

# Wyoming State Board of Education Agenda

The Wyoming State Board of Education will empower an educational system that will enable Wyoming students to have the knowledge, skills, and habits of mind to succeed.

August 5, 2015 10:30 a.m. – 12:30 p.m. Special Meeting Teleconference		
10:30 a.m.- 10:35 a.m.	State Board of Education <ul style="list-style-type: none"> <li>• Call to order</li> <li>• Approval of agenda</li> </ul>	Tab A
10:35 a.m.- 12:20 p.m.	Discussion Item: <ul style="list-style-type: none"> <li>• Statewide System of Support- Superintendent Balow, Dicky Shanor, Wyoming Association of School Administrators (WASA) &amp; the Wyoming Center for Educational Leadership (WyCEL)</li> </ul>	Tab B
12:20 p.m.- 12:30 p.m.	Action Item: <ul style="list-style-type: none"> <li>• PODER Academy Request for Waiver of State Law Requirements- Mackenzie Williams</li> </ul>	Tab C
12:30 p.m.	Adjournment	

**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE:** August 5, 2015

**ISSUE:** Approval of Agenda

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the Agenda for the August 5, 2015 State Board of Education meeting.

**SUPPORTING INFORMATION ATTACHED:**

- Agenda

**PREPARED BY:** *Chelsie Oaks*  
Chelsie Oaks, Executive Assistant

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**

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### **WyCEL Overview:**

The mission of the Wyoming Center for Educational Leadership (WyCEL) is to provide professional development for leaders at the classroom, school, district and higher educational levels for the purpose of advancing education in Wyoming.

### **Current Status of WyCEL:**

Startup funding from the Ellbogen Foundation through the use of the Dean's Excellence Fund has been the springboard for launching the first phase of WyCEL as a prominent statewide player in improving Wyoming education. WyCEL currently is running the Wyoming Principals' Leadership Academy, co-sponsoring the return of the Wyoming School Law Conference and planning for the implementation of the ECHO project for superintendents. In addition, WyCEL has been providing customized professional development training for individual school districts throughout this school year. WyCEL is ideally positioned to expand its collective impact across Wyoming.

### **Long Term Funding Purposes:**

The ultimate goal is to fund a fully functional center at UW, staffed by a director, assistant director and administrative assistant. The staff will oversee the following initiatives as identified by the Collaborative Planning group in the summer of 2014:

1. Create annual conferences for educational leaders across the spectrum of education
2. Train and develop leaders at the building, central office and college level through ongoing cohort academies
3. Serve as a clearinghouse for matching up district needs with available capacity within the state
4. Provide technical assistance and support for statewide needs as determined by Wyoming's accountability statutes
5. Support beginning and ongoing principals, superintendents and community and university administrators through mentoring and coaching
6. Establish and maintain communication with all stakeholders regarding student learning
7. Work collaboratively with the Educational Leadership Program and Wyoming school districts to provide current, rigorous and timely principal preparation programs
8. Create short term professional development opportunities specific to business managers, human resource directors and other job specific categories as determined by current need
9. Train, recognize, support and reward teachers and instructional coaches for building and district leadership

### **WyCEL contributions to System of Support**

1. **ECHO Project:** Wyoming school administrators have indicated that their preferred delivery method for training and professional development is networking and technology (Barker, Chase, 2015) The ECHO project utilizes a weekly 90 minute training session with a specific training

purpose that utilizes the networking strategy using online technology. Participants can log on using ZOOM software from anywhere in the world using their iPads, phones or computers. Facilitation of the ECHO sessions is done by educational leaders broadcasting from the WIND conference center on the UW Campus. The protocols for ECHO require an annual calendar of specific training topics which are delivered by state, regional or national experts. The specific training topics will be determined by a cohort group of Wyoming Superintendents using the current research provided by Dr. David Barker and Dr. Gerry Chase. The weekly sessions include a 30 minute didactic training session from an expert followed by question and answer periods. During each session two case studies are presented by participants followed by suggestions and comments from the multi-disciplinary team of participants. Because sessions are recorded and made available on the web, participants can keep current even if they miss a weekly session. For accountability purposes there is a third party evaluation at the end of the year that examines the training outcomes from the project. Because UW has been named one of four international training hubs for ECHO, WyCEL has access to trained personnel and support right on the UW campus.

The 2015 – 2016 ECHO project pilot year will allow Wyoming superintendents to get accustomed to participating in regular online networking opportunities providing more consistent training across the state.

Costs: \$188,992. This cost is similar to the current WDE contract for the ECHO project in Assistive Technology upon which this proposal was based.

Attachment 1: Interagency Agreement that outlines deliverables and timelines for the ECHO project in Educational Leadership.

Attachment 2: ECHO budget

2. **Wyoming Principal Leadership Academy (WPLA):** The Wyoming Principal Leadership Academy is already underway for 2015-2016. There are three face-to-face training sessions spread over four days and two ZOOM meetings utilizing technology, scheduled for this school year. We have 20 principals participating. This WyCEL initiative can help build capacity of Wyoming principals.

Cost: \$0.00 Because member districts are paying for this service directly through existing dollars, there is no additional cost. This is designed to be revenue neutral and WyCEL does not make a profit from the academy. In the near future, additional academies will be created that emphasize turnaround strategies and other content specifically targeted to schools in need of improvement.

3. **Wyoming School Law Conference:** This conference had 120 participants and was co-sponsored by WSBA, WyCEL, WASA, and WASSP. This was a professional development opportunity focusing on legal issues in education. It is a great opening year session for communicating statewide issues and changes and UW in the College of Education.

Cost: \$ 0.00 WSBA and WyCEL are splitting any revenue left after expenses are paid.

4. **Customized Professional Development for Districts:** WyCEL has been conducting a variety of training workshops on administrative topics designed to build the capacity of Wyoming school administrators.

Cost:\$0.00 The costs are covered by local districts who pay WyCEL for this training.

5. **Mentoring/Coaching Training:** WyCEL will train 25 principal mentor/coaches during the 2015/2016 school year that will be available for districts in the 2016/2017 school year. In addition to training the mentors, WyCEL will subcontract out the development of a mentoring and coaching curriculum that includes all the materials and a train the trainer's module that will allow WyCEL to use trainers to conduct annual follow up with mentors and to train new mentors on an ongoing basis.

Cost: \$75,000 – Includes planning Wyoming specific training modules and materials around WAEA, training 25 mentors spread over the 2015/2016 school year, training a minimum of 5 Trainers who will conduct future mentoring training, and conducting coaching sessions for the coaches/mentors.

**TOTAL WyCEL request: \$263,992**

**August 4, 2015**

**TO: Wyoming Department of Education**

**FROM: Wyoming Association of School Administrators**

**RE: This is an addendum to the original Professional Learning Communities proposal submitted in July 2105**

Changing the culture of a school is possibly one of the most complex and difficult issues when a school chooses to become a Professional Learning Community (PLC). A school culture that commits to educating every child without excuses takes a principal with the vision and skills to assist every staff member in realizing their collaborative knowledge and skills will make it possible for each child to reach their potential.

Dr. Anthony Muhammad is widely recognized as a leader in school culture. His book, *Transforming School Culture: How to Overcome Staff Division* is a must read for anyone preparing to transform their school culture. Sheridan County School District #2 recently hosted a PLC conference where Dr. Muhammad was the featured speaker. The conference was very successful. Park County School District #1, Park County School District #6 and Hot Springs School District #1 have scheduled Dr. Muhammad to present his message about school culture to their staffs during the upcoming school year.

It is important to provide a vision on how to change the culture of a school state-wide in Wyoming. Dr. Muhammad's message is inspirational and is well received by teachers. He is a favorite speaker at Solution Tree PLC events. Being able to present his message to the education community across the state will create the momentum to proceed with the original PLC plan.

Dr. Muhammad is available to speak in Wyoming fourteen days during the upcoming school year. We propose the WDE hire Dr. Muhammad to present to Wyoming educators for all of the fourteen days. He will be able to speak across the state in host school districts. His message will resonate with our Wyoming educators and jump start a once in a lifetime journey for the state. The journey will have a positive impact on the children of Wyoming.

Principal and superintendent leadership is crucial during times of change, especially when changing the culture of a school/district. Dr. Muhammad's work could be incorporated in to the WyCEL projects. The Principal Academy and the ECHO project would benefit greatly from Dr. Muhammad's experience and expertise.

Dr. Muhammad is available on the following dates:

November 9 - 12 (4 days)

February 1, 2, 4, 5 (4 days)

March 28 - April 1 (5 days)

April 7

Dr. Muhammad's presentation fee is \$6,000.00 per day.

Total PLC request for year one is \$84,000.00

Please contact Jay Curtis or Kevin Mitchell for additional information.



