

Ellensburg School District Request for High School Math Curriculum Proposals

Date: December 11, 2020

Proposal Title: High School Math Curriculum Proposals

Proposals will be received until: Friday, January 8, 2020 at 9:00 am at

Ellensburg School District
High School Math Curriculum Proposals
1300 E. 3rd Avenue, Ellensburg, WA 98926
Attention: Jennifer Kuntz

The undersigned hereby affirms that (1) he/she is duly authorized as an agent of the vendor; (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer; and (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____

Address: _____

Contact Person: _____ Title: _____ Date: _____

Authorized Representative's Signature: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Email: _____

SUSPENSION AND DEBARMENT

_____ certifies that neither it nor its principals are presently debarred,
Company Name
declared ineligible, or voluntarily excluded from participation in transactions by any
federal department or agency.

Authorized Representative's Signature: _____ Date: _____

Printed Name: _____

9th-12th Grade Math Curriculum 2020-2021 Invitation to Bid

Ellensburg School District (ESD) requests proposals for core math curriculum for students in grades 9-12, as specified in this document. Sealed proposals will be received until 9:00 am, Friday, January 8, 2020. ESD plans to pilot one or two curricula (phase one) based on bid results for the 2nd half of 2020-2021 (which begins February 1, 2021) with the intent to do a full adoption and implementation for the 2021-2022 school year (phase two). Final decisions for full adoption will be determined by June 30, 2021. Being selected for phase one will not guarantee selection for phase two.

INSTRUCTIONS TO BIDDERS

COVER SHEET. Submit the signed, completed Cover Sheet from this Request for Proposals.

VENDOR PROFILE. Provide a vendor profile to include:

- a. An overview of the company
- b. The length of time the vendor has been in business
- c. An outline of the Vendor's background and overall qualifications
- d. Résumés of key personnel

SUBMISSION OF PROPOSAL. Proposals shall be enclosed in a sealed envelope with the name of the bidder on top of the envelope with the words, "9-12 Math Curriculum". (for updated submission options, please see "Addendum A" on page 8).

DELIVERY OF PROPOSAL. It is the bidder's sole responsibility to see that the proposal is received by the school district prior to the time set forth above. All sealed bids, hand delivered or mailed, shall be sealed and delivered to the Ellensburg School District Administration Office (Address specifications below) no later than 9:00 am on 1/8/21. All bids received after this date and time will be disqualified and returned to the bidder.

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SIGNATURE PAGE. Each proposal must be signed with an original signature in ink. Proposals by individuals must be signed by the individual. Proposals by partnerships must show the name of the partnership and be signed by at least one partner. Proposals by corporations must show the name of the corporation and be signed by one of the following: presiding or managing officer or company authorized agent.

PROPOSAL OPENING.

- A. All proposals received by the district at the address indicated by 9:00 am, Friday, January 8, 2021 will be opened at that time.
- C. No bidder will be permitted to alter their bid after the time set for opening bids by the district. This includes the addition or deletion of items or signatures.

WITHDRAWALS. No bidder may withdraw a bid after the time set for opening thereof, or before the award of the contract unless the award is delayed for more than (30) days.

FORMS USED. Bids shall be made on the forms provided. Original copy is required. Photo copies will not be accepted. You must sign or initial any changes or erasures on the bid.

INTERPRETATIONS. Questions regarding specifications should be addressed to Jennifer Kuntz, Director of Teaching and Learning, 1300 E. Third Avenue, Ellensburg, WA 98926 or (509) 925-8008.

ADDENDUM. No addendum will be sent out within less than seven (7) days of bid opening unless for postponing the date of bid opening.

AWARD. Decision on whether or not to move forward with phase one will be made by January 27, 2021. ESD may select more than one curriculum for phase one. Final decisions on phase two will be made by June 30, 2021.

RESERVATIONS. District reservations are as follows:

- A. To reject any and/or all proposals.
- B. To award based on adoption teams' assessment of alignment with district goals and with current district materials the awarded curriculum would be used in conjunction with.
- C. To request additional information prior to an award.
- D. To waive any or all irregularities in the proposals submitted.
- E. To return proposals unopened if only one bidder.
- F. To favor Washington or local products if quality, quantity and the delivery time are favorable.
- G. To award proposal based on item and/or total price.
- H. To order quantities other than those specified herein or only for certain grade levels.

NOTIFICATION OF BID AWARD. Notification of bid award for phase one to both successful and unsuccessful bidders shall occur within thirty (30) days. A bid award may be withdrawn within thirty (30) days for financial reasons if a purchase order has not been issued.

TERMS AND CONDITIONS

NONDISCRIMINATION STATEMENT. The contractor assures the Ellensburg School District #401 that its agency will comply with all state and federal guidelines and/or regulations. Therefore, all applicants must ensure their corporation does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

DEBARMENT AND SUSPENSION. The bidder certifies by signing the attached form that the bidder and its principals are not excluded from participation in this transaction by any Federal department or agency. In addition, the bidder certifies that they have not nor will not enter into any contract in which the company, owner or its principals have been barred from participation in any transaction by any Federal department or agency, as it relates to this project.

PERFORMANCE. On failure of the successful bidder to furnish any articles as specified in the

proposal, of the quality specified, the district reserves the right to purchase same in the open market. If a greater price is incurred, the District shall have the right to collect the difference from the successful bidder.

