



REQUEST FOR BID – STANDARD SERVICES

RFB TITLE: TITLE 1 SCHOOL PERFORMANCE SUPPORT SERVICES

RFB NUMBER: 277-03-09-21

SCOPE OF SERVICE: WCSD is soliciting bids to provide Title 1 School Performance Support (SPS) services from an ESSA Evidence-Based provider at Level 1, 2 or 3, with an emphasis on Professional Learning Communities (PLCs), for outside services for School Year (SY) 2020-2021 to nineteen (19) schools including ten (10) elementary schools, four (4) middle schools, four (4) high schools and one (1) K-12 school.

RFB DUE / OPENING DATE & TIME: September 3, 2020 at **2:00 pm (local time)**

RFB QUESTIONS: ALL questions/inquiries must be submitted in writing via email to solicitations@washoeschools.net no later than 4:30 pm (local time) on August 24, 2020.

AGENCY LOCATION: Washoe County School District
Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912

SURETY REQUIREMENT: **NOT REQUIRED**

SOLICITATION FACILITATOR: Aprile Anderson
Buyer II

PUBLISH DATE: August 13, 2020

NUMBER OF PAGES IN THIS RFB: 21

EXHIBIT(S): EXHIBIT A – TITLE 1 SPS SCHOOLS (2020-2021)

GENERAL TERMS AND CONDITIONS OF RFB

1.0 RFB RESPONSE SUBMISSIONS

- 1.1 Bidder shall examine all drawings, specifications, attachments, special instructions, terms and conditions of the RFB. Failure to do so will be at Bidder's risk.
- 1.2 Any irregularities or lack of clarity in the RFB should be brought to the attention of the Washoe County School District's (WCSD) Purchasing Department for correction or clarification. Bidder should submit such concerns in writing via email to: solicitations@washoeschools.net prior to RFB DUE / OPENING DATE & TIME identified on Page 1.
- 1.3 Along with all documentation required for submission, Addenda issued may become an integral part of this RFB. All Addenda are posted on the WCSD Purchasing website at <http://www.washoeschools.net/Page/778> under "Purchasing Current Bid & Quote Opportunities" and on DemandStar at: www.demandstar.com (*paid Membership required*)
 - Bidder shall acknowledge receipt of Addenda by signing and returning the document with the RFB documents. It is the Bidder's responsibility to ensure receipt of any Addenda. Failure to submit a signed addendum may result in rejection of an RFB submission.
 - To insure that Bidder receives any Addenda issued on a RFB downloaded from the WCSD website, Bidder must notify the WCSD's Purchasing Department at (775) 850-8025 or email solicitations@washoeschools.net with name, address, phone, and fax numbers. Once this is done, Purchasing will automatically send any Addenda documents required by this RFB.
 - If Bidder is a member of DemandStar and has downloaded a RFB document from DemandStar at www.demandstar.com, Bidder will electronically receive, from DemandStar, any Addenda issued.
- 1.4 Bidder shall furnish the required information typed or written in ink on THIS form only. Bidder shall return WCSD's COMPLETED ORIGINAL RFB DOCUMENTS. Incomplete RFB documents, which do not incorporate "General Terms and Conditions of RFB," may be rejected.
- 1.5 The person signing the RFB must initial erasures or other changes in ink. An unsigned RFB submission shall be disqualified/rejected (also refer to Section 8.0).
- 1.6 An authorized representative of Bidder's firm must sign this RFB document (Section 40.0). An unsigned RFB submission may be grounds for disqualification.
- 1.7 Bidder shall proofread his/her RFB submission carefully for errors.
- 1.8 Prices quoted shall be F.O.B. destination and exclusive of federal, state and local taxes. No shipping charges will be allowed.
- 1.9 In the event of a discrepancy between written words and numerical figures, the amount stated in written words shall govern.
- 1.10 In the event of a discrepancy between a unit price and the extended price, the unit price shall govern.