**STATE OF WYOMING  
DEPARTMENT OF ADMINISTRATION AND INFORMATION  
PROCUREMENT SECTION  
700 WEST 21<sup>st</sup> Street  
CHEYENNE, WY 82002-0060**

**REQUEST FOR PROPOSAL  
0011-A**

**WYOMING DEPARTMENT OF EDUCATION  
ACCOUNTABILITY DIVISION  
STATEWIDE SYSTEM OF SUPPORT  
STRATEGIC PLAN DEVELOPMENT AND IMPLEMENTATION DOCUMENT**

**PURCHASING REPRESENTATIVE: Lori Galles  
TELEPHONE NO. (307) 777-6797**

**DEPARTMENT OF EDUCATION  
REPRESENTATIVE: BRENT YOUNG  
CHIEF POLICY OFFICER  
TELEPHONE NO. (307) 777-2059**

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**R.F.P. NO. XXX**  
**DEPARTMENT OF EDUCATION**

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## REQUEST FOR PROPOSAL

### 1. SUBMISSION OF PROPOSALS:

**Sealed Proposals**, for a Statewide System of Support Strategic Plan Development and Implementation Document for the Wyoming Department of Education, will be received through the Public Purchase on-line bidding system until 2:00 P.M., July 31, 2015.

- 1.1. No proposal will be considered which is not accompanied by the attached Budget Proposal and signed by the proper official of the firm.
- 1.2. Proposals must be received by the time and date specified. Proposals received after the time and date specified will not be considered.
- 1.3. Proposal information is restricted and not publicly available until after the award of the Contract by the Procurement Section.

### 2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1. A proposal may be altered prior to the specified date and time of the opening contained in the proposal documents.
- 2.2. A proposal that is in the possession of the Procurement Section may be withdrawn by the proposer up to the time of the opening. Failure of the successful proposer to furnish the service awarded as a result of this advertisement shall eliminate the proposer from the active proposers list for a period of time as determined by the Procurement Section.

### 3. PREPARATION OF PROPOSALS:

- 3.1. No proposal will be considered which modifies, in any manner, any of the provisions, specifications, or minimum requirements of the Request for Proposal.
- 3.2. In case of error in the extension of prices in the proposal, unit prices will govern.
- 3.3. Proposers are expected to examine special provisions, specifications, schedules, and instructions included in this Request. Failure to do so will be at the proposer's risk.

### 4. AWARD AND CONTRACT INFORMATION:

- 4.1. The State of Wyoming hereby notifies all proposers that it will affirmatively insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability.
- 4.2. The proposer also, agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work there under because of age, race, color, sex, creed, national origin, or disability.

- 4.3. The proposer expressly warrants to the State that it has the ability and expertise to perform its responsibilities hereunder and in doing so shall use the highest standards of professional workmanship.
- 4.4. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the State to do so. The Department of Administration and Information, Procurement Section, will award this contract to the firm, determined by the Wyoming Department of Education the most responsive and responsible offer based on criteria specified herein.
- 4.5. This Request for Proposal shall become part of the Contract and will be in effect for the duration of the Contract period.
- 4.6. The successful proposer will be required to enter into and sign a formal Contract with the State with reasonable adjustments acceptable to the State. The agreement will become a part of the Contract and will be in effect for the duration of the contract period. The contract language will control over any language contained within this RFP that conflicts with the signed and fully executed Contract.
- 4.7. Successful proposer shall comply with the Americans with Disabilities Act and Wyoming Fair Employment Practices Act. (W. S. 27-9-105 *et. seq.*).

DATED THIS NINTH DAY OF JULY, 2015

STATE OF WYOMING

Procurement Section

Assigned Buyer: Lori Galles

## GENERAL PROVISIONS

### 1. INDEPENDENT CONTRACTOR

- 1.1. The contractor shall function as an independent contractor for the purposes of the Contract and shall not be considered an employee of the State of Wyoming for any purpose. The contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the contractor in fulfilling the terms of the Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in the Contract shall be interpreted as authorizing the contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency, or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to State of Wyoming employees will inure to the benefit of the contractor or the contractor's agents and/or employees as a result of this Contract.

### 2. INSURANCE:

- 2.1 All insurance policies required by this Contract, except workers' compensation and unemployment compensation policies, shall contain a waiver of subrogation against the Agency and the State, its agents and employees. The contractor agrees it will carry the insurance which is applicable to this RFP. Contractor shall provide a copy of an endorsement providing this coverage.

### 3. LAWS TO BE OBSERVED:

- 3.1. The contractor shall keep fully informed of all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, bylaws, ordinances, regulations, orders and decrees in force at the time of award. The contractor shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself or his/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

### 4. TAXES:

- 4.1. The contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and Social Security taxes, workers' compensation, unemployment insurance, and sales taxes.

### 5. ASSIGNMENT/CONTRACTOR:

- 5.1. The Contract shall not be assigned by the contractor. Third party participation is authorized only as a joint venture which must be clearly stated with details on the original proposal, signed by all parties participating. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall be valid only if

they have been reduced to writing, duly signed by the parties hereto, and attached to the original Contract agreement.

- 5.2. The contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written authorization of the State.
- 5.3. Claims for money due, or to become due to contractor from the State under the Contract may, be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without approval by the State. Notice of any assignment or transfer shall be furnished to the State.
- 5.4. The contractor shall not use the Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

6. TERMINATION OF CONTRACT:

- 6.1. Termination of the Contract may be made by any party at any time with or without cause, upon no less than thirty (30) days written notice to the other parties. The Contract shall remain in full force and effect until terminated as provided herein.
- 6.2. The State may, upon ten (10) days written notice to the contractor, terminate the Contract, in whole or in part, for just cause, which shall include failure of the Contractor to fulfill in a timely and proper manner the obligations under the Contract. In such event, all finished documents, data, models and reports prepared under this Contract shall, at the option of the State, become its property upon payment for services rendered through the termination of the Contract.
- 6.3. Should the contractor fail to comply with the provisions of the Contract, payment for portions of the Contract will be withheld until such time as the Contract terms have been implemented. Administrative, contractual, and/or legal remedies as determined by the Wyoming Attorney General will be implemented if it appears the contractor has breached or defaulted on the Contract.

7. ACCOUNT REPRESENTATIVE:

- 7.1. The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account will be administered in an organized systematic manner.

8. RESPONSIVENESS:

- 8.1. Proposers are expected to examine specifications, schedules, and instructions included in this package. Failure to do so will be at the proposer's risk.

9. EXTENSION AND AMENDMENT:

- 9.1. The proposer and the State covenant and agree that this proposal or subsequent Contract may, with the mutual approval of the proposer and the State, be extended under the same terms and conditions of this proposal or Contract for a period of one (1) year, and said option to extend this proposal or Contract for a one year period shall be in effect for each year thereafter for a total period not to exceed two (2) additional years.

10. COMPLIANCE WITH LAWS:

- 10.1. In performing the Contract, both parties agree to comply with all applicable state, federal and local laws, rules, and regulations.
11. AUDIT:
- 11.1. The State or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.
12. CONFLICT OF INTEREST:
- 12.1. The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Contract and none has been promised contingent upon the award of the Contract. Proposer warrants that no one being paid pursuant to the Contract is engaged in any activities which would constitute a conflict of interest with respect to the purposes of the Contract.
13. NO FINDERS FEE:
- 13.1. No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract shall be paid by either party.
14. OWNERSHIP OF DOCUMENTS/WORK PRODUCT:
- 14.1. It is agreed that all finished or unfinished documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the State, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the State, will be turned over to the State.
15. CONFIDENTIALITY OF INFORMATION:
- 15.1. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the contractor in the performance of the Contract shall be kept confidential by the contractor unless written permission is granted by the State for its release.
16. SOVEREIGN IMMUNITY:
- 16.1. The State of Wyoming and the Agency do not waive sovereign immunity by entering into the Contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyoming Statute 1-39-104(a) and all other state law.
17. INDEMNIFICATION:
- 17.1 The Contractor shall indemnify, defend, and hold harmless the State, the Agency, and their officers, agents, employees, successors, and assignees from any and all claims, lawsuits, losses, and liability arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of Contractor's duties or obligations, including but not limited to any claims, lawsuits, losses, or liability arising out of Contractor's malpractice.

## **SPECIAL PROVISIONS**

**PROPOSALS MUST BE RECEIVED BY THE TIME AND DATE SPECIFIED. PROPOSALS RECEIVED AFTER THE TIME AND DATE SPECIFIED WILL NOT BE CONSIDERED.**

**It is the responsibility of the proposer to clearly identify all information that is considered confidential in accordance with the Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205. Please identify each confidential page with the word “CONFIDENTIAL” in capital, bold letters centered at the bottom of each page. Information not clearly marked may be considered public.**

### **A. BACKGROUND INFORMATION**

The K-12 education system in Wyoming includes approximately 350 schools in 48 districts serving over 93,000 students in districts ranging in size from 100 to 13,500 students. Each district is locally controlled by elected boards of trustees and provides professional development within each district. The University of Wyoming, with teacher education programs at campuses in Laramie and Casper, enrolls approximately 900 students in elementary education and secondary education programs.

