM OF THE CONTRACT

The term of the contract shall be one (1) year from the date of award. The District reserves the right to unilaterally exercise the option year as shown below for renewal of professional development, training and coaching for 40 teachers on Teaching Math through Problem Solving.

4. OPTION TO EXTEND THE TERM OF THE CONTRACT

The District may extend the term of this contract for a period of one (1) one-year option period, or successive fractions thereof by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

- a.** If the District exercises this option, the extended contract shall be considered to include this option provision.
- b.** The price for the option period shall be as specified in the contract.
- c.** The total duration of this contract, including the exercise of any options under this clause, shall not exceed two years.

5. CONTRACT AWARD

5.1 Most Advantageous to the District

- 5.1.1** The District intends to award a single contract resulting from this solicitation to the responsive, responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified in this solicitation. Proposals will be evaluated on the basis of technical and cost proposals for the tasks described.

6. INSTRUCTIONS TO OFFERORS

6.1 PROPOSAL SUBMISSION

Offerors shall provide and submit electronically a technical proposal and a price proposal under separate cover to Janet.Spevak2@dc.gov no later than **2:00 pm Friday, July 2, 2010**. The subject line of the e-mail shall state "Proposal in Response to Solicitation No. DCGD-2010-R-2037 "Professional Development Training on Teaching Math through Problem Solving."

6.2 TECHNICAL PROPOSAL – 80 POINTS

6.2.1 Technical Approach, Methodology and Past Performance

The technical proposal shall at a minimum provide:

- 6.2.1.1** A detailed description of professional development topic **Teaching Math Through Problem Solving, kindergarten through second grade** and achievement of the goals listed in Section 4.2.1 of Attachment A. The proposal must also include the offeror’s ability to provide professional development on Teaching Math through Problem Solving from elementary through high school.
- 6.2.1.2** The offeror must provide documented evidence that they have increased the understanding of math for teachers which has improved the outcomes for students based on formative assessment results.
- 6.2.1.3** A statement of the experience and/or qualifications of proposal staff who will be involved in the professional development training as described in section 4.2, including resumes and background information of the offeror training as a facilitator.
- 6.2.1.4** Proposals shall include at least three (3) relevant client references within the last three (3) years for whom the offeror has provided similar services.

6.3 PRICE PROPOSAL – 20 POINTS

- 6.3.1** Completed Price Schedule. The offeror shall provide OSSE with a daily rate for training and coaching.

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror’s evaluated price score.

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being Evaluated}} \times 20 \text{ weight} = \text{Evaluated Price Score}$$

7. EVALUATION FOR AWARD

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award.

Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

7.1 TECHNICAL RATING

The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

7.2 EVALUATION FACTORS

7.2.1 TECHNICAL (80 Points) as described in Section 6.2.1

7.2.2 PRICE (20 Points) as described in Section 6.3.1

8. CONTRACT ADMINISTRATION

8.1 Contracting Officer

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Carole Lee, Contracting Officer
Office of the State Superintendent of Education
810 First St. NE, 9th Floor
Washington, DC 20002
[202-727-7187](tel:202-727-7187)

8.2 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- 8.2.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- 8.2.2** The contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- 8.2.3** In the event the contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

9. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- 9.1** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract.

The COTR for this contract is:

Chandra Williams
State Director of Training and Technical Assistance
Department of Special Education
Office of the State Superintendent of Education (OSSE)
810 First Street, NE, 5th Floor
Washington, D.C. 20002
(202) 481-3758 (Voice)
chandra.williams@dc.gov

- 9.2** The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- 9.3** The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

ATTACHMENT A

STATEMENT OF WORK

1. SCOPE

The Office of Contracting and Procurement, on behalf of the *Office of the State Superintendent of Education (OSSE)* seeks a contractor to provide four (4) full-day professional development trainings on **Teaching Math through Problem Solving, kindergarten through second grade**. This professional development opportunity will be offered to 40 participants.

The purpose of this professional development is to provide administrators, teachers and paraprofessionals an introduction to the current guidelines for mathematics instruction. The professional development series presents teachers with the rationale for teaching mathematics through problem solving and it will give them hands-on experiences with instructional strategies and ideas that promote thinking and reasoning.

2. BACKGROUND

2.1 The Office of the State Superintendent of Education (OSSE) is a transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation, fully prepared for successful postsecondary learning and employment in the creative economy.

The Department of Special Education (DSE) oversees special education within OSSE. DSE will ensure that students with disabilities are provided excellent services in the least restrictive environment and that families are provided with the support and information they need to make the important decisions regarding their children's education.

