



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF
EDUCATION

Division of Procurement

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Anthony D. Thomas, MBA
Director

Request for Proposal No. RFP-DOE-2017-008 to Provide Next Generation Science Standards (NGSS): STEAM Educator Institute in the St. Thomas/ St. John District

Solicitation Date: February 9, 2017, 2: 00 pm

Proposal Due Date: February 24, 2017, at 2:00 pm (via email)

Attention: Anthony D. Thomas
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St. Thomas, VI 00803
Email: procurement@sttj.k12.vi

Summary/ Overview: The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in providing professional development for Science, Technology, Engineering, Arts and Mathematics ("STEAM") Educators on the implementation of the Next Generation Science Standards- Standards developed to identify science and engineering practices, disciplinary core ideas and cross cutting concepts, in Science, that all students, K-12 will need to prepare for careers, college and to be fully trained in 21st Century Skills. The NGSS institute will occur in the St. Thomas/St. John school district, during the months of March 2017 to June 2017.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary to facilitate the appropriate implementation of the Next Generation Science Standards that would provide an in-depth understanding of how to dissect the standards and align, design, conduct and evaluate NGSS lessons. This professional development opportunity will also offer STEAM educators the opportunity to give and receive feedback and to share best practices in STEAM Education. The NGSS professional development activity will be provided for a total of 50 STEAM Educators, to include teachers, administrators, coordinators and directors, throughout the territory to attend a 5 day (per district) institute on NGSS learning and implementation.

The selected service provider will provide support and/or technical assistance for the participants to provide resources or answer any NGSS related questions. The institute will also incorporate the use of the National Science Teacher Association's (NSTA) "Translating the NGSS for Classroom Instruction" and "The NSTA Quick-Reference Guide to the NGSS K-12" workbooks. Other supplemental materials that may be referenced include: "The BSCS 5E Model: Creating Teachable Moments" and "Project Based Learning (PBL) 101" workbooks. Upon completion of the institutes, The STEAM Educators shall receive a certificate of participation for continuing education units.



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The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.

Tasks

The selected contractor shall provide the following:

- Facilitation of the appropriate implementation of the Next Generation Science Standards Strategies to dissect the standards and align, design, conduct and evaluate NGSS lessons.
- Opportunities for the participants to give and receive feedback and to share best practices in STEAM Education.
- Support and/or technical assistance for the participants.
- Support for the use of the NSTA's "Translating the NGSS for Classroom Instruction" and "The NSTA Quick-Reference Guide to the NGSS K-12" workbooks. Other supplemental materials that may be referenced include: "The BSCS 5E Model: Creating Teachable Moments" and "Project Based Learning (PBL) 101" workbooks.
- Certificates of participation for continuing education units.

Deliverables

1. NGSS Institute for 50 STEAM Educators occurring over a period of 5 days. The institute will be conducted in three (3) phases. Each phase will occur during the same month. The basic format for the three phases are as follows:

Phase 1:

- I. NGSS Overview with focus on Science and Engineering Practices
- II. Phenomena, Scientific Inquiry and Argumentation, 5-E Model

Phase 2:

- I. Performance Expectations
- II. Assessments: Formative Assessments, 3 Dimensional Assessments

Phase 3:

- I. Designing Lesson Plans and Bundling



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2. A final report, summarizing the services rendered and any recommendations to benefit VIDE, moving forward, as it relates to the NGSS.
3. Workshop Training Materials for each phase (other than aforementioned workbooks).
4. Certificates of Participation (to include contact hours) for each phase.
5. Support and/or Technical Assistance, commencing on the date of the first day of training and ending on the date of the last day of training. The contractor will be available to:
 1. answer questions related to NGSS implementation, lesson planning and/or understanding;
 2. identify resources for best practices and;
 3. facilitate a NGSS Online Professional Learning Community.

CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Business License** issued to the legal name of record issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor
- (4) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (5) **Certificate of Liability Insurance** indicating proof of coverage of **General Liability/Public Liability Insurance** of no less than One Hundred Thousand Dollars and Zero Cents (\$100,000.00) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**.
- (6) Certificate of Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be described, to include the cost for services, travel accommodations (to include inter-island travel, meals, lodging, etc.), and professional development resource material



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