Wyoming state statutes require that a progressive multi-tiered system of support, intervention and consequences to assist schools be established by the state board and shall conform to the January 2012 education accountability report. The system shall clearly identify and prescribe the actions for each level of support, intervention and consequences, and the state superintendent shall take action based upon system results according to provisions outlined in W.S. 21-2-204 (f) and (k).

### **B. PURPOSE OF RFP**

The purpose of the RFP is to solicit vendors to 1) facilitate the development of a Statewide System of Support Strategic Plan and Implementation Document, and 2) facilitate and guide the implementation of the plan. The plan should include collaboration with appropriate governance and advisory structures. This RFP is designed to provide interested vendors with sufficient information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content. Vendors are at liberty and encouraged to expand upon goal specifications to evidence strategic plan development and implementation capability under any resulting contract.

### **C. SCOPE OF WORK**

In collaboration with Wyoming Department of Education (WDE) staff and State Board of Education (SBE) members, the contractor will lead a strategic planning and implementation process to include, but not be limited to, the following key areas of work:

1. Review the statutory requirements related to the multi-tiered system of support, intervention, and consequences (W.S. 21-2-204 (f) and (k)) including the January 2012 education accountability report to determine governance and advisory structures necessary to support plan development and specific plan objectives.



2. Create a summary of the strategic review of all relevant documents for discussion by WDE staff and SBE members.
3. Design and conduct facilitated planning meetings and/or strategic interviews for the board, staff, and key external stakeholders to discuss the key questions, develop ideas for strategic directions, and foster stakeholder investment in the Statewide System of Support Strategic Plan and Implementation process.
4. Synthesize the discussions into a three to five year Statewide System of Support Strategic Plan and Implementation Document. This draft document will be considered by the Wyoming Department of Education and the Wyoming State Board of Education during or before the March 2016 SBE meeting. At a minimum, this plan shall include:
  - Vision statement
  - Mission statement
  - \*Support/intervention for low performing students
  - \*Support/mentoring for teachers needing to improve
    - Induction for new teachers and leaders
  - \*Support/mentoring for school leaders
  - \*Capacity building for schools and districts with lower than acceptable levels of achievement or growth
  - \*Capacity building for the state as a whole to support continuous improvement
  - \*The role of institutions of higher education in building capacity and preparation especially in terms of P-16 coordination (*\*Marion, S., Domaleski, D. [2012, January 31]. WY Comprehensive Accountability Framework, p. 65*)
  - Implementation outline that describes the role of WDE administration, the state superintendents' association, and the development of partnerships with other appropriate professional organizations and key stakeholder groups
5. Key questions and specific objectives of the Statewide System of Support Strategic Plan and Implementation Document include, but are not limited to the following:
  - How do we insure that programs and technical assistance align with and advance the mission/vision in measureable and meaningful ways?
  - What revenue and resource development strategies are needed to sustain the mission and vision over the next three to five years and beyond?
  - What will be the infrastructure and organizational development needs for the WDE over the next three years?
6. Describe the Plan implementation process and timeline (following the approval of the document by the WDE and the SBE). This should include but not be limited to the following:
  - Development of a comprehensive communication plan to support stakeholder feedback and transparency of implementation
  - Identification and alignment of resources and support structures already in place, e.g.
    - Wyoming Association of School Administrators
    - WDE division directors
    - District professional organizations
  - Identification of highest priority district need and resources available to provide support

#### **D. QUALIFICATIONS**

The contractor should possess:

1. Knowledge of the field of Wyoming K-12 education with leadership experience at both the school and district level
2. Experience in the area of coaching and facilitating leadership development in the K-12 environment
3. Experience working with governmental agencies to develop strategic plans that respond to internal, external, and fiscal constraints.

#### **E. APPLICATION REQUIREMENTS/Proposal Evaluation Criteria**

1. Cover Sheet (0 points)  
Complete the attached cover sheet. The cover sheet must include the:
  - Project title
  - Company/applicant name,
  - Full address,
  - Telephone number, facsimile number, and email address, and
  - Name and title of the designated contact person.
2. Content of the proposal (60 points)  
Address **Section C. Scope of Work**. Respond specifically to subsections 1 through 6 and clearly identify each.
  - Provide clear information on how each requirement will be met.
  - Address the alignment of a comprehensive statewide system of support between state and local governance structures through collaboration, partnerships, and policy development
  - Address the sustainability of a comprehensive statewide system of support with measurement of goal achievement
3. Experience and biography of all principal contractors (20 points)  
Provide information on contractors who will be assigned to this project. Information shall include:
  - Knowledge of the field of Wyoming K-12 education with expertise in school district administration
  - Experience working with governmental agencies to develop strategic plans that respond to internal, external, and fiscal constraints
  - Any recent strategic plan development and other work provided in Wyoming
4. Sample evaluations of recent related work and reference list (10 points)
5. Budget and narrative (10 points)  
Complete the budget by proposing strategic plan and implementation document development and associated travel.
6. Additional information  
In addition to the information outlined above, the proposer may include any other relevant information that may be useful to the WDE and the SBE in reviewing and rating the proposal.

#### **Proposal Evaluation Criteria**

Point values have been assigned to the criteria in the application requirements of the proposal (noted above). Upon receipt, each proposal will be evaluated. The resulting score will assist the Wyoming Department of Education and the State Board of Education in evaluating the proposals.

1. Cover sheet – 0 points
2. Content of the proposal – 60 points
3. Experience and biography of principal contractors – 20 points
4. Sample of evaluations of recent relevant work including reference list – 10 points
5. Budget and narrative – 10 points

#### **F. TENTATIVE SCHEDULE OF EVENTS**

The following schedule of events is subject to change at the sole discretion of the Wyoming Department of Education.

<b>Event</b>	<b>Deadline</b>
• RFP to prospective proposers	July 9, 2015
• Deadline for questions from applicants	July 17, 2015
• Proposal submission deadline	July 31, 2015

#### **G. QUESTION SUBMISSION**

Questions regarding this RFP must be submitted in writing and submitted through Public Purchase no later than July 17, 2015 at 2:00 p.m.

All questions will be addressed and the answers posted to Public Purchase.

#### **H. RESPONSE REQUIREMENTS AND DATES OF SUBMISSION**

To be considered for participation proposals should be typed, 12 font size, and double-spaced.

Proposals must be received before the time and date specified. Proposals received after the time and date specified will not be considered. The document upload must be completed by the 2:00 p.m. deadline. The Wyoming Department of Education is not responsible for transmittal time or irregularities with Public Purchase. Mailed, emailed and faxed proposals will not be accepted.

#### **I. RESERVED RIGHTS AND EXCLUSIONS**

**The WDE reserves the right to:**

- Reject any and all proposals received in response to this RFP;
- Select any proposal other than the one with the lowest fixed fee;
- Waive or modify any information, irregularities or inconsistencies in proposals received; and
- Negotiate as to any aspect of the proposal with the proposer and negotiate with more than one proposer at a time.

**Exclusions to application:**

- Successful applicants may not be current employees of any school district, parent advocacy group, or educational institution within the State of Wyoming. The WDE strives to maintain the integrity of its general Supervision System by eliminating any possible conflicts of interest.

**J. PERIOD OF AWARD**

The period of performance for services subject to this solicitation shall be for an initial term and commencing upon award and extending through June 30, 2016 with the option to renew for one additional one year term. All invoices for work performed through June 30, 2016, must be received by July 6, 2016.