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- 1.11 Bidder shall state a realistic delivery date including Saturdays, Sundays and holidays. Delivery time may be a consideration in award of RFB if deemed to be in the best interest of WCSD.
- 1.12 All equipment or supplies offered shall be new, currently in production and of the manufacturer's latest design unless otherwise stated.
- 1.13 The use of the name and/or catalog number of a brand/manufacturer in describing an item in RFB submission should be seen as a measure of quality, design and utility of the article. Even if item being bid on is "as specified," Bidder must identify the brand/manufacturer, model # and grade on the included **Price Schedule/Specification Sheet** (Section 37.0). Failure to do so may result in rendering that particular bid item "Not as Specified." When Bidder submits items as specified, manufacturer's specifications are not required.
- Bidders submitting bids on more than one brand/manufacturer of any item must name brand/manufacturer and provide prices for each. When the make and grade of the item is not stated by the Bidder, it will be understood that Bidder is offering a standard of quality, design and utility equivalent to that specified in this RFB.
 - Bidders proposing equipment they consider to be a "substitute" to the specified equipment must include supporting documentation such as manufacturer technical specifications, data sheets, white paper, or other documentation that supports equivalence to the specified equipment. Should said documentation not be included with the RFB submission, the vendor may be considered "non-responsive" and the response may be rejected. Similar equipment from other manufacturers considered a "substitute" that are specified will be given equal consideration based upon the following criteria:
 - Specifications
 - Quality
 - Design
 - Utility
 - Past Performance
 - Service (which includes repairs, replacement parts, and adjustments)
 - Price
 - All Bidders must submit complete manufacturer's specifications and current catalog number/identifier if Bidding other than manufacturer specified. Failure to submit complete specifications may be cause for rejection of bid item.
 - The decision of the WCSD with respect to questions of compliance with the RFB specifications shall be final.
- 1.14 Exceptions to the Terms, Conditions and Specifications of this RFB must be noted in the space provided at the end of this RFB (Section 39.0). Failure to note said exceptions shall be interpreted to convey that Bidder shall propose to perform in the manner described and/or specified. The WCSD reserves the right to accept or reject any exceptions based on the best interest of the WCSD.
- 1.15 Bidder to provide information regarding the manufacturer's warranty for all equipment being bid.

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- 1.16 All Bidders bidding on chemical and/or toxic products must submit a Safety Data Sheet (SDS) on each item being bid. When submitting an SDS sheet, please identify item with the WCSD bid item reference where applicable on the **Price Schedule/Specification Sheet**.
- 1.17 Whenever an item states "to be installed at site" or "set in position," it is the intent of the WCSD that the amount bid will cover all costs thereof. Bidder must furnish all equipment, materials and labor to complete the installation as the manufacturer specified for the proper use of such equipment and in a manner satisfactory to the WCSD.
- 1.18 RFB responses and acknowledged Addenda shall be submitted in a sealed envelope or box and labeled using the following format:

Vendor Name: _____
RFB Title: TITLE 1 SCHOOL PERFORMANCE SUPPORT SERVICES
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Due/Opening Date & Time: September 3, 2020 at 2:00 pm (local time)

Mail or Deliver RFP To: Washoe County School District
Purchasing Department, Room 0
14101 Old Virginia Road
Reno, NV 89521-8912

- 1.19 Bidder assumes any and all risks involved with method of dispatch chosen. WCSD assumes no responsibility for Bidder's failure to deliver an RFB solicitation in accordance with the specified receiving point and time stated herein.
- 1.20 In order for a response to be considered, it is mandatory that the RFB documents be received and time-stamped in the WCSD Purchasing Department, Room 0, prior to 2:00 pm (local time) on the due date outlined in this RFB document
- 1.21 Neither the WCSD nor any official or employee thereof shall be responsible for the pre/post-opening of, or failure to open an RFB response not properly addressed, identified or mislabeled.
- 1.22 RFB responses submitted verbally by telephone, by fax, or electronically via email will NOT be accepted.
- 1.23 When a **surety** is required, such surety shall be acceptable only in the form of a Bid Bond, Certified Check or Cashier's Check in the amount stated. The surety must accompany the RFB. After award of Bid by WCSD's Chief Financial Officer or Board of Trustees, the RFB response surety of the unsuccessful Bidders shall be returned.
- 1.24 Samples of items, when required, must be delivered for inspection to the location specified on the cover sheet, prior to the RFB opening date. Such samples must be tagged or labeled listing (1) the name of Bidder, (2) the item number on this RFB, and (3) the catalog number of the item. Samples are to be removed by Bidder within thirty (30) calendar days after award of RFB or they become the property of WCSD.
- 1.25 Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Bidder must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any federal department or agency.

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Submission of a signed RFB in response to this solicitation is certification that Bidder's firm (or any Contractor/Subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission is also agreement that WCSD will be notified of any change in this status.

1.26 If WCSD was required by NRS 332.039.1 to advertise or request a formal sealed bid for this solicitation, then by way of a submitted signed RFB, the Bidder provides a written certification that the Bidder is not currently engaged in, and during the term, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018). The term "Boycott of Israel" has the meaning ascribed to that term per NRS 332.065(5)(a).

2.0 LATE RFB SOLICITATION

Late RFB responses will NOT be accepted. A response may be received any time prior 2:00 pm (local time) on the due date outlined in the RFB document. A response arriving after the deadline of 2:00 pm (local time) will be returned to its sender unopened.

3.0 WITHDRAWAL OF RFB SUBMISSION

A RFB response may be withdrawn by written notification delivered by mail, fax or e-mail (solicitations@washoeschools.net), provided such notice is received prior to the date and time set for the RFB opening. A request for withdrawal of an RFB response received after the scheduled RFB opening will not be considered.

4.0 NO BID

In the event Bidder chooses not to bid, but wishes to remain on the solicitation notification list, indicate "NO BID" on the response page of the RFB document and return it according to the instructions in Section 1.19.

