

MANCHESTER SCHOOL DISTRICT
SAU #37
REQUEST FOR PROPOSAL
Technology Integration Consultant

Purpose:

As part of a Manchester School District's anticipated technology grant, the district seeks to contract with a Technology Integration Specialist to assist teachers in four middle schools enhance learning through improved integration of technology. The primary goal for the Technology Integration Consultant will be to change teaching practice, and to increase student achievement through professional development that will be ongoing, job-embedded, relevant to the teacher's instructional needs, and collaborative in nature. Working alongside teachers in their classrooms and in peer-based professional learning communities will enable this approach to professional development to have strong success for increasing teaching quality and student learning.

Ideal candidates should work well with others, be skilled in team management, have a background in instructional design, and have clear goals and strategies for integrating technology into instruction. This consultant will be required to coordinate teams, develop and facilitate training activities, collaborate regularly with school staffs in professional learning communities and propose learning objectives for staff as they relate to technology.

Instructions to Proposers / Timeline:

All proposals must be submitted to:
Federal Projects Office
Manchester School District: SAU #37
286 Commercial Street
Manchester, NH 03101

In the event that you have questions on your proposal contents, please contact Sheila Brisson, Federal Projects Director, Manchester School District: SAU #37, 286 Commercial Street, Manchester, NH 03101 / sbrisson@mansd.org / 603-624-6300 x 164

All proposals must be submitted in a sealed envelope and clearly marked in the lower left hand corner, "Technology Integrator Proposal" All proposals must be received by 10:00AM, January 18, 2010.

Please provide three (3) copies of your proposal for review.

District and middle school staff will review proposals. Successful candidates will be

scheduled for interviews. The finalist(s) will be presented to the Board of School Committee or its subcommittee(s).

The District reserves the sole right to evaluate the qualifications submitted, waive any irregularities, reject any or all proposals and select the firm that, in its judgment, will provide the most effective professional service.

Funds / Terms

The grant funds appropriated for this consultant - \$50,000

Term of contract - January 2010-June 2011

Responsibilities Include:

Collaboration with teachers to support their use of technology in delivery of curricula and development of student portfolios through a variety of instructional methods. In partnership, the Technology Integration Consultant and the teacher will work toward integrating the use of hardware, software and Internet resources in support of student learning and assisting teachers in meeting state and national standards for subject-area and technology-learning objectives.

Job-embedded technical assistance for staffs to meet technology proficiency goals.

Compilation of learning resources for teachers, staff and students. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology. Ideally, teachers will be guided and encouraged to develop their own resources, while the Technology Integration Specialist will support these efforts by providing additional support as needed.

Additional instruction of parents or community members to strengthen students' technology skills.

Participation in collaborative development of district technology plan

Required Skills

In addition to experience in related responsibilities, the applicant should have:

An understanding of key learning theories and methods of instruction, and their relation to technology integration

Experience in supporting students in developing artifacts for portfolios and utilizing storage solutions.

Familiarity with methods for integrating technology into the curriculum such as WebQuests, online resources, and other forms of assessment

Technology skills in up-to-date computer software, including word processing, database, spreadsheet, Web page development, presentation, digital video and audio editing, image processing, and graphics applications

Proposal Contents:

1. If applying as an organization, provide the name and address of the individual(s) able to respond to questions regarding the proposal prior to the interview.
2. Individuals applying need to provide personal contact information.
3. Interested applicants are required to provide a resume detailing background and experience.
4. Include special or unique experiences and/or qualifications that the applicant brings to this project.
5. Submit references from three persons who can speak to the qualifications and experiences of the applicant.
6. Develop a proposed plan and timeline and amount of time committed for the successful implementation of activities / strategies outlined in this RFP.

The Manchester School District reserves the right to negotiate with the selected firm or firms to finalize and refine the fee and project scope.

General Bidder Certifications and Disclosures

Firm
Name: _____

Business
Address: _____

Telephone No.: _____ Date of Proposal: _____

I. Criminal and Civil History. By submission of this proposal, the Proposer hereby certifies under oath that the Proposer, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes _____ No _____

If the answer is “no”, the Proposer shall disclose under oath the following:

A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the bidding Proposer, or the Proposer’s directors, partners, principal officers or key employees. The term “key employee” for each statement shall include,

but is not limited to, any employee who has an ownership interest in the Proposer and any employee who shall have contact with the schools, including all delivery personnel. A “bidding crime” is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury or material misrepresentation. The Proposer shall not be required to disclose any conviction which has been annulled by a court.

B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Proposer or the Proposer’s directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.

C. The court, date, docket number and description of any felony convictions whatsoever of the Proposer, as well as the contractor’s/vendor’s directors, partners, principal officers or key employees. The term “key employee” includes, but is not limited to, any employee who has an ownership interest in the Proposer and any employee that shall have contact with the schools, including all transportation personnel. The Proposer shall not be required to disclose any conviction which has been annulled by a court.

II. Creditor Relationships and Business History. Proposer hereby certifies that it:

A. Has been in business for _____ years.

B. Is current on all undisputed business debts.

C. Has not filed for bankruptcy protection. In the alternative, Proposer filed for bankruptcy protection on _____.

III. Equal Opportunity Employer. Proposer hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes _____ No _____

IV. Safety and Licensure. Proposer certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide transportation services to the District and meets all applicable safety standards.

Yes _____ No _____

V. Insurances. Proposer holds all the insurances which shall be required by the District.

Yes _____ No _____

VI. Criminal Records and Training. Proposer complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes _____ No _____

VII Contract Performance. Proposer certifies that it has never had a contract terminated for nonperformance.

Yes _____ No _____

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

The District reserves the right, at its sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Proposer on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of the District.

Proposer's Name: _____

By: _____

Title: _____

Date: _____

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____ }

COUNTY OF _____ } **SS.:**

On this _____ day of _____, 20 ____, before me personally appeared _____ known to me to be the same person(s) described in and who executed the within instrument, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and he/she (or they severally) acknowledged to me that he/she (or they) executed the same or their own volition with the intent that the District rely upon said statements.

Notary Public, State of _____

Commission Expires: _____

If Corporation:

STATE OF _____ }

COUNTY OF _____ } **SS.:**

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further does say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the Board of Directors of the corporation, and that he/she signed his/her name thereto by like order of their own volition with the intent that the District rely upon said statements.

Notary Public, State of _____

Commission Expires: _____

If Partnership:

STATE OF _____ }

COUNTY OF _____ } **SS.:**

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership of their own volition with the intent that the District rely upon said statements.

Notary Public, State of _____

Commission Expires: _____