



THE CHARTER INSTITUTE AT ERSKINE

1201 Main St, Suite 300, Columbia, SC 29201

REQUEST FOR PROPOSAL

Mathematics and Coaching Support

For the Fiscal Year 2022-2023

PROPOSALS TO BE RECEIVED BY:

DATE: October 28, 2022

TIME: 5: 00 PM

EMAIL: kolcott@erskinecharters.org

PROPOSER INFORMATION

Vendor Name/Consultant Name: Vendor

Mailing Address: Mailing address

City, State, Zip Code: City State Zip code

Federal ID or Social Security Number: Number

Contact Person: Contact name

Email Address: Contact email address

Telephone Number: Contact telephone number

Toll-Free Telephone Number: Telephone number

Fax Number: Fax number

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature: _____

Name (type or print): _____ Title: _____

PURPOSE OF THE REQUEST FOR PROPOSAL

The Charter Institute at Erskine (The Institute) is seeking a consultant/firm to provide a series of mathematics professional learning sessions targeted for K-8 teachers. The purpose of this program is to provide teachers employed by charter schools within the Charter Institute at Erskine additional support for addressing deficiencies in mathematics arising from the COVID-19 pandemic. The anticipated outcome of this program is to provide teachers with a series of mathematics professional learning sessions focusing on increasing teacher content knowledge and confidence in using research-based practices for the mathematics classroom. The selected consultant/firm will be provided a generic curriculum map for each grade level. The selected consultant/firm will 1) Provide a series of sixteen (12) quarterly sessions: four (4) for K-2 teachers, four (4) for 3-5 teachers, and four (4) for 6-8 teachers. In each of the quarterly sessions, the selected consultant/firm will 1) Provide grade specific preview of the upcoming quarter's standards to be taught as indicated by the provided generic curriculum map; 2) provide the depth of knowledge/understanding required to teach the standards to the students; and 3) provide teaching strategies to be implemented that will aide in accomplishing teaching the standards to the students.

Instruction and Information to Proposers

The deadline for submission of proposals is 5:00 p.m. EST, November 8, 2022. One copy of your proposal is required and should be emailed/delivered to Kristin Olcott at kolcott@erskinecharters.org or addressed to Kristin Olcott, Executive Assistant of Authorization and Accountability, Charter Institute at Erskine, 1201 Main Street, Suite 300, Columbia, South Carolina 29201. Any proposals received later than the specified time will not be considered and will be returned unopened to the offeror regardless of when it was mailed. Evaluation of each proposal will be made as soon as possible with the award contingent upon approval of the Charter Institute at Erskine Leadership Team.

The Institute reserves the right to reject any or all proposals or to cancel this request in its entirety.

Any questions relating to this proposal must be submitted in writing (fax is acceptable (864) 751-5936 or email kolcott@erskinecharters.org) through October 28, 2022. If an email response verifying receipt of request is not received within 24 hours, please call Kristin Olcott at 803-849-2365. A listing of questions and answers will be supplied to all proposers upon request.

Award: These services are exempt from the competitive sealed bidding or proposal requirements of the Institute's Procurement Policy. The project will be awarded based upon the approval of the Charter Institute Leadership Team.

Termination: Subject to the provisions below, the contract may be terminated for any reason by the Institute with a thirty (30) day advance notice in writing to the firm.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request, and for the convenience of the Institute without the required thirty (30) days advance written notice, the Institute may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the Institute for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

Term/Option to Extend: The Institute reserves the option to renew the contract for two additional year, in increments of one year, under the same terms, charges, and conditions as contained in the original contract. Contract renewals are subject to availability of fiscal year funds and satisfactory performance.

In case of duplicate, similar, or equal proposals, the decision of the Charter Institute at Erskine will be final.

Description of Charter Institute at Erskine

Background

The Institute is one of two statewide charter school districts in South Carolina. The Institute was founded in 2017 and begin operating in the fall of 2018. The address for the Institute is 1201 Main Street, Suite 300, Columbia, SC 29201.

The Institute has currently authorized 24 schools and serves approximately 24,000 students during the 2022-2023 school year with an additional 7 new schools starting from the 2023-2024 academic year.

Time Considerations

All proposals must be submitted to Charter Institute at Erskine no later than 5:00 p.m. Tuesday, November 8, 2022.

The Institute may elect to interview representatives from selected consultants/firms.

The contract should be awarded no later than December 1, 2022.

In setting forth its qualifications, each consultant/firm submitting a proposal shall:

Provide the name of the firm, how long the firm has been in business, the length of its experience in providing mathematics and coaching support and a brief description of its business activities and history;

Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes);

A cover letter that details the experience the firm/individual has with teaching, educational leadership, coaching and charter schools. Include detail experience the firm/consultant has in providing mathematics and coaching support to schools and their teachers;

A resume outlining the experience and credentials of the individuals who will be involved in this engagement;

Clearly describe the scope and content of the required services to be provided;

Provide a compensation breakdown that includes the cost amounts that firmly will not exceed;

And provide any additional information that you feel would distinguish your firm in its service to the Institute.

Communications and Response

Kristin Olcott is the designated Institute representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

Kristin Olcott
Charter Institute at Erskine
kolcott@erskinecharters.org
803-849-2365

Notification of Intent to Respond and Clarification Questions

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

Key Dates

Event	RFP Issued	Intent to Respond and Questions Due	Answers Provided	Proposals Due
Date	10/25/2022	11/1/2022	11/3/2022	11/8/2022
Time	5 PM	5 PM	5 PM	5 PM

No Obligation

The submission of a proposal shall not in any manner oblige the Institute to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Institute solely for the benefit of the Institute.

No Guarantee

The Institute makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

Does your firm have a record of substandard work? Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

How can your firm help the Institute streamline existing processes and improve productivity with your product or services?

All offertories must visibly mark as “Confidential” each part of their proposal, which they consider containing proprietary information.