5.0 DISCOUNT

Prompt payment discounts shall not be considered in RFB evaluation.

6.0 CONTRACT AWARD GUIDELINES

6.1 The WCSD reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the WCSD's best interest. RFBs awarded on the basis of "All or Nothing" will be excluded from this provision.

6.2 In the event of a tie, low bid shall be determined by extending prices out to the third decimal point. If a tie still exists, low bid shall be determined by lottery.

6.3 The WCSD reserves the right to reject any or all RFBs and to waive any minor informalities or irregularities in responses if deemed to be in WCSD's best interest.

6.4 The WCSD reserves the right to hold RFBs for a period of ninety (90) days from date of opening before awarding or rejecting said responses.

6.5 Severability exists with regard to acceptance or rejection of any item, group of items, or section unless Bidder has stipulated specific limitations or the WCSD's specifications indicate otherwise.

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- 6.6 A WCSD official Purchase Order and/or formal contract issued to the successful Bidder shall be considered sufficient notification of the award of RFB.
- 6.7 Should there be a formal contract issued specific to this RFB in addition to the terms and conditions outlined herein (General and Special), Bidder agrees that it shall be governed by and construed in accordance with the laws of Nevada. No action involving this contract agreement may be brought except in the district and federal courts located in Washoe County, Nevada, USA.
- 6.8 Unless specifically stated herein, if there exists any conflict or inconsistency between any terms and conditions outlined herein (General and Special), the successful Bidder's response, and any additional agreement submitted by the successful Bidder, the language in this RFB document shall take precedence.

7.0 ASSIGNMENT

Any attempt by Bidder to assign or otherwise transfer any interest in this agreement without the prior written consent of WCSD shall be void.

8.0 REJECTION OF RFB RESPONSES

WCSD reserves the right to reject any and all RFBs received, or any part thereof. RFB responses may be rejected for any of, but not limited to, the following causes:

- Response lacks signature by an authorized representative of bidding firm (Section 40.0).
- Evidence of collusion among Bidders exists.
- Bidder fails to meet terms and conditions as specified in the RFB.
- Evidence submitted by Bidder leads WCSD to believe that Bidder will be unable to carry out the obligations of the agreement and complete the work described.
- WCSD investigation determines that Bidder is not qualified to meet the obligations of the agreement and complete work described.
- Cost of services exceeds budgetary constraints.

9.0 RECOMMENDATION OF AWARD

9.1 It is the responsibility of the interested Bidder to obtain the Recommendation of Award. The Recommendation of Award is posted on the following websites:

- <http://www.washoeschools.net/page/778>
- www.demandstar.com (*DemandStar requires paid membership*)

9.2 Bidder may also obtain the Recommendation of Award by contacting the WCSD's Purchasing Department at solicitations@washoeschools.net or by calling (775) 850-8025.

10.0 APPEAL BY UNSUCCESSFUL BIDDER

10.1 Any unsuccessful Bidder may appeal a Recommendation of Award.

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- 10.2 Appellant must submit a written protest to the Director of Procurement and Contracts no later than six (6) calendar days after the date of the Recommendation of Award. The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of the law were violated.
- 10.3 Appellant shall submit a surety/bond (i.e., Protest Bond or Appeal Bond) with good and solvent surety company, authorized to do business in the State of Nevada or submit other security in a form approved by WCSD, who will hold the bond or other security until a determination is made on the appeal. Such bond must be submitted with the written protest to the WCSD's Director of Procurement and Contracts.
- 10.4 The bond or other security shall be in the amount of twenty-five percent (25%) of the total dollar value of Appellant's RFB response, up to a maximum bond or other security amount of two hundred fifty thousand dollars (\$250,000).
- 10.5 If Appellant is not satisfied with the WCSD's Director of Procurement and Contracts' response, Appellant may then appeal to an appeals committee designated by the WCSD. If Appellant is not satisfied with the appeals committee's response, Appellant may then appeal to the WCSD's Board of Trustees, who will render the final decision.
- 10.6 Appellant will not seek any type of judicial intervention until WCSD has rendered its final decision on the protest.
- 10.7 WCSD is not liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by Appellant in an RFB process.
- 10.8 WCSD will stay any award action until after the WCSD's Board of Trustees renders a final decision.
- 10.9 If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to Appellant. If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by the WCSD because of the unsuccessful appeal.

11.0 CONSUMPTION ESTIMATES

The quantities appearing in this RFB are approximate only and are estimated for the solicitation of responses. Payment to the successful Bidder will be made only for the actual quantities of items furnished in accordance with the RFB. It is understood that the scheduled quantities of items to be furnished may be increased, decreased or omitted without in any way invalidating RFB pricing.

12.0 FUNDING OUT CLAUSE

Should the funding authority of WCSD fail to appropriate funds to continue payment on a resultant agreement, WCSD shall cancel said agreement without termination charge or penalty. Written notification shall be made should this occur.