DRAFT

**Accountability Division  
Wyoming Department of Education**

**Cover sheet – Sole Applicant Information or Company/Organization Information**

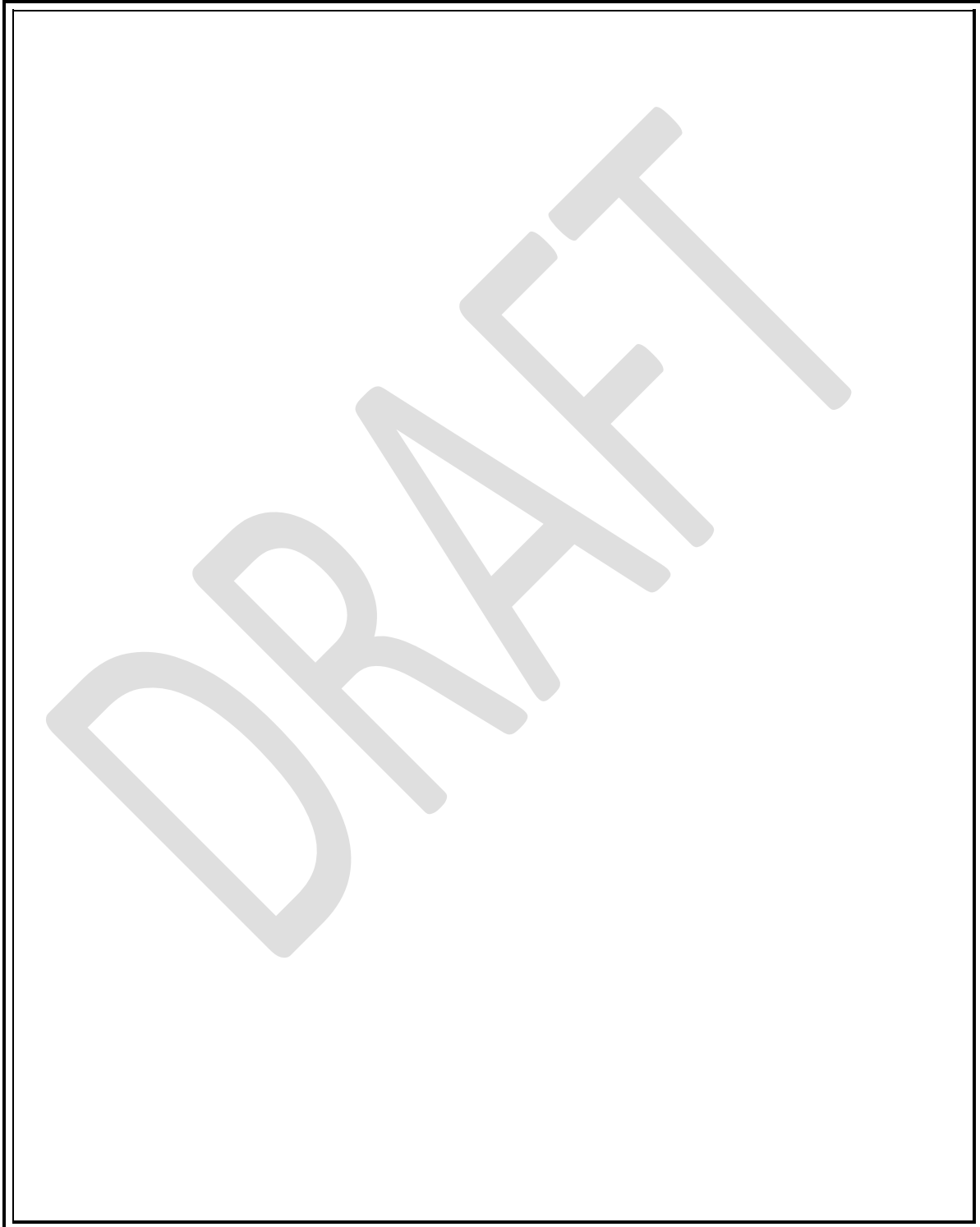
**Deliver to the Wyoming Department of Administration and Information, Purchasing Section.**

Project Title	
Applicant Name	Employer Identification Number
Applicant Address	Telephone Number
City	Zip
E-mail Address	Fax Number
Name of Designated Contact	Title of Designated Contact

**OR**

Company/Organization Name	Employer Identification Number
Company Mailing/Street Address	Company E-mail Address
City, State, Zip Code	Telephone Number / Fax Number
Name of Designated Contact	Title of Designated Contact
If your organization has more than one person who will be facilitating the strategic plan development and implementation document process, please specify, in the spaces below, the names and role each person will fulfill.	
Name(s)	Role(s)

**Content of the proposal:** Address **Section C. Scope of Work**. Respond specifically to subsections 1 through 6 and clearly identify each. Provide clear information on how each requirement will be met. Address the alignment of a comprehensive statewide system of support between state and local governance structures through collaboration, partnerships, and policy development. Address the sustainability of a comprehensive statewide system of support including measurement of goal achievement.



**Experience and biography of principal contractors:** Provide information on contractors assigned to this project. Information should include 1) knowledge of the field of Wyoming K-12 education with expertise in school district administration, 2) experience working with governmental agencies to develop strategic plans that respond to internal, external, and fiscal realities, and 3) any recent strategic plan development and other K-12 education work provided in Wyoming.

DRAFT

**Sample of evaluations of recent related work including reference list:** The proposal must include sample evaluations of recent related work and a reference list including phone numbers.





**BUDGET**

Budget Narrative		
Item #	Budget Line Items	Amount
001	Plan development and facilitation costs	\$ _____
002	Travel cost	\$ _____

DRAFT

## VERIFICATION SHEET

The undersigned agrees to provide to facilitate and development the Statewide System of Support Strategic Plan and Implementation Document for the Wyoming Department of Education, Accountability Division in accordance with the Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet for proposal no. XXXXX.

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

- 1.1 Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- 1.2 No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3 The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.
- 1.4 Proposer will comply with all Federal regulations, policies, guidelines and requirements.
- 1.5 Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any other proposer.

2. GENERAL INFORMATION:

Proposer Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure:

\_\_\_\_\_ Sole Proprietorship

\_\_\_\_\_ General Partnership

\_\_\_\_\_ Corporation

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Limited Liability

\_\_\_\_\_ Other \_\_\_\_\_

If Proposer is a sole proprietorship, list:

Owner Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

Beginning date as owner of sole proprietorship \_\_\_\_\_

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)

TITLE

_____	_____
_____	_____
_____	_____
_____	_____

**VERIFICATION**

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title) (Typed or Printed)

\_\_\_\_\_  
(Date)

**STATE OF WYOMING  
DEPARTMENT OF ADMINISTRATION AND INFORMATION  
PROCUREMENT SECTION  
700 WEST 21<sup>st</sup> Street  
CHEYENNE, WY 82002-0060**

**REQUEST FOR PROPOSAL  
0015-A**

**WYOMING DEPARTMENT OF EDUCATION  
ACCOUNTABILITY DIVISION  
STATEWIDE SYSTEM OF SUPPORT  
TECHNICAL ASSISTANCE REPRESENTATIVE**

**PURCHASING REPRESENTATIVE: Lori Galles  
TELEPHONE NO. (307) 777-6797**

**DEPARTMENT OF EDUCATION  
REPRESENTATIVE: BRENT YOUNG  
CHIEF POLICY OFFICER  
TELEPHONE NO. (307) 777-2059**

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**R.F.P. NO. 0015-A**  
**DEPARTMENT OF EDUCATION**

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Attachment A – Wyoming School Comprehensive Plan	

## REQUEST FOR PROPOSAL

### 1. SUBMISSION OF PROPOSALS:

**Sealed Proposals**, for an Accountability Division Statewide System Support Technical Assistance Representative for the Wyoming Department of Education, will be received through the Public Purchase on-line bidding system until 2:00 P.M., July 31, 2015.

- 1.1. No proposal will be considered which is not accompanied by the attached Budget Proposal and signed by the proper official of the firm.
- 1.2. Proposals must be received by the time and date specified. Proposals received after the time and date specified will not be considered.
- 1.3. Proposal information is restricted and not publicly available until after the award of the Contract by the Procurement Section.

### 2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1. A proposal may be altered prior to the specified date and time of the opening contained in the proposal documents.
- 2.2. A proposal that is in the possession of the Procurement Section may be withdrawn by the proposer up to the time of the opening. Failure of the successful proposer to furnish the service awarded as a result of this advertisement shall eliminate the proposer from the active proposers list for a period of time as determined by the Procurement Section.

### 3. PREPARATION OF PROPOSALS:

- 3.1. No proposal will be considered which modifies, in any manner, any of the provisions, specifications, or minimum requirements of the Request for Proposal.
- 3.2. In case of error in the extension of prices in the proposal, unit prices will govern.
- 3.3. Proposers are expected to examine special provisions, specifications, schedules, and instructions included in this Request. Failure to do so will be at the proposer's risk.

### 4. AWARD AND CONTRACT INFORMATION:

- 4.1. The State of Wyoming hereby notifies all proposers that it will affirmatively insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability.
- 4.2. The proposer also, agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work there under because of age, race, color, sex, creed, national origin, or disability.

- 4.3. The proposer expressly warrants to the State that it has the ability and expertise to perform its responsibilities hereunder and in doing so shall use the highest standards of professional workmanship.
- 4.4. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the State to do so. The Department of Administration and Information, Procurement Section, will award this contract to the firm, determined by the Wyoming Department of Education the most responsive and responsible offer based on criteria specified herein.
- 4.5. This Request for Proposal shall become part of the Contract and will be in effect for the duration of the Contract period.
- 4.6. The successful proposer will be required to enter into and sign a formal Contract with the State with reasonable adjustments acceptable to the State. The agreement will become a part of the Contract and will be in effect for the duration of the contract period. The contract language will control over any language contained within this RFP that conflicts with the signed and fully executed Contract.
- 4.7. Successful proposer shall comply with the Americans with Disabilities Act and Wyoming Fair Employment Practices Act. (W. S. 27-9-105 *et. seq.*).

