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**THE JERSEY CITY PUBLIC SCHOOLS
346 CLAREMONT AVENUE
JERSEY CITY, NJ 07305**

REQUEST FOR PROPOSAL

Proposals will be received by the Business Administrator of the Jersey City Public Schools, Jersey City, New Jersey on **November 4, 2009 at 11:00 A.M.** at which time proposals will be publicly opened and read aloud for:

PD09-10-RFP114-238: Educational Resource Providers for Reading Evaluation and Diagnostic System

Proposals must be submitted on a district standard proposal form in the manner designated therein and required by the Specifications. Proposals must be enclosed in sealed envelopes bearing the name of the consultant on the outside and delivered to Ms. Roxanne Padilla, Purchasing Agent, The Jersey City Public Schools, 346 Claremont Avenue, Room 723, Jersey City, New Jersey 07305. **The district shall not be responsible for the loss, non-delivery, late delivery or physical condition of bids sent by mail or courier service. In the event the district is closed due to an emergency the bid opening will be held on the next business day.**

Unless otherwise provided in any supplement to these instructions to consultant, no consultant shall modify, withdraw or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposal in the advertisement or request for proposal.

Consultants are required to comply with the requirements of N.J.S.A. 10:5-33 Affirmative Action, P.L. 1975, c. 127, and N.J.S.A. 52:25-24.2 (Disclosure of Ownership), Non-Collusion Affidavit and Statement of Assurance.

Proof of Registration (a copy of the Business Registration Certificate issued by the New Jersey Department of Treasury) is required by L. 2004, c.57, to be submitted by an individual, partnership, corporation or other business organization with a bid which is in the amount of \$4,350.00 or more. (Non-profit entities and governmental agencies are exempt from this requirement.) Information on how to obtain a certificate can be on the internet at www.nj.gov/njbgs or by phone at 609-292-1730. If a contract is awarded, the contractor must obtain proof(s) of registration from each subcontractor who knows that goods or services are being provided for fulfillment of the contract, and the contractor must file the proof(s) of registration from the subcontractors prior to receiving final payment on the contract. If there are no such subcontractors, the contractor must provide a certification to that effect and file it with the District.

A completed Political Contribution Disclosure Statement is required by **N.J.A.C.6A:10A-4.1 (e)** for any contract in the amount of \$17,500.00 or above.

PLEASE NOTE

The following items must be included with the proposal documents:

- A. Affirmative Action Questionnaire.
- B. Statement of Disclosure of Ownership.
- C. Non-Collusion Affidavit
- D. Business Registration Certificate
- E. Political Disclosure Statement

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, Affirmative Action.

ANY QUESTIONS REGARDING PROPOSAL SHOULD BE DIRECTED TO:

Roxanne Padilla
Purchasing Agent
The Jersey City Public Schools
346 Claremont Avenue
Jersey City, NJ 07305
(201) 915-6260

Vendors requesting a bid package should fax (201) 915-9857 with their vendor name, company address, phone number, fax, and e-mail

GENERAL INFORMATION

INTERPRETATION AND APPROVAL

Should any dispute arise respecting the true construction and meaning of specifications, the same shall be decided by the district in its sole discretion. The District Superintendent reserves the right to reject any and all proposals in whole or in part.

HOLD HARMLESS AGREEMENT

Contractor agrees to hold The Jersey City Public Schools, their officers, agents, servants and employees harmless from all loss or damages occasioned to them or to any third party or property by reason of carelessness or negligence on the part of the contractor, sub-contractor, agents, servants and employees in the performance of said contract and will after notice therefor defend and pay the expenses of the defense of any such suit which may be commenced against the State District Superintendent, The Jersey City Public Schools, their officers, agents, servants and employees by third parties alleging any injury by reason of such carelessness or negligence and will pay any judgment that may be obtained against the State District Superintendent, The Jersey City Public Schools, its officers, agents, servants and employees as well as any interest that may appear in such suit.

DURATION AND EXTENSION OF CONTRACT. A contract may be awarded for a period of 12 or 24 consecutive months. Any contract that is awarded may be extended, subject to the following conditions: (a) the goods or services are being provided in an effective and efficient manner; (b) the extension does not exceed a total of five consecutive years; (c) any price change does not exceed the index rate which is defined in New Jersey Public School Contract Law in N.J.S.A. 18A:18A-2; and (d) the terms and conditions of the contract remain substantially the same.

Any contract that exceeds one year (12 consecutive months) shall be subject to the availability and annual appropriation of sufficient funds as may be required to meet obligations beyond the one-year period.

AMERICAN GOODS AND PRODUCTS TO BE USED WHERE POSSIBLE

Pursuant to New Jersey Public Contract Law N.J.S.A.18A:18A-20, only manufactured and farm products of the United States, wherever available, are to be used in the performance and completion of this bid.