13.0 DEFAULT

In case of default by the successful Bidder, WCSD may deduct any unpaid balance due Bidder, procure the product(s) and/or service(s) from another source, hold the defaulting Bidder responsible for any excess cost occasioned thereby, assess a penalty equal to five percent (5%) of the total RFB price, commence with proceedings against any surety held in conjunction with the RFB, debar Bidder for a period of not less than one (1) year or more than five (5) years, or pursue other applicable legal remedies.

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14.0 TERMINATION OF CONTRACT

This contract may be terminated in whole or in part by WCSD for its convenience, but only after Bidder is given: (A) Not less than thirty (30) calendar days' written notice of intent to terminate; and (B) an opportunity for consultation with the WCSD's Director of Procurement and Contracts prior to termination.

15.0 JOINDER OF LOCAL GOVERNMENTS

NOTE: Preference will not be given to any Bidder working under any other existing contracts that allow joint use by public agencies.

Nevada Revised Statute 332.195 *Joinder or Mutual Use of Contracts by Local Governments*, states the following:

1. Except as otherwise provided in this section:
 - (a) A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The originally contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.
 - (b) A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or other state is not liable for the obligations of the local government which joins or uses the contract.
2. A governing body or its authorized representative or the State of Nevada shall not join or use a contract pursuant to this section if a contractor's license issued pursuant to Chapter 624 of NRS is required for any portion of the work to be performed under the contract.

16.0 AMERICANS WITH DISABILITIES

WCSD acknowledges its responsibilities under the Americans with Disabilities Act (ADA) of 1990. WCSD expects all Bidders to be knowledgeable about and comply with the requirements of the ADA.

17.0 NON-ENDORSEMENT

As a result of the selection of Bidder to supply services, WCSD is neither endorsing nor suggesting that Bidder's service is the best or only solution. Bidder agrees to make no reference to WCSD in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of WCSD.

18.0 BID BOND

- 18.1 When a surety/bond is required, every RFB shall be accompanied by a surety company certified Bid Bond, Certified Check or Cashier's Check made payable to:

Washoe County School District
425 East Ninth Street
Reno, NV 89520-3425
RE: RFB # 277-03-09-21

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18.2 Depending on the requirements, the amount of surety shall not be less than five percent (5%) of the total RFB submitted. Said amount to be forfeited to WCSD should Bidder, to whom the contract is awarded, fail to enter into the contract in accordance with the RFB.

18.3 Surety/bond of the successful Bidder shall be retained by WCSD until replaced by a Performance Bond.

19.0 PERFORMANCE BOND

19.1 When a Performance Bond is required, the awarded Bidder shall agree to furnish WCSD with a Performance Bond in the amount equal to one hundred percent (100%) of the total amount of the RFB award for the initial contract term.

19.2 The Performance Bond shall be made payable to WCSD (as outlined in Section 18.1) and executed by no less than one (1) surety company authorized to do business in the State of Nevada.

19.3 The Performance Bond shall be conditioned upon the awarded Bidder's full performance of the services, in accordance with any plans, specifications, terms and conditions of any final awarded contract (e.g. signed and submitted RFB document).

19.4 In the event the RFB contract is renewed, a new Performance Bond, if applicable, shall be requested for one hundred percent (100%) of the total amount of the RFB for the renewal period.

20.0 VESTED INTEREST

20.1 Bidder chosen cannot receive any benefits (directly or indirectly) or be party to other agreements that may emanate from recommendations, contracting actions, and or activities related to this effort.

20.2 The only benefit Bidder may derive from this project is payment for the identified work and optional tasks contained herein, including identified deliverables in Bidder's initial RFB response and subsequent written additions to the agreement authorized by WCSD.

21.0 PURCHASE ORDER

21.1 WCSD will not be responsible for materials and/or services furnished without an official WCSD Purchase Order issued by the Purchasing Department.

21.2 All transactions for goods and/or services between the WCSD and seller shall be regulated according to Nevada Revised Statutes Chapter 104, which is the Nevada Uniform Commercial Code.

21.3 No variations, deletions, price increases, changes or modifications to any order shall be effective without prior approval by the WCSD.

22.0 LICENSE AND CERTIFICATION

Bidder must be licensed or incorporated to do business in the State of Nevada. Bidder shall possess all applicable licenses and/or certifications to perform this type of service. If applicable, Bidder shall possess appropriate city and/or county business licenses.

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23.0 WARRANTY & GUARANTEE OF SERVICES RENDERED

- 23.1 Bidder warrants that the services shall be performed with the degree of skill, care, and judgment customarily accepted as sound quality practice and procedure. Bidder further warrants that the services fulfill the requirements and intent of the entire contractual agreement inclusive of Bidder's RFB response. If service provided fails to meet the aforementioned criteria and/or is deemed to be inadequate in the judgment of WCSD, Bidder shall re-perform the service or portion of the service that is unsatisfactory. Bidder shall be liable for all costs and expenses incurred in the performance of corrective services, including travel, per diem, etc.
- 23.2 The awarded Bidder shall guarantee all services and equipment provided under this contract to be free from defects of workmanship and material for a period of one (1) year from the date of final acceptance of the service and shall, at his/her own expense, repair and replace all defective services and materials.