Training and Technical Assistance (TTA) unit within DSE provides high quality professional development, training, and technical assistance in response to local and state needs to support the OSSE's overall strategic goals. TTA's services are designed to increase the capacity of school personnel, service providers and families to meet the needs of children with disabilities by enhancing the knowledge, skills, and performance of all school personnel.

2.2 Historical Information regarding the Requirements

TTA launched a core professional development initiative for the 2009 – 2010 academic school year to provide sixty three local education agencies in the District of Columbia with best practices to address the educational needs of all

children. One major aspect of the core professional development initiative was to provide high quality training to all educators in the District of Columbia with the specific focus on improving the outcomes for students with disabilities. The local education agencies received professional development and trainings on specific special education topics in a sequential order to build a solid core instructional background in best practices to provide all children with a high quality educational experience.

- 2.3. The objective of the procurement is to secure the services of a premier national educational consultant company to provide high quality professional development and training on **Teaching Math Through Problem Solving, kindergarten through second grade**. These professional development opportunities and trainings will provide teachers with strong math content knowledge for the purpose of making math accessible for all students.

3. STATEMENT OF WORK

The Scope of Work identifies the following required tasks.

- Four (4) full-day trainings for teachers on **Teaching Math Through Problem Solving, kindergarten through second grade**. The contractor will provide 40 teachers with professional development training.

At the conclusion of this workshop participants will be able to:

- know how to examine problem-solving activities and investigations that develop understanding;
- focus on problem solving in all areas of the math curriculum, including number and operations, geometry, measurement, algebra, data analysis and probability;
- use variety of ways to organize their classrooms—whole-class, small-group, and individual learning;
- identify and analyze strategies to develop number sense that enhance computational efficiency; and
- understand how manipulative materials can be used to support learning.

4. REQUIREMENTS

- 4.1 The contractor shall be responsible for providing professional development and training on **Teaching Math Through Problem Solving**.

The contractor must meet the following requirements:

- The contractor must have extensive experience as a teacher educator, and staff developer on **Teaching Math Through Problem Solving, kindergarten through second grade**.

- The contractor must have extensive experience working with school districts across the country and published books and resources to improve teacher effectiveness and math instruction in their schools.
- The contractor must have extensive experience nationally providing consultant services on **Teaching Math Through Problem Solving**.

4.2 The contractor shall be responsible for providing four (4) full-day trainings for teachers on Teaching Math Through Problem Solving.

4.2.1 The contractor must provide professional development and training to 40 teachers, which will conclude with successfully achieving the following goals:

- know how to examine problem-solving activities and investigations that develop understanding;
- focus on problem solving in all areas of the math curriculum, including number and operations, geometry, measurement, algebra, data analysis and probability;
- use variety of ways to organize their classrooms - whole-class, small-group, and individual learning;
- identify and analyze strategies to develop number sense that enhance computational efficiency; and
- understand how manipulative materials can be used to support learning.

4.2.2 The Base Year training must take place July 21-22, 2010 and August 2-3, 2010.

4.2.3 The contractor must discuss the agenda and objectives of the training upon award of the contract. The final agenda is due no later than July 14, 2010.

4.2.4 Training Materials- The contractor shall provide hard copies of the training materials such as the presentation, manual, and similar materials necessary for completing the training for each participant. OSSE will provide a conference space to conduct all professional development and trainings for participants. The number of trainees will not exceed 40 participants. The training location will be determined upon contract award.

4.3 The District of Columbia Office of the State Superintendent of Education (OSSE) will videotape all summer institute trainings. These videotapes and the power point presentation shall be posted on the DC OSSE Division of Special Education Training and Technical Assistance website for participants to have access to the session content throughout the school year.

5. Deliverables

Item #	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
1	Training Agenda	1	E-mail copy in Word format	July 14, 2010	COTR and Danielle Williams
2	Training Materials	Not to exceed 40	Consultant will send an electronic copy of the presentation and/or training materials to OSSE	July 14, 2010	COTR and Danielle Williams
3	Training Materials	Not to exceed 40	<p>Consultant will provide each participant with hard copies of the training materials and any other pertinent items listed in 4.2.4 to participate in the training.</p> <p>The consultant will also provide the OSSE with 4 hard copies and 1 electronic copy of all training materials (i.e. presentation, handouts, etc) via email.</p>	10 days prior to the training	COTR and Danielle Williams
4	Four (4) Professional Development Training Days	4 Days	Onsite	July 2010 And August 2010	COTR