DATED THIS TENTH DAY OF JULY, 2015

STATE OF WYOMING

Procurement Section

Assigned Buyer: Lori Galles

## GENERAL PROVISIONS

### 1. INDEPENDENT CONTRACTOR

- 1.1. The contractor shall function as an independent contractor for the purposes of the Contract and shall not be considered an employee of the State of Wyoming for any purpose. The contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the contractor in fulfilling the terms of the Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in the Contract shall be interpreted as authorizing the contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency, or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to State of Wyoming employees will inure to the benefit of the contractor or the contractor's agents and/or employees as a result of this Contract.

### 2. INSURANCE:

- 2.1 All insurance policies required by this Contract, except workers' compensation and unemployment compensation policies, shall contain a waiver of subrogation against the Agency and the State, its agents and employees. The contractor agrees it will carry the insurance which is applicable to this RFP. Contractor shall provide a copy of an endorsement providing this coverage.

### 3. LAWS TO BE OBSERVED:

- 3.1. The contractor shall keep fully informed of all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, bylaws, ordinances, regulations, orders and decrees in force at the time of award. The contractor shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself or his/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

### 4. TAXES:

- 4.1. The contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and Social Security taxes, workers' compensation, unemployment insurance, and sales taxes.

### 5. ASSIGNMENT/CONTRACTOR:

- 5.1. The Contract shall not be assigned by the contractor. Third party participation is authorized only as a joint venture which must be clearly stated with details on the original proposal, signed by all parties participating. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall be valid only if



they have been reduced to writing, duly signed by the parties hereto, and attached to the original Contract agreement.

- 5.2. The contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written authorization of the State.
- 5.3. Claims for money due, or to become due to contractor from the State under the Contract may, be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without approval by the State. Notice of any assignment or transfer shall be furnished to the State.
- 5.4. The contractor shall not use the Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

6. TERMINATION OF CONTRACT:

- 6.1. Termination of the Contract may be made by any party at any time with or without cause, upon no less than thirty (30) days written notice to the other parties. The Contract shall remain in full force and effect until terminated as provided herein.
- 6.2. The State may, upon ten (10) days written notice to the contractor, terminate the Contract, in whole or in part, for just cause, which shall include failure of the Contractor to fulfill in a timely and proper manner the obligations under the Contract. In such event, all finished documents, data, models and reports prepared under this Contract shall, at the option of the State, become its property upon payment for services rendered through the termination of the Contract.
- 6.3. Should the contractor fail to comply with the provisions of the Contract, payment for portions of the Contract will be withheld until such time as the Contract terms have been implemented. Administrative, contractual, and/or legal remedies as determined by the Wyoming Attorney General will be implemented if it appears the contractor has breached or defaulted on the Contract.

7. ACCOUNT REPRESENTATIVE:

- 7.1. The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account will be administered in an organized systematic manner.

8. RESPONSIVENESS:

- 8.1. Proposers are expected to examine specifications, schedules, and instructions included in this package. Failure to do so will be at the proposer's risk.

9. EXTENSION AND AMENDMENT:

- 9.1. The proposer and the State covenant and agree that this proposal or subsequent Contract may, with the mutual approval of the proposer and the State, be extended under the same terms and conditions of this proposal or Contract for a period of one (1) year, and said option to extend this proposal or Contract for a one year period shall be in effect for each year thereafter for a total period not to exceed two (2) additional years.

10. COMPLIANCE WITH LAWS:

- 10.1. In performing the Contract, both parties agree to comply with all applicable state, federal and local laws, rules, and regulations.
11. AUDIT:
- 11.1. The State or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.
12. CONFLICT OF INTEREST:
- 12.1. The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Contract and none has been promised contingent upon the award of the Contract. Proposer warrants that no one being paid pursuant to the Contract is engaged in any activities which would constitute a conflict of interest with respect to the purposes of the Contract.
13. NO FINDERS FEE:
- 13.1. No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract shall be paid by either party.
14. OWNERSHIP OF DOCUMENTS/WORK PRODUCT:
- 14.1. It is agreed that all finished or unfinished documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the State, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the State, will be turned over to the State.
15. CONFIDENTIALITY OF INFORMATION:
- 15.1. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the contractor in the performance of the Contract shall be kept confidential by the contractor unless written permission is granted by the State for its release.
16. SOVEREIGN IMMUNITY:
- 16.1. The State of Wyoming and the Agency do not waive sovereign immunity by entering into the Contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyoming Statute 1-39-104(a) and all other state law.
17. INDEMNIFICATION:
- 17.1 The Contractor shall indemnify, defend, and hold harmless the State, the Agency, and their officers, agents, employees, successors, and assignees from any and all claims, lawsuits, losses, and liability arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of Contractor's duties or obligations, including but not limited to any claims, lawsuits, losses, or liability arising out of Contractor's malpractice.

## **SPECIAL PROVISIONS**

**PROPOSALS MUST BE RECEIVED BY THE TIME AND DATE SPECIFIED. PROPOSALS RECEIVED AFTER THE TIME AND DATE SPECIFIED WILL NOT BE CONSIDERED.**

**It is the responsibility of the proposer to clearly identify all information that is considered confidential in accordance with the Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205. Please identify each confidential page with the word “CONFIDENTIAL” in capital, bold letters centered at the bottom of each page. Information not clearly marked may be considered public.**

### **A. BACKGROUND INFORMATION**

The K-12 education system in Wyoming includes approximately 350 schools in 48 districts serving over 93,000 students in districts ranging in size from 100 to 13,500 students. Each district is locally controlled by elected boards of trustees and provides professional development within each district. The University of Wyoming, with teacher education programs at campuses in Laramie and Casper, enrolls approximately 900 students in elementary education and secondary education programs.

As described in The Wyoming Accountability in Education Act (W.S. 21-2-204), the state board, through the department of education, shall compile, evaluate and determine the target levels for an overall school performance rating and for content level performance. The target levels for school performance on all performance indicators shall be used by the state board through the department to identify four (4) levels of school performance tied to the overall school performance rating that demonstrate a range of performance levels. This includes 1) exceeding expectations, 2) meeting expectations, 3) partially meeting expectations, and 4) not meeting expectations.

A progressive multi-tiered system of support, intervention and consequences to assist schools will be established by the state board and shall conform to the January 2012 education accountability report. The system shall clearly identify and prescribe the actions for each level of support, intervention and consequences, and the state superintendent shall take action based upon system results according to provisions outlined in W.S. 21-2-204 (f) and (k).

In school year 2013-2014, approximately 40 schools from across the state were designated as not meeting expectations. Schools designated as not meeting expectations are required to file a school improvement plan that identifies and addresses all content and indicator areas where performance is below target levels. A representative appointed by the superintendent in consultation with school district leadership will be appointed to monitor the schools' progress toward meeting the specified goals and implementation processes, measures and methods as contained in the school's plan. 2015 Session Laws, Chapter 179, Section 7 (a) appropriates resources to provide a system of support to school districts, which may be expended for acquisition of necessary professional consulting expertise.

## **B. PURPOSE OF RFP**

The purpose of the RFP is to solicit a professional consultant to serve as representatives that will facilitate communication between district leadership and WDE leadership and monitor schools' progress toward meeting the specified goals and implementation processes, measures and methods, as outlined in the school improvement plan and the accreditation process. Technical assistance as requested by district leadership or as directed by statutory requirements will also be included. This RFP is designed to provide interested vendors with sufficient information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content. Vendors are at liberty and encouraged to expand upon goal achievement to evidence a history of successful school improvement as a result of leadership and/or technical assistance provided.

## **C. SCOPE OF WORK**

In collaboration with Wyoming Department of Education (WDE) and Wyoming School District Leadership, the consultant will serve as a representative to support school performance improvement. The proposal should include but not be limited to the following:

1. Review statutory requirements related to the role of the representative to determine different levels of responsibility and involvement with respect to development and monitoring of the school improvement plan. Provide an outline of the representative's responsibility as it relates to schools not meeting expectations.
2. Describe the link between the accreditation process and the school improvement plan requirements related to the Wyoming Accountability in Education Act (WAEA) school performance ratings.
3. Outline a process that supports the development of the school improvement plan that addresses the accreditation domain structures and the WAEA content and performance indicators. (***Wyoming School Comprehensive Plan Attached***)
4. Describe a monitoring process that could be implemented to determine the schools' progress toward meeting specified goals, implementing processes, and the effectiveness of measures and methods used.
5. Identify professional development opportunities currently provided by the WDE. Provide a general summary of how current workshops support school improvement. Provide an outline of other professional development topics that should be considered to provide support for school improvement.
6. Describe the role of the representative as it relates to the interaction between the WDE leadership and staff, district leadership, and school building professionals. Provide a communication plan outline to support the development and maintenance of these collaborative relationships.