24.0 PAYMENT FOR SERVICES RENDERED

- 24.1 When the service is completed, WCSD representatives may call for an inspection. After approval by the WCSD, the awarded vendor may bill for payment. The billing should reflect the WCSD Purchase order number and a detailed/itemized description of the services provided, the name of the location at which the service was performed, and total cost.
- 24.2 No interest will be paid on funds withheld for defective services not remedied, on funds held as a result of third party claims for failure to make proper payments to vendor(s), or for labor, materials or equipment, or for services, material or equipment still to be furnished and installed.

25.0 PRICE ADJUSTMENT

- 25.1 Pricing provided by Bidder shall not increase during the initial contract term.
- 25.2 After the initial contract term, a price adjustment may be reviewed/authorized. WCSD may grant a price adjustment in a situation where (all) manufacturers/distributors of any awarded product(s) to be procured, as a result of award of this RFB, adjust the prices of their products to all dealers or distributors. In this case, a permissible increase may be authorized and may be equal to only that increase by the manufacturers or distributors of that market.
- 25.3 Prior to permitting any increase, evidence of such an increase, in the form of a letter on the manufacturer's/distributor's letterhead shall be provided to the Purchasing Department no later than thirty (30) days prior to the proposed price increase. Letter shall include name of manufacturer/distributor, series or product numbers of the awarded bid item being increased, the amount and effective date of any and all increases to all dealers and distributors. In any case the price increase may not be greater than five percent (5%).
- 25.4 Due to the funding source (Grant) for these services, price adjustments may not be permitted if there are not adequate funds to cover requested increase.

26.0 CLEAN-UP

The awarded Bidder shall, at all times, keep WCSD premises free from accumulation of waste materials or rubbish caused by the awarded Bidder's operations. Upon completion of the service, the awarded Bidder shall remove all waste materials, debris and all tools, construction-related

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equipment, machinery and surplus materials, and shall clean all glass surfaces and leave the work area "broom clean" or its equivalent, except as otherwise specified.

27.0 PUBLIC DISCLOSURE

Bidder shall supply a completed **PUBLIC DISCLOSURE FORM** (Section 38.0). Failure to supply required information may be grounds for disqualification from award.

******* END OF GENERAL TERMS AND CONDITIONS OF RFB *******

SPECIAL TERMS AND CONDITIONS OF RFB

28.0 SCOPE OF SERVICES

28.1 WUSD is soliciting bids to provide Title 1 School Performance Support (SPS) services from an ESSA Evidence-Based provider at Level 1, 2 or 3, with an emphasis on Professional Learning Communities (PLCs), to for outside services for School Year (SY) 2020-2021 to nineteen (19) schools including ten (10) elementary schools, four (4) middle schools, four (4) high schools and one (1) K-12 school. The professional development work will directly align with methods, strategies and philosophies equitable to what has already been established in order to provide the least amount of disruption to schools already in process. Existing services are referenced below as a framework for selected provider to seamlessly continue work already in progress:

- Continue to build upon the work done in SY 2019-20 with schools to build school leadership’s level of knowledge and skill around the topic of instructional leadership, shared knowledge about formative assessment, student data and instructional strategies for improved student learning using PLC models that have been based on the work of Richard DuFour and Robert Eaker.
- PLC processes that focus aligning curricular content and individual student needs through ongoing data analysis and utilization of standards assessments.
- Instruct schools on the PLC as an ongoing process in which school staff collaborate in recurring cycles of collective inquiry and/or action research to increase student achievement.
- PLC work that aligns standards with Tier I instruction.
- Support of WUSD’s District vision focusing on learning, collaboration and student results.
- Support WUSD’s planning cycle that utilizes the four (4) essential questions addressing:
 - A. What will students need to know and be able to do?
 - B. How will students demonstrate intended outcomes?
 - C. What will be done if students struggle with standards?
 - D. How will the student learning be expanded?
- Exhibit A has been attached to show the anticipated list of schools for SY 20/21. If there is any amendment to this list, it will be coordinated with the awarded provider administering these services.
 - A. Although Exhibit A reflects the progress that each designated site has made in previous school years, some sites may vary on the level of implementation due to a multitude of variables affecting their support. It shall be the outside provider’s responsibility to work closely with the Title I SPS Facilitators who have knowledge of each school’s implementation level and support needed. In addition, the outside provider shall also work closely with the District’s Title I, Grants, and Accountability Departments.

