



**Governing Board  
Honors Academy of Literature  
195 N. Arlington Ave.  
Reno, NV 89501  
<http://www.academyoflit.org>**

December XX, 2015

## REQUEST FOR PROPOSALS

The Governing Board of the Honors Academy of Literature (hereafter referred to as 'HAL'), a state-sponsored public charter school in Reno, NV, is seeking an evaluator to provide critical performance feedback for our school principal.

The Board requests a firm fixed price (FFP) proposal for no more than \$7,500 (USD) to complete a principal evaluation in four domains using a pre-established rubric. The successful applicant will also create survey instruments and gather stakeholder feedback from students, teachers, parents, and Board members to include in a summative report.

Proposals are due no later than (DATE), and the Board expects to agree to contract terms by March 8, 2016. We look forward to reading your proposal, and welcome your questions.

Sincerely,

Matthew J. Smith, Ph.D.  
President, Governing Board  
Honors Academy of Literature

<http://www.werc.org/assets/1/assetmanager/rfpwritingguide.pdf>

## I. BACKGROUND

HAL began operating in downtown Reno, NV, in August of 2012. The school currently serves a total of (187) students in grades K-8. HAL was founded by two literacy specialists who built curricula and instructional design around the school's mission statement:

*Our mission is to offer a differentiated curriculum that supports education equity through consistent learning and growth; to enliven a love of learning and educational discovery through the exploration of Children's Literature; and to provide all students a foundation for excellence in education upon which to build success in future learning.*

HAL's current staff consists of (10) full-time certified teachers, a (full-time?) certified librarian, an administrative assistant, and two co-Principals who founded the school together: the Director of Programs, and the Director of Administration.

At the end of the Fall 2015 semester, the Director of Programs will be leaving the school, and the Director of Administration will become the sole principal and administrator. During the Spring 2016 semester, the principal will thus be taking on additional work as the instructional leader, and will both delegate and outsource some administrative tasks previously handled by the Director of Administration.

In more than three years of operation, school administrators have not yet received an official evaluation from the Board. Nevada state law does not require that public charter school administrators receive evaluations, however, the Board has deemed this effort a strategic priority in the midst of leadership transition at the school.

## II. SCOPE OF WORK

1. Provide an objective assessment of the principal within the four domains of the HAL Administrator Evaluation Framework (hereafter "the Framework").

- Student Learning and Planning
- Professional Development and Growth
- School Culture and Engagement
- Management and Communication

NOTE: Not all indicators within domains 1-4 will be evaluated during the Spring 2016 semester; the specific indicators assessed will be negotiated between the principal, the Board, and the contracted evaluator. The Framework can be found in Appendix A.

2. Develop and implement stakeholder survey instruments for students, parents, and the Governing Board to inform the principal evaluation process.
3. Prepare both a written report and oral presentation for the Board inclusive of the contractor's evaluation of the principal within the four domains of the Framework, the results of the stakeholder surveys, and recommendations for the principal's ongoing professional development and areas of growth.

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**Deleted:** <#>Develop indicators and rubrics for Domain 5 of the Framework, and provide evaluative performance feedback to the principal on **all** indicators within this domain. Domain 5 will encompass the administrative responsibilities not accounted for within Domains 1-4, including, but not limited to, state and federal compliance reporting, grant writing, budget and payroll management, human resource management, etc. -

### III. REQUIREMENTS FOR PROPOSAL PREPARATION

Each proposal must include all required elements within the four categories outlined below: Scope of Work; Experience; Credentials; and References.

#### A. Scope Of Work

Provide a detailed summary of how each of the three components of the scope of work (principal assessment; survey development and implementation; and final report) will be completed. For each component, include the following, as appropriate:

- Process the applicant will follow to produce each component. The proposal must include **no less than XX days** of on-site observation at the school in downtown Reno, NV.
- Proposed timeline for research, development, site visit(s), and delivery dates for drafts and final submissions of each of the four scope of work components.
- Required contacts with stakeholders (e.g. number of site visits; phone / Skype calls with various stakeholder groups)
- Total cost for each component (e.g. travel costs, materials, software license, etc.). A line item budget must be provided including all proposed costs, as well as a proposed billing and payment plan.

Bids for this project may not exceed \$7,500 (USD). Partial payments will be made throughout the period of the contract upon successful completion of each project element. The Board may require up to two revised submissions before acceptance of each component. Lack of compliance to the terms of the contract may result in termination.

#### B. Experience

Applicants must demonstrate their direct experience in the following areas by providing both a narrative and related artifacts (if school / district policy allows):

- Evaluation of school administrators;
- Development and implementation of survey instruments;
- Professional report writing, ideally for Governing Board consideration

Evaluators with experience in public charter schools and / or schools with progressive, differentiated curricula and instruction are preferred.

#### C. Credentials

Include a resume or CV for the individual(s) who would be performing each element within the scope of work.

#### D. References

Provide contact information for no less than three (3) professional references that have direct knowledge of the applicant's experience in performing elements within the scope of work.

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#### IV. EVALUATION AND AWARD PROCESS

The administrator evaluation sub-committee will review all submitted proposals and make final recommendations to the full Governing Board. The full Board will determine which applicant to contract with and affirm this in a public meeting. Following the Board vote, each applicant will be contacted via either phone or email regarding the status of their application.

The criteria used for proposal evaluation are:

- Completeness of the proposal in addressing all required elements
- Experience of the proposed evaluator(s)
- Strength of recommendations provided by professional references
- Ability to provide deliverables on time and within budget parameters.

#### V. PROCESS SCHEDULE

18 December, 2015	RFP posted for public consideration
22 January, 2016	Proposal submission deadline
23-24 January, 2016	Administrator evaluation sub-committee reviews submitted proposals
25-29 January, 2016	References contacted
1 February, 2016	Governing Board votes on sub-committee recommendation and provides Board member(s) authority to contract
2 February, 2016	Applicants contacted regarding proposal status
19 February, 2016	Contract finalized with successful applicant
7 March, 2016	Board votes on negotiated contract
8 March, 2016	Contract begins
6 June, 2016	Contractor presentation to Board; final report delivered; contract ends

#### VI. POINT OF CONTACT FOR FUTURE CORRESPONDENCE

Please contact Board Vice President, Tierney Cahill, ☺ with any questions regarding the terms of the RFP prior to proposal submission. She can be reached by email at (XX) or via phone at (775) xxx-xxxx.

#### VII. CONTRACTUAL TERMS AND CONDITIONS

*(Drinkwater and Associates will provide a sample contract to include with the RFP)*