

THE CHARTER INSTITUTE AT ERSKINE

1201 Main St, 25th Floor, Columbia, SC 29201



REQUEST FOR PROPOSAL

Coaching/Consulting for High-Risk School

May - December 2026

PROPOSALS TO BE RECEIVED BY:

DATE: 3/13/2026

TIME: 5:00 PM

EMAIL: jglover@erskinecharters.org

PROPOSER INFORMATION

Vendor Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Federal ID or Social Security Number: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Toll-Free Telephone 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 third-party educational contractor to provide coaching and consulting services to provide support for school leadership in a high needs school in the Orangeburg area. Services to include the following:

- Provide one-on-one coaching and mentoring for school leader with three or fewer years of experience.
- Support school leader in analyzing academic and non-academic data to inform instructional decision-making.
- Guide school leadership in creating, implementing, and monitoring strategic plans focused on academic improvement.
- Assist leaders in developing and executing school improvement plans aligned with district and state goals.
- Train and support leader and leadership team in conducting effective classroom observations and providing actionable feedback to teachers.
- Model and support the development of high-impact instructional leadership practices.
- Provide tools and strategies for setting measurable academic goals and tracking progress over time.
- Assist leader in developing skills to coach and grow teacher practice through evidence-based instructional strategies.
- Support leader in identifying and addressing instructional gaps and inequities.
- Assist in developing and sustaining school-wide systems for progress monitoring and continuous improvement.
- Offer support in cultivating a data-driven school culture focused on student achievement and instructional excellence.
- Collaborate with district leadership to align consultant services with broader system priorities and initiatives.
- Provide periodic progress reports and reflections on school leader growth and student achievement outcomes.
- Offer customized professional development sessions for leadership team based on identified school needs.

INSTRUCTIONS AND INFORMATION TO PROPOSERS

Please submit a comprehensive proposal by 5:00 p.m. EST on March 13, 2026. One copy of your proposal is required and should be emailed/delivered or addressed to Jeanie Glover, Deputy Superintendent, Charter Institute at Erskine, 1201 Main Steet, 25th Floor, Columbia, South Carolina 29201. Any proposal 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 the 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 to Jeanie Glover, jglover@erskinecharters.org. If an email response verifying receipt of request is not received within 24 hours, please call Jeanie Glover, 803-849-2461. A listing of questions and answers will be supplied to all proposers upon request.

Award: The project will be awarded based upon the proposal that the Institute Leadership Team determines best suits the needs of the Institute.

Termination: Subject to the provisions below, the contract may be terminated for any reason by the Superintendent, Chief Operating Officer, or Chief Financial Officer 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 initial contract period shall be May 2026 through December 2026. The Institute reserves the option to renew the contract for up to two additional years, 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.

General Requirements

The following information should be used to determine the scope of this project and provide pricing for this engagement. Further details can be provided upon request.

Description of the Institute

The Institute is one of three statewide charter school districts in South Carolina. The Institute was founded in 2017 and began operating in the fall of 2018. The address for the Institute is 1201 Main Street, 25th Floor, Columbia, SC 29201.

The Institute has currently authorized 28 schools and serves over 28,000 students during the 2025-2026 school year.

Requirements

All proposals and reports should be addressed to the Deputy Superintendent, Jeanie Glover.

Time Considerations

All proposals must be submitted to Charter Institute at Erskine no later than 5:00 P.M on March 13, 2026.

The Institute may elect to interview representatives from selected firms.

The contract should be awarded no later than April 15, 2026.

Proposal Packet

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

Provide the name of the vendor, how long the vendor has been in business, the length of its experience, as well as a brief description of its business activities and history;

Identify the specific contacts who will be involved in this engagement, the experience each possesses, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials;

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

Detail the experience the vendor and its staff have in working with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts;

Detail the experience the vendor and its staff have with charter schools;

Provide client references, including contact names, addresses and telephone/cell phone numbers;

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

An independent consultant can provide a resume containing the above information.

Communications and Response

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

Jeanie Glover
Charter Institute at Erskine
jglover@erskinecharters.org
(803) 849.2461

Cost

Estimate the total hours, the estimated out-of-pocket costs and the resulting all-inclusive maximum fee for which the requested work will be done. Fees for subsequent years should be included with a firm not-to-exceed amount.

The Chief Finance Officer will approve these prior to the performing of services.

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	2/16/2026	2/27/2026	3/2/2026	3/13/2026
Time	5:00PM	5:00 PM	5:00 PM	5:00 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.

Suspension and Debarment

The Institute will not contract with vendors who have been deemed by the Federal government as having been suspended or debarred from federal contracts.

Right to Protest

Any actual proposer who claims to be aggrieved in connection with a specific solicitation process may submit a protest in writing to the Assistant Director of Student Services within seven (7) calendar days after he or she knows or should have known the facts giving rise to the protest.

Any issues raised by the protesting party after the seven (7) calendar day period shall not be considered as part of the protest.

All offertories must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information.