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- 28.2 The work should include a minimum of one (1) site visit/virtual meeting (depending upon circumstances) for the first half of the year and a minimum of one (1) site visit/virtual meeting for the second half of the year. The proposal should also include year-long (periodical) coaching/mentoring to the site principals and/or instructional staff.
- 28.3 WCSD expects the outside provider to have an overview of strategy and alignment to (1) one or more state goals. WCSD's work in this area aligns to the Nevada Department of Education's (NDE) goals: **Goal 1** - All students are proficient in reading by the end of 3rd grade; **Goal 4** – All students served by effective educators; and **Goal 5** - Efficient and effective use of public funds. These three (3) goals align with WCSD's Strategic Plan, *Envision WCSD 2020: Investing in Our Future* goals: **Goal 1:** Student academic growth; **Goal 2:** Highly effective personnel; and **Goal 4:** Provide and continuously improve operations systems that are effective and efficient (goals are summarized and available [here](#)).
- 28.4 WCSD expects the outside provider to provide Professional Development (PD) activities and materials. WCSD's original work with its Turnaround schools relates directly to NDE's goals. The outside provider must continue the work started with Turnaround grant funds in SY 2017/2018, focusing on the PLC process and be able to establish a strong working relationship with WCSD to implement strong PLC strategies and collaboration (at a minimum of ESSA Level 3). SMART goals must be used to address root causes (i.e. need to support school leaders and use data to inform instructional decisions) by incorporating the following:
- Increase the level of knowledge and skill around the topic of instructional leadership for principals through onsite training.
 - Build shared knowledge about formative assessment, student data and instructional strategies among collaborative teams.
 - Train collaborative teams in the process of reviewing data, adjusting instructional practices and the importance of a continuous improvement process.
 - Develop principal leadership through monthly executive coaching sessions.
 - Provide onsite observation, coaching and feedback to teams as they review student data and adjust their instructional practices.
- As part of the expectation for PD, the outside provider must:
- Provide onsite training for principals to build strong leadership teams.
 - Provide onsite embedded PLC coaching for school-site leadership teams.
 - Provide virtual coaching for principals.
- 28.5 WCSD expects the outside provider to monitor and evaluate during entire process. WCSD will identify SMART goals, action steps and benchmarks to monitor progress in the implementation and effectiveness of the training, including data on quality completion of action steps and progress towards meeting benchmarks. Data will also be collected to ensure the outside provider supports help build leader's capacity to make strong instructional decisions based on data and establish effective PLC models for teachers.

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Benchmark data will provide information on whether PLC strategies and collaboration are implemented with fidelity.

28.6 WCSD expects the outside provider to monitor schools to ensure they are on track to achieve their goals. WCSD will identify SMART goals, action steps, and benchmarks to help monitor ongoing process in the implementation and effectiveness of programming to improve school team's capacity to lead instructional change. The outside provider will provide timely updates to the School Improvement Department and District staff on each school's progress towards high quality completion of action steps and benchmarks. This progress will also be shared with each school's site leadership. Schools not meeting interim benchmarks will receive intensive support from the outside provider, District staff and the School Improvement Department so that shifts can occur and so that schools are prepared to meet SMART goals.

28.7 Bidders shall be able meet or exceed the parameters set forth in these specifications.

29.0 BASIS OF AWARD

29.1 It is the intent of WCSD to award to the lowest responsive and responsible Bidder meeting the requirements and specifications of this RFB.

29.2 The grant allocation for fiscal year 20/21 is anticipated to be no more than \$303,946 for the entire year. Receipt of this fiscal year's grant funding is not anticipated to be distributed in one (1) allotment, therefore; the contract for work will be split into two (2) contracts that will not exceed \$151,973 each. One (1) contract will be executed for the first half of the SY and another contract will be executed for the second half of the school year with both contracts totaling the amount of award.

30.0 CONTRACT TERM AND RENEWAL

30.1 It is the intent of WCSD to execute a contract for this RFB, upon obtaining approval by the WCSD's Board of Trustees on September 22, 2020, for an initial term for the School Year 2020/2021 beginning September 23, 2020 and ending June 30, 2021 with four (4) additional one (1) year renewals, providing the terms and conditions remain unchanged and that grant funding is available each year.

30.2 The awarded Bidder will complete an Independent Contractor Agreement (ICA) with WCSD annually for the duration of the term and optional renewals of this contract. In addition, the evaluator will also need to complete the WCSD Fingerprinting process (\$55 cost per individual).

31.0 REQUIRED INSURANCE COVERAGE & VERIFICATION

31.1 The awarded Bidder shall, at the awarded Bidder's sole expense, procure, maintain and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in this RFB. The awarded Bidder shall furnish WCSD with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) effecting coverage required.

- The authorized Insurer(s) of the awarded Bidder and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against the WCSD for payment of any premiums, costs or assessments under any form of policy.
- The awarded Bidder's authorized Insurer(s) shall have no right of recovery or

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subrogation against WCSD.

