

**Request for Proposal  
Youngstown City School District  
Whole School Transformation**

**Youngstown City School District  
20 West Wood St.  
Youngstown, Ohio 44503**

**January 31, 2018**

## **Whole School High School Transformation**

### **Background/Rationale**

Since 2010, Youngstown City School District has been in Academic Emergency based on failure to meet state minimum targets for academic performance. On the surface, the district's current state can seem disheartening, but the district has strengths to leverage and is taking action. We are digging into the root causes of our challenges so that together, as a community we can make significant changes so that our students have a better present and future.

The YCSD proudly serves approximately 5,300 students, their families and the greater community in its mission to prepare all of the city's children to become productive, responsible citizens in a safe, caring and supportive environment. The Youngstown City School District is being reconfigured for the 2017-18 school year, moving to nine preschool to eighth-grade schools and returning to a neighborhood school format.

The Academic Distress Commission approved a strategic plan on December 5, 2016. This plan is the CEO's course of action for the next three years. The plan outlines the vision, action steps and how progress will be monitored.

### **Scope of Work**

The selected consultant will work with YCSD as partners through a comprehensive and blended approach to tailor the work and implementation of professional learning and coaching. The selected consultant will work with the District to meet the goals of the approved strategic plan and monitor progress. The areas of inclusive instructional leadership transformation are as follows:

- Building the capacity of leadership
- Shared ownership of reforms
- Collaborative decision-making
- Shared Leadership Models

It is anticipated that the review process should be conducted from February, 26<sup>th</sup> through June 30, 2018.

### **Proposal Contents**

The proposal must include the following;

- Cover letter
- List the names of staff to be assigned to this project and include a copy of their resumes
- Include at least three references (including agency or business name of client, contact person, address and telephone number)
- References from two (2) successful whole school high school transformations
- Approach/Schedule  
Cost Proposal

### **Period of Performance**

It is anticipated that the review process should be conducted from February, 26<sup>th</sup> through June 30, 2018.

### **Due Date and Place for Submission of Proposals**

The deadline for receipt of electronic proposals is February, 21<sup>st</sup> 4:00 p.m. EST (Eastern Standard Time). Submit proposals electronically in Adobe Acrobat PDF format to:

Cheryl L. McArthur, Chief of Human Resources  
cheryl.mcarthur@youngstown.k12.oh.us

***Any proposal received after the date and time listed above will not be considered.***

Submit questions pertaining to this Request for Proposal (RFP) in writing via email by February 21<sup>st</sup> at 4:00 p.m. EST to the email address below:

Send questions regarding the RFP to the contact below via email:

Amanda McGinnis, Deputy Chief of School Improvement

Amanda.mcginnis@youngstown.k12.oh.us

Include the specified bidder's name and name of the RFP.

**Duration**

The initial term of the Agreement for Services created by this RFP shall be from date of signed Agreement until June 30, 2018.

**Evaluation Criteria**

Your proposal should directly address each of the criteria below:

|  |                  |
|--|------------------|
| Demonstrated experience in whole school high school transformation     | 25 points        |
| Experience in implementing curriculum and assessment in transformation | 25 points        |
| Evidenced based success stories  | 25 points        |
| Staff qualifications and references                                    | 10 points        |
| Approach/Schedule  | 5 points         |
| <u>Cost Proposal</u>   | <u>10 points</u> |
| Total  | 100 points       |

**Administrative Information:**

Services/Payments:

The District shall pay professional fees for services provided under this solicitation only after receipt of valid and completed invoice for services rendered.

Insurance/Liability Requirements:

The winning bidder selected by YCSD will be required to carry and provide a certificate of general liability insurance of \$1M per occurrence/ \$3M aggregate. The YCSD will be noted as additionally insured whose coverage is secondary and noncontributory. In addition, a certificate of worker's compensation coverage will be required.

The winning bidder will ensure that appropriate background checks have been conducted on staff that will be entering the YCSD school buildings.

Rights Reserved by YCSD:

YCSD reserves the right to waive any irregularities in proposals, to reject any or all proposals, and to cancel this solicitation at any time prior to contract award. YCSD also reserves the right to award all or any portion of the work specified in the Request for Proposal to any proposer(s). Prior to making a selection decision, YCSD reserves the right to interview any or all individuals or businesses submitting a proposal, and to check references as part of the final evaluation process.