CONTRACT PERIOD AND COVERAGE. The contract for phase one shall run from February 1, 2021 - June 30, 2021. The contract for phase two shall run from August 1, 2021 - July 31, 2022 and shall be renewable effective August 1, 2022 for up to six school years (August 1, 2022- July 31, 2028) unless terminated for cause or by written notice from either party within thirty (30) days of contract renewal date.

PRICING. Prices shall be itemized for each component of the system being bid. Please provide pricing for licenses in the table below for individual components and combined components, if applicable. You can provide a separate pricing sheet if charts provided don't reflect bundling options. Please provide separately what it would cost for a pilot program (phase one) to test the materials in the classroom, and for full implementation (phase two)

Phase One: Pilot					
Component	Grade Level	Quantity of Pilot Licenses/Materials	Unit List Price	Discount %	Total price after discount
Electronic license only	Pre-Algebra	30			
	Algebra	30			
	Geometry	30			
	Algebra-Trig	30			
	Pre-Calculus	30			
	Calculus	30			
Hard copy materials	Pre-Algebra	30			
	Algebra	30			
	Geometry	30			
	Algebra-Trig	30			
	Pre-Calculus	30			
	Calculus	30			
Bundled electronic and hard copy	Pre-Algebra	30			
	Algebra	30			
	Geometry	30			
	Algebra-Trig	30			

	Pre-Calculus	30			
	Calculus	30			

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Phase Two: Full Adoption					
Component	Grade Level	Quantity of Licenses/Materials	Unit List Price	Discount %	Total price after discount
Electronic license only	Pre-Algebra	70			
	Algebra	210			
	Geometry	210			
	Algebra-Trig/ Algebra 2	210			
	Pre-Calculus	80			
	Calculus	40			
Hard copy materials	Pre-Algebra	70			
	Algebra	210			
	Geometry	210			
	Algebra-Trig	210			
	Pre-Calculus	80			
	Calculus	40			
Bundled electronic and hard copy	Pre-Algebra	70			
	Algebra	210			
	Geometry	210			
	Pre-Calculus	210			
	Calculus	80			
		40			

Further pricing components that must be priced out in addition to the above include the following. Also, please include any additional costs that have not been identified:

Component	Cost	Notes
One-Time Installation Price (district)		
Annual Maintenance Cost		
Annual Support Cost		
Other:		
Other:		

PRICE INCREASE ON RENEWAL. The contract may be renewed for up to 6 additional years by mutual agreement of the parties. The vendor may request an increase in pricing.

REFERENCES. Please provide the following information for at least three school districts in Washington State that are currently using your program and have used it for more than 2 school years.

School District	Contact Name	Contact Number	Contact Email

RESEARCH. Please provide research on your program’s effectiveness. If possible, provide comparison studies with other similar programs.

PURPOSE. To acquire a high school math curriculum for Pre-Algebra, Algebra, Geometry, Algebra-Trigonometry, Pre-calculus, and Calculus courses that includes assessments and learning modules that will meet the needs of the students in Ellensburg School District.

PROGRAM EVALUATION CRITERIA.

1. Standards Alignment and Scope and Sequence
 - a. Provide evidence of curriculum alignment with Washington State Learning Standards in math.
 - b. Provide a description of the math sequence followed.

2. Assessment/Feedback

- a. Include information and samples of any reports for multiple stakeholders (e.g. parents, teachers, principals, district personnel)
- b. List types of assessments included in the program with an explanation of each assessment. (benchmark, progress monitoring, etc.)
- c. Provide a description of the process for practice problems and how they work within lessons/units

3. Differentiated Instruction

- a. Describe how curriculum varies and/or adapts based on individual student needs.
- b. List with a short description access to online and printable small group skill instruction tools.
- c. Explain how the program specifically addresses the needs of English Learners, as well as high poverty students with limited exposure to academic vocabulary.
- d. Explain how the program supports students with IEPs.

4. Accessibility and Engagement

- a. Describe teaching tools for a blended program.
- b. Explain how the program is age appropriate and appealing to varying grade levels (9th-12th).
- c. Provide a description of the home connection supports available for students in their at home learning and for parents in supporting their student's learning.
- d. Describe the online support and/or instructional videos that are available with the program
- e. Describe what features make the program teacher friendly.
- f. Describe what features make the program student friendly.
- g. Provide the pacing guides (or describe how they function and ease of use).

5. Implementation and Support

- a. Explain the support provided to assure successful implementations, providing details on user-friendliness.
- b. Describe the training (initial and ongoing) to be provided to teachers, principals and district level personnel.
- c. Provide a detailed timeline for implementation upon award of the bid.
- d. Describe the teacher level and district level support provided to teachers for technical issues.
- e. Describe the teacher level and district level support provided to teachers for academic and implementation issues.
- f. Describe frequency of updates and requirements for hardware updates (cost, computer systems, etc.).

Addendum A

Submissions can be sent via mail or electronically by email. Please send submissions to jennifer.kuntz@esd401.org by Friday, January 8, 2020 at 9:00 am. Subject line should read “[insert Company] High School Math Curriculum Proposal.” Emails will be opened at the time of other mailed in proposals.