## **D. Qualifications**

The contractor should possess:

1. Knowledge of the field of Wyoming K-12 education with teaching experience and building leadership experience or district administration experience.
2. Experience working with governmental agencies to develop collaborative partnerships in support of school improvement.
3. Knowledge of the accreditation process and experience at the district level with implementation of accreditation goals.
4. Experience with district budget analysis and resource reallocation processes.

## **E. APPLICATION REQUIREMENTS/Proposal Evaluation Criteria**

1. Cover Sheet (0 points)  
Complete the attached cover sheet. The cover sheet must include the:
  - Project title
  - Company/applicant name,
  - Full address,
  - Telephone number, facsimile number, and email address, and
  - Name and title of the designated contact person.
  
2. Content of the proposal (60 points)  
Address **Section C. Scope of Work**. Respond specifically to subsections 1 through 6 and clearly identify each.
  - Provide clear information on how each requirement will be met.
  - Address the alignment between the school improvement plan required by the WAEA and the accreditation process.
  
3. Professional experience of principal consultant (20 points)  
Provide information on consultant who will be assigned to this project.  
Information shall include:
  - Knowledge of the field of Wyoming K-12 education with teaching experience and expertise in school district administration.
  - Experience working with governmental agencies to develop collaborative partnerships in support of school improvement.
  - Knowledge of the accreditation process and experience at the district level with preparing for and managing an accreditation site visit.
  - Experience in district budget analysis and resource reallocation processes.
  
4. Sample evaluations of recent related work and reference list (10 points)
  
5. Budget and narrative (10 points)  
Complete the budget by proposing the school improvement plan related functions separate from the associated travel.
  
6. Additional information  
In addition to the information outlined above, the proposer may include any other relevant information that may be useful to the WDE and the SBE in reviewing and rating the proposal.

### **Proposal Evaluation Criteria**

Point values have been assigned to the criteria in the application requirements of the proposal (noted above). Upon receipt, each proposal will be evaluated. The resulting score will assist the Wyoming Department of Education and the State Board of Education in evaluating the proposals.

1. Cover sheet – 0 points
2. Content of the proposal – 60 points
3. Professional experience of principal consultant – 20 points
4. Sample of evaluations of recent relevant work including reference list – 10 points

5. Budget and narrative – 10 points

**F. TENTATIVE SCHEDULE OF EVENTS**

The following schedule of events is subject to change at the sole discretion of the Wyoming Department of Education.

<b>Event</b>	<b>Deadline</b>
• RFP Release Date	July 10, 2015
• Deadline for questions from applicants	July 17, 2015
• Proposal submission deadline	July 31, 2015

**G. QUESTION SUBMISSION**

Questions regarding this RFP must be submitted through Public Purchase no later than July 17, 2015. All Questions will be addressed. Answers will be posted to Public Purchase

**H. RESPONSE REQUIREMENTS AND DATES OF SUBMISSION**

Proposals should be typed, 12 font size, and double-spaced. Proposals must be submitted through Public Purchase on or before the time and date specified. Proposals received after the time and date specified will not be considered. The Wyoming Department of Education is not responsible for transmittal time or irregularities in delivery on the part of the US Postal Service or other courier services. Faxed or emailed proposals will not be accepted.

**I. RESERVED RIGHTS AND EXCLUSIONS**

**The WDE reserves the right to:**

- Reject any and all proposals received in response to this RFP;
- Select any proposal other than the one with the lowest fixed fee;
- Waive or modify any information, irregularities or inconsistencies in proposals received; and
- Negotiate as to any aspect of the proposal with the proposer and negotiate with more than one proposer at a time.

**Exclusions to application:**

- Successful applicants may not be current employees of any school district, parent advocacy group, or educational institution within the State of Wyoming. The WDE strives to maintain the integrity of its general Supervision System by eliminating any possible conflicts of interest.

**J. PERIOD OF AWARD**

The period of performance for services subject to this solicitation shall be for an initial term and commencing upon award and extending through June 30, 2016 with the option to renew

for one additional one year term. All invoices for work performed through June 30, 2016, must be received by July 6, 2016.

**Accountability Division  
Wyoming Department of Education**

**Cover sheet – Sole Applicant Information or Company/Organization Information**

**Deliver to the Wyoming Department of Administration and Information, Purchasing Section.**

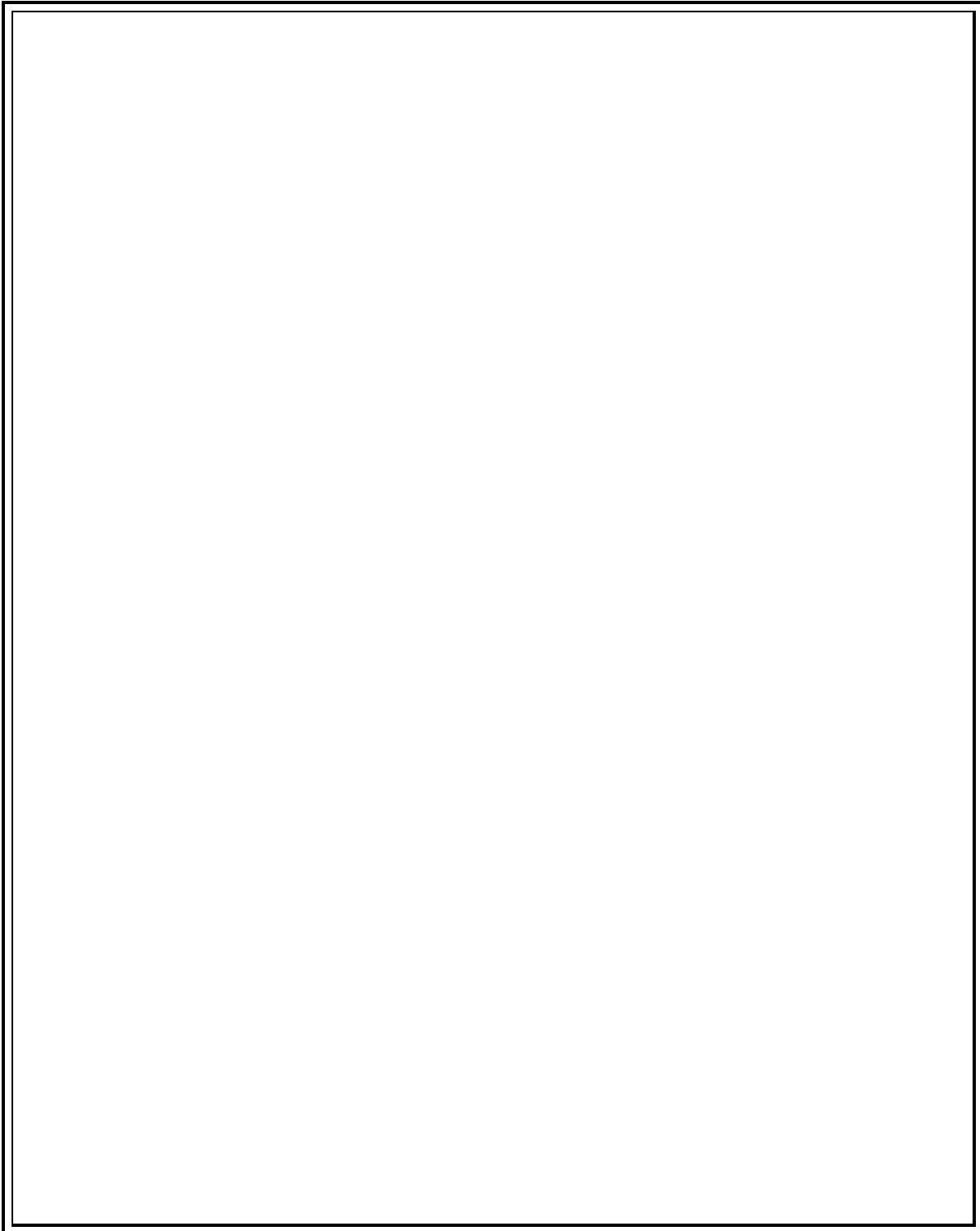
Project Title	
Applicant Name	Employer Identification Number
Applicant Address	Telephone Number
City	Zip
E-mail Address	Fax Number
Name of Designated Contact	Title of Designated Contact