- 31.2 The required insurance shall be in effect prior to any services rendered and/or products procured from the awarded Bidder by WCSD and shall continue in force as appropriate until the completion of the contract term.
- 31.3 The "ACCORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by the awarded Bidder to WCSD to evidence the insurance policies and coverages required.
- 31.4 The COI must be signed by a person authorized to bind coverage on the behalf of the awarded Bidder. The COI must name WCSD as the "Certificate Holder" as follows:

Washoe County School District
Attn: Purchasing Department
425 E. Ninth Street
Reno, Nevada 89512

- 31.5 For the purpose of substantiating the requirement of the WCSD to be named as an "Additional Insured," the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

The WCSD, its officers, employees and volunteers are to be named as an "Additional Insured" on the awarded Proposer's general liability. The coverages shall contain no special limitations on the scope of protection afforded to the WCSD, its officers, employees, agents or volunteers.

- 31.6 The COI shall state that any of the described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled or non-renewed by either the awarded Proposer or the authorized Insurer without a replacement COI being provided to WCSD during the life of the contract.
- 31.7 Upon renewal of the policies listed, awarded Bidder or authorized Insurer(s) shall furnish the WCSD with replacement certificates.
- 31.8 The awarded Bidder shall furnish WCSD with COI with Additional Insured Endorsement(s) effecting coverage required.
- 31.9 All COIs and relative endorsements are to be received by the awarded Bidder and must be reviewed and approved by the WCSD's Purchasing Department prior to any services being rendered and/or products procured.
- 31.10 Although not a standard practice of WCSD, WCSD reserves the right to require of the awarded Bidder to make available to WCSD for review complete, "certified" copies of all required insurance policies at any time.
- 31.11 The awarded Bidder's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by the WCSD, its officers, employees, agents or volunteers shall be in excess of the awarded Proposer's insurance and shall not contribute with it in any way.
- 31.12 Any failure of the awarded Bidder to comply with the reporting provisions of the policies shall not affect coverage provided to the WCSD, its officers, employees, agents, or

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volunteers.

32.0 DEDUCTIBLES AND SELF-INSURED RETENTIONS

- 32.1 Any deductibles or self-insured retentions must be declared to and approved by the WCSD before work commences.
- 32.2 The WCSD reserves the right to request additional documentation, financial or otherwise, prior to giving approval of the deductibles and self-insured retentions before work commences.
- 32.3 The WCSD shall be notified of any changes to the deductibles or self-insured retentions made during the term of this contract or during the term of any policy, prior to the change taking effect.
- 32.4 It is understood that the successful Bidder is responsible for and shall assume payment of all deductibles and/or self-insured retentions.

33.0 GENERAL LIABILITY INSURANCE

- 33.1 The successful Bidder shall not commence any work on this RFB/contract until satisfactory proof of insurance coverage has been presented to the WCSD and that all insurance requirements have been met.
- 33.2 During the life of the contract, the awarded Bidder providing service to WCSD shall maintain comprehensive General Liability Insurance with the following coverages through a licensed insurance carrier(s) and having a current *A.M. Best* rating of A-:VII or better and approved by the WCSD prior to any services being rendered and/or products procured.
 - A. Premises-Operations
 - B. Independent Contractor's Protection
 - C. Products and Completed Operations
 - D. Broad Form Property Damage
 - E. Personal Injury (with Employee Exclusion deleted)
 - F. Blanket Contractual Liability
 - G. Property Damage Liability
- 33.3 Limits shall be equal to the amount carried by the successful Bidder, but shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with no less than two million dollars (\$2,000,000) aggregate.

34.0 AUTOMOBILE LIABILITY INSURANCE

If applicable, during the life of the contract, the awarded Bidder shall maintain commercial Automobile Liability Insurance to include all owned autos, non-owned autos, and hired autos coverage through a licensed insurance carrier(s) and having current *A.M. Best* rating of A-:VII or better and approved by the WCSD. Limits shall be equal to the amount carried by the successful Bidder, but shall not be less than three hundred thousand dollars (\$300,000) per occurrence.

35.0 WORKERS' COMPENSATION INSURANCE

If applicable, during the life of the contract, the awarded Bidder shall have and maintain Workers' Compensation coverage as required by law for the duration of the contract to include Employer's Liability Coverage (noted at Statutory Limits) with minimum limit of one million dollars (\$1,000,000).

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36.0 DELIVERY

- 36.1 If applicable, unless otherwise specified by Bidder, delivery of any materials relative to the services requested shall be completed within the requested amount of days after receipt of a WCSD Purchase Order.

- 36.2 Failure to deliver within the time specified may be grounds for considering the successful Bidder(s) as "non-responsive." This may be grounds for termination of any existing contract(s) and/or order(s) and rejection of future bid submissions on the basis that the Bidder(s) is not responsive/responsible.