**OR**

Company/Organization Name	Employer Identification Number
Company Mailing/Street Address	Company E-mail Address
City, State, Zip Code	Telephone Number / Fax Number
Name of Designated Contact	Title of Designated Contact
If your organization has more than one person who will be serving as a representative on a single contract, please specify in the spaces below, the names and role each person will fulfill.	
Name(s)	Role(s)



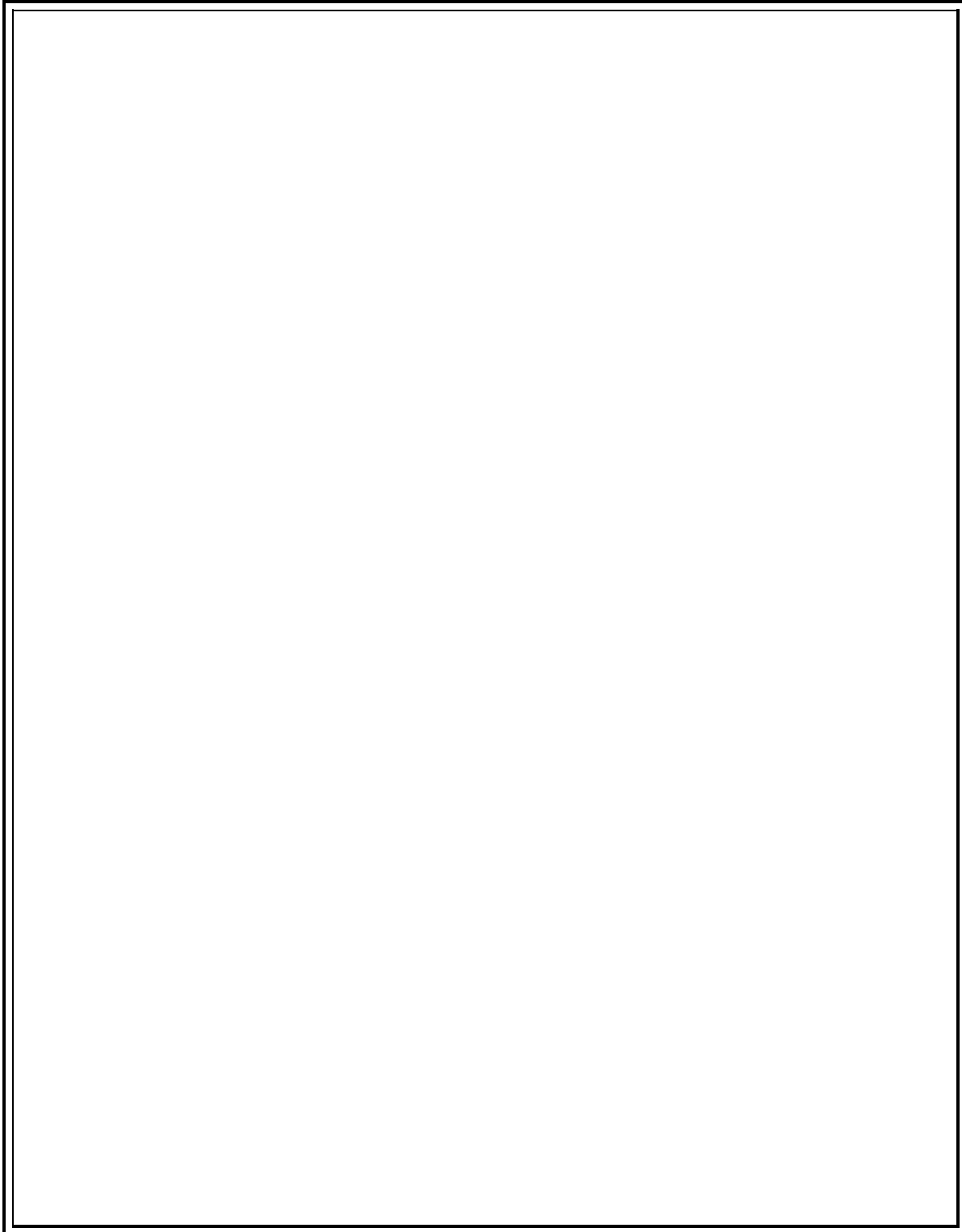
**Content of the proposal:** Address **Section C. Scope of Work**. Respond specifically to subsections 1 through 6 and clearly identify each. Provide clear information on how each requirement will be met.



**Professional experience of principal consultant:** Provide information on consultant assigned to this project. Information should include 1) Knowledge of the field of Wyoming K-12 education with teaching experience and building leadership experience or district administration experience, 2) experience working with governmental agencies to develop collaborative partnerships in support of school improvement, 3) knowledge of the accreditation process and experience at the district level with implementation of accreditation goals, and 4) experience in district budget analysis and resource reallocation processes.

--

**Sample of evaluations of recent related work including reference list:** The proposal must include sample evaluations of recent related work and a reference list including phone numbers.



## BUDGET

Budget Narrative		
Item #	Budget Line Items	Amount
001	School improvement plan monitoring and related functions	\$ _____
002	Travel cost	\$ _____

**VERIFICATION SHEET**

The undersigned agrees to provide services for the Statewide System Support Technical Assistance Representative for the Wyoming Department of Education, Accountability Division in accordance with the Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet for proposal no. 0015-A.

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

- 1.1 Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- 1.2 No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3 The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.
- 1.4 Proposer will comply with all Federal regulations, policies, guidelines and requirements.
- 1.5 Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any other proposer.

2. GENERAL INFORMATION:

Proposer Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
FAX ( ) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employer Identification Number \_\_\_\_\_

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure:

_____ Sole Proprietorship	_____ General Partnership
_____ Corporation	_____ Limited Partnership
_____ Limited Liability	_____ Other _____

If Proposer is a sole proprietorship, list:

Owner Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

Beginning date as owner of sole proprietorship \_\_\_\_\_

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)

TITLE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title) (Typed or Printed)

\_\_\_\_\_  
(Date)



**AdvancedED**<sup>TM</sup>  
Wyoming

**Continuous Improvement Data  
Wyoming School Districts  
2014-2015**



## Districts Reviewed:

- Laramie #1
- Lincoln #1
- Lincoln #2
- Sublette #1
- Sublette #9
- Sweetwater #1
- Sweetwater #2
  - Teton #1
  - Uinta #1
  - Uinta #4
  - Uinta #6





## Review Highlights:

- **Outstanding teams made up of in-state and out-of-state trained team members**
- **The Wyoming Department of Education Accreditation Division served as team members**
- **AdvancedED External Reviews provide “marching orders” to help districts move to the next level of achievement**
- **Districts are accountable to address each Improvement Priorities**
- **AdvancedED Wyoming follow up annual with districts to ensure forward progress**



# Two Scores Changing Educational Dialog:

- **Index of Education Quality (IEQ)**
  - Average of all of the External Review Team's indicator scores
  - In addition to Stakeholder Feedback and Student Performance scores
  - A score of 300+ is desirable
- **eleot<sup>tm</sup> (Effective Learning Environment Observation Tool)**
  - Learning environment observation tool used by team members
  - Available for purchase as an app
  - Scores reflect what the learners experience
  - **7 Effective Learning Environments: Equitable, High Expectations, Supportive, Active, Progress Monitoring & Feedback, Well-Managed, Digital Learning**



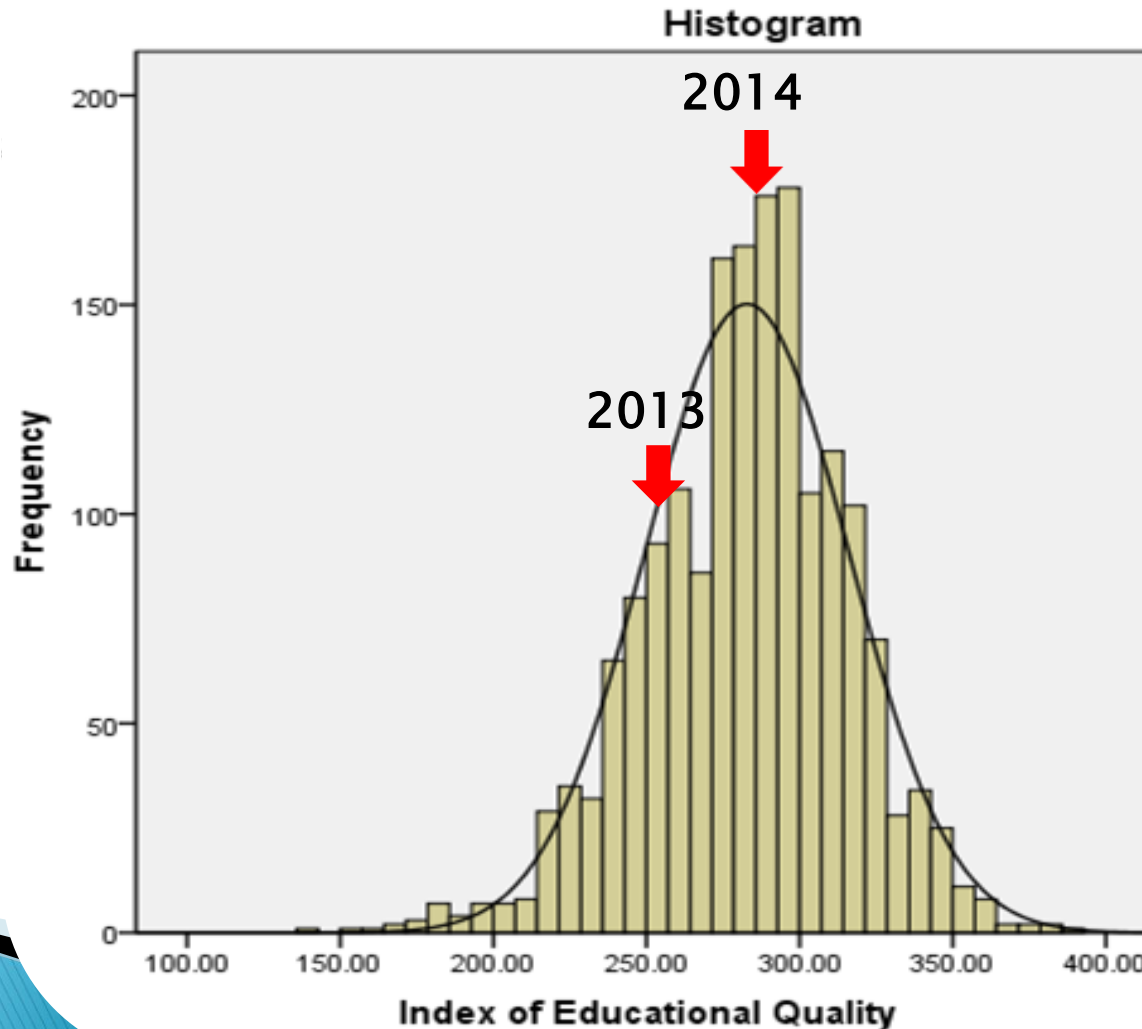
# Data Highlights:

Wyoming school district average IEQ scores are **ABOVE** the AdvancED Network Average

Wyoming Average IEQ 2013	Wyoming Average IEQ 2014	AdvancED Average IEQ 2015
255	289.14	277.93
Teaching & Learning Impact	Teaching & Learning Impact	Teaching & Learning Impact
251	278.87	268.30
Leadership Capacity	Leadership Capacity	Leadership Capacity
258	295.58	292.24
Resource Utilization	Resource Utilization	Resource Utilization
261	306.45	283.59

# Data Highlights:

AdvancedED histogram of nearly 5,000 institutions' IEQ scores this school year 2013-2014.



# Data

## Highlights:

### IEQ Scores

- 300 is desired score
- 2013 districts have reported to AdvancED on CI progress
- Improvement Priorities not yet addressed enough to adjust scores
- Districts will report again in December 2015
- ALL IPs must be addressed by 12/15

Districts Reviewed 2013-2014	2013-2014 Overall IEQ
Albany #1	285
Carbon #1	283
Carbon #2	266
Goshen #1	237
Laramie #2	261
Niobrara #1	256
Platte #1	217
Platte #2	241

Districts Reviewed 2014-2015	2014-2015 Overall IEQ
Laramie #1	282.62
Lincoln #1	297.56
Lincoln #2	312.08
Sublette #1	321.25
Sublette #9	287.8
Sweetwater #1	278.21
Sweetwater #2	288.47
Teton #1	290.73
Uinta #1	297.83
Uinta #4	294.72
Uinta #6	229.27

AEN  
Average  
IEQ  
(2014)

277.93

# Data Highlights:

## eleot™

eleot™	WYO 2013	WYO 2014	AdvancED Network Average
Equitable Learning Environment	2.74	2.78	2.68
High Expectations Learning Environment	2.82	2.91	2.81
Supportive Learning Environment	3.04	3.24	3.05
Active Learning Environment	3.00	3.04	2.95
Progress Monitoring & Feedback Learning Environment	2.89	2.95	2.76
Well-Managed Learning Environment	3.11	3.31	3.11
Digital Learning Environment	1.81	1.68	1.88

# Data Highlights: eleot™

External Reviews 2014	Laramie 1	Lincoln 1	Lincoln 2	Sublette 1	Sublette 9	Sweetwater 1	Sweetwater 2	Teton 1	Uinta 1	Uinta 4	Uinta 6	WYO AVG eleot 2014	AEN Avg eleot
Equitable Learning Environment	2.77	2.52	2.70	3.02	2.71	2.60	2.83	3.02	2.76	2.95	2.69	2.78	2.68
High Expectations Environment	2.83	2.83	2.66	3.03	3.04	2.78	2.90	3.14	2.92	3.02	2.91	2.91	2.81
Supportive Learning Environment	3.16	3.11	3.06	3.35	3.54	3.14	3.20	3.25	3.24	3.31	3.28	3.24	3.05
Active Learning Environment	2.97	2.87	2.81	3.17	3.13	2.84	3.06	3.31	2.94	3.17	3.12	3.04	2.95
Progress Monitoring & Feedback Environment	2.85	2.63	2.72	3.10	3.32	2.88	2.92	3.15	3.02	3.07	2.84	2.95	2.76
Well-Managed Learning Environment	3.17	3.18	3.27	3.50	3.42	3.11	3.22	3.27	3.39	3.43	3.43	3.31	3.11
Digital Learning Environment	1.56	1.79	1.82	1.77	1.98	1.54	1.31	2.01	1.64	1.42	1.61	1.68	1.88



## Districts To Be Reviewed October 2015:

Big Horn #1	Fremont #21
Big Horn #2	Fremont #24
Big Horn #3	Fremont #25
Big Horn #4	Fremont #38
St. Stephen's Indian School	Park #1
Fremont #1	Park #6
Fremont #2	Park #16
Fremont #6	Washakie #1
Fremont #14	Washakie #2
	Fremont County BOCES





## October 2015 AdvancED External Reviews

- All teams already staffed
- Lead Evaluators will soon be contacting districts
- AdvancED Wyoming will be in contact with districts to assist in uploading necessary documents into AdvancED's CI management system (ASSIST)
- All Reviews will occur in October 2015
- Wyoming Department of Education personnel on each External Review
- Districts are beginning to much better understand the impact and power behind SYSTEMS Accreditation as opposed to only school accreditation



**Questions?  
Comments?**

**Thank you so very much for your continued support! 😊**

**Geri Fitzgerald, Director**

**AdvancedED Wyoming**

**AdvancedED Colorado**

**(Effective July 1, 2015)**

Table 5

*Means and Standard Deviations for Professional Development Delivery Methods*

Preferred Delivery Method	<i>M</i> ( <i>SD</i> )
Networking	3.76 (1.06)
Professional learning network via technology	3.52 (1.04)
New Superintendent/principal workshops	3.37 (1.29)
Formal mentoring program	3.25 (1.20)

Table 2

*Means, Standard Deviations, and Frequencies of Professional Development Needs*

Professional Development Need	Frequencies					
	<i>M</i> ( <i>SD</i> )	<i>No need</i>	<i>Little need</i>	<i>Slight need</i>	<i>Moderate need</i>	<i>Essential need</i>
Promoting quality instruction that maximizes student learning	3.98 (0.99)	0.5%	8.9%	20.0%	33.2%	37.4%

Providing differentiated professional development for staff	3.83 (0.96)	2.6%	6.8%	19.5%	46.8%	24.2%
Understanding accountability (including Wyoming Accountability in Education Act)	3.69 (1.03)	1.6%	13.8%	22.3%	38.8%	23.4%
Leading change	3.69 (1.12)	4.8%	10.1%	23.9%	34.0%	27.1%

**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE:** August 5, 2015

**ISSUE:** **PODER Academy Request for Waiver of State Law Requirements**

**BACKGROUND:** Wyoming's charter school act provides that the Board may grant charter schools exemptions from state law requirements. Wyo. Stat. Ann. § 21-3-305(c). This process is initiated by a district submitting the charter school's request to the Board within ten days of the district approving the charter school application. *Id.* PODER Academy's requests were received by the Board on June 29, 2015. Accordingly, this matter is properly before the Board.

**SUGGESTED MOTIONS/RECOMMENDATION:**

"I move that the Board grant the state law waiver request from PODER Academy for the reasons articulated in its request."

"I move that the Board deny the state law waiver request from PODER Academy based on the Board lacking legal authority to grant waivers of the particular state law requested."

**SUPPORTING INFORMATION ATTACHED:**

**PREPARED BY:** \_\_\_\_\_  
Chelsie Oaks, Executive Assistant

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**