******* END OF SPECIAL TERMS AND CONDITIONS OF RFB *******

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PRICE SCHEDULE / SPECIFICATION FORM
SECTION 37.0

Item 1: To provide **Title 1 School Performance Support Services** as specified in the RFB documents,
the sum of _____
_____ Dollars (\$_____).

Bidder Name:

PUBLIC DISCLOSURE FORM
Section 38.0

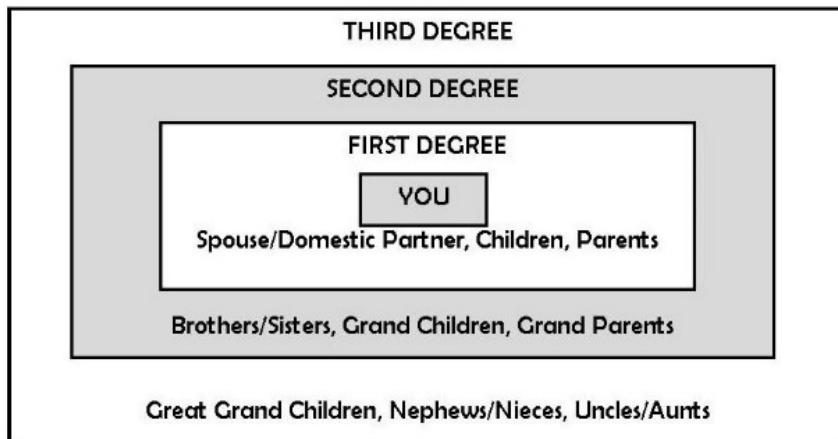
Firm/Agency Name: _____

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure or grant unwarranted privileges, preferences, exemptions or advantages for the public officer or employee with any business entity.

I certify and acknowledge by signature below that I am a duly authorized agent of the submitting firm/agency named above and that failure to disclose all facts relative to a conflict or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the firm/agency is submitting to WCSD may result in a rejection of said solicitation submission or termination of any resulting contract/agreement should the above-named firm be awarded.

- A. I certify that I and my firm/agency and/or principals of my firm/agency have no pecuniary/financial interests between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members, and any other current and former WCSD personnel.
- B. To the third degree of consanguinity (refer to chart below), I have listed all of my and firm/agency principals and firm/agency key personnel's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employee of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.



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Please complete form below. Additional sheets may be attached if necessary. Write in **N/A** if non-applicable.

Submitting Firm Employee Name (First, Last)	Title / Position	Relations / Association to WCSD Personnel	Name of WCSD Personnel	Pecuniary Interest (Y or N)

Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

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39.0 EXCEPTIONS TO THE TERMS, CONDITIONS AND SPECIFICATIONS

Exceptions to the Terms, Conditions and Specifications of this RFB must be noted in the space provided. Failure to note said exceptions shall be interpreted to convey that Bidder shall propose to perform in the manner described and/or specified. If more space is required, please attach additional sheet(s) referencing RFB title and number.

40.0 RFB RESPONSE AUTHORIZED SIGNATURE

In compliance with this RFB and subject to all the terms and conditions thereof, the undersigned authorized agent offers and agrees, if this RFB is accepted to furnish any or all of the items herein at the prices, terms and delivery stated. Per Section 1.26, by way of a submitted signed RFB, the Bidder provides a written certification that the Bidder is not currently engaged in, and during the term, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018). **This section must be signed whether or not there are exceptions noted above. Failure to sign below will result in rejection of bid. No unsigned bid will be accepted.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____

Company E-Mail Address: _____

Delivery will be completed within: _____ Payment Terms _____

Authorized Agent Name (Printed) _____

Title _____

Direct Email _____

_____ Date _____

Authorized Agent Signature

**EXHIBIT A
TITLE 1 SPS SCHOOLS (2020-2021)**

Schools	Supports
Alice Smith ES #TSI/ATSI	New School FY21
Allen ES #TSI/ATSI	Completed 1st Year
Bennett ES #TSI/ATSI	Completed 1st Year
Drake ES #TSI/ATSI	Completed 1st Year
Hug ES #TSI/ATSI	New School FY21
Lemelson ES *CSI	Completed 3rd Year
Lemmon Valley ES #TSI/ATSI	New School FY21
O'Brien MS #TSI/ATSI	Completed 1st Year
Picollo K-12 *CSI	New School FY21
Pine MS #TSI/ATSI	New School FY21
Sparks MS #TSI/ATSI	Completed 1st Year
Sparks HS #TSI/ATSI	New School FY21
Stead ES *CSI	Completed 2nd Year
Sun Valley ES #TSI/ATSI	Completed 1st Year
Traner MS *CSI	Completed 1st Year
Turning Point *CSI	Completed 1st Year
Warner ES #TSI/ATSI	Completed 1st Year
Washoe Inspire *CSI	Completed 1st Year
Veterans ES *CSI	Completed 1st Year

* 2-3 schools may change, if needed, based upon additional Grant funding for FY21
that is TBD