FORM OF PROPOSAL

(PLEASE FILL OUT BELOW)

FROM: _____ (Name of Contractor or Supplier)

_____ (E-mail Address)

TO: THE JERSEY CITY PUBLIC SCHOOLS
346 CLAREMONT AVE
JERSEY CITY NJ 07305

1. Pursuant to and in compliance with your specifications to bidders and instructions to bidders relating thereto, the undersigned hereby proposes to furnish the work, material or supplies set forth in the specifications.
2. In submitting this bid, it is understood that the right is reserved by the State District Superintendent to reject any and all bids, or to accept part of a bid and reject the remainder thereof, or to accept part from one bidder and the remainder from another bidder or bidders.
3. It is understood that, no bidder shall modify, withdraw or cancel the bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the advertisement or Invitation for Bids.
4. The undersigned bidder agrees to perform and deliver the merchandise in accordance with the specifications:
5. ATTACHED HERETO IS:
 - A AFFIRMATIVE ACTION QUESTIONNAIRE
 - B. STATEMENT OF DISCLOSURE OF OWNERSHIP
 - C. NON-COLLUSION AFFIDAVIT
 - D. BUSINESS REGISTRATION CERTIFICATE
 - E. POLITICAL DISCLOSURE STATEMENT

6. The undersigned has not entered into any collusion or fraud with any person in respect to this proposal or any other proposal, and the undersigned declares that no one other than the person named herein is interested in this proposal, and that this proposal is fair and that no member of the Jersey City Public Schools is or shall become interested, directly or indirectly, in any portion or profit therefrom.

(Bidders must complete and sign the Non-Collusion Affidavit in the presence of a notary public, whose signature and seal must be affixed.)

In witness whereof, the bidder has signed and sealed this bid on the date mentioned herein.

DATED _____

TYPE OR PRINT NAME OF CONTRACTOR

WITNESS OR ATTEST

PARTNER, OWNER OR OFFICER
(SPECIFY TITLE)

If a corporation, bid is to be signed by two (2) officers and corporate seal affixed.

STATEMENT OF DISCLOSURE OF OWNERSHIP

DISCLOSURE: Pursuant to N.J.S.A. 52:25 - 24.2, no corporation or partnership shall be awarded any contract for the performance of work or the furnishing of materials or supplies to the State or any County, Municipality or School District, etc., unless the bid is preceded or accompanied by a statement setting forth the names and addresses of all stockholders or partners whose interest in the corporation or partnership is ten percent (10%) or greater. If N.J.S.A. 52:25 - 24.2 does not apply to the bidder (i.e. sole owner, no one stockholder holding 10% or more of stock etc.) a written statement to this effect must accompany the bid.

A. STATEMENT OF DISCLOSURE OF OWNERSHIP FORM

In accordance with requirements of N.J.S.A. 52:25 - 24.2., the names and addresses of all (stockholders (partners) who own 10% or more of the stock of, or 10% or greater interest in:

_____ are:

NAMES:	ADDRESSES:
_____	_____
_____	_____
_____	_____
_____	_____

(Use additional sheets if required)

SIGNATURE AND TITLE OF OFFICER

NAME OF CORPORATION OR PARTNERSHIP

B. CERTIFICATION OF INAPPLICABILITY OF DISCLOSURE REQUIREMENTS

The undersigned certifies that he/she is familiar with the N.J.S.A. 52:25 -24.2 and that said requirements are inapplicable to:

NAME OF COMPANY

Dated: _____

SIGNATURE OF OFFICER

BY: _____

NOTE: BIDDER MUST COMPLETE AND SIGN EITHER FORM "A" OR FORM "B", ABOVE, AS APPLICABLE.

NON-COLLUSION AFFIDAVIT

(State of New Jersey)

)ss.

County of _____)

I, _____ in the County of _____ the City of _____, of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
the bidder making the proposal for the above named project, and that I executed the said Proposal
with full authority so to do; that said bidder has not, directly or indirectly, entered into an
agreement, participated in any collusion or otherwise taken any action in restraint of free,
competitive bidding in connection with the above named project; and that all statements are true
and correct, and made with full knowledge that the State School District in Jersey City relies upon
statements contained in the affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure
such contract upon an agreement or understanding for a commission, percentage, brokerage or
contingent fee, except bona fide established commercial or selling agencies maintained by

Name of Contractor

Signature

Type or Print Name at Affiant

Subscribed and sworn to
before me this _____ day
of _____, 200

Notary Public of _____
My Commission expires _____, 200

AFFIRMATIVE ACTION QUESTIONNAIRE

COMPLETE THIS QUESTIONNAIRE:

THE SUCCESSFUL BIDDER MUST FILE WITH THE BOARD OF EDUCATION THE NECESSARY AFFIRMATIVE ACTION INFORMATION FORMS WITHIN SEVEN (7) DAYS OF NOTIFICATION OF AN AWARD OF SAID BID.

1. The firm has a Federal Affirmative Action Plan approval.
 YES NO
 - a). If yes, submit a photostatic copy of said approval.
 - b). If no, submit a photostatic copy of the New Jersey State certificate approval.
 - c). None of the above.

2. If the firm does not have a state Affirmative Action Plan Approval, indicate whether the firm has a certificate of employee Information Report:
 YES NO
 - a). If yes, submit a photostatic copy.

3. The firm has an AA 302 - Affirmative Action Employee Information Report.
 YES NO
 - a). If yes, submit a photostatic copy.
 - b). The firm must submit one of the above Affirmative Action forms within seven (7) days of the notice of intent to award or the signing of the contract.

4. The first must submit one of the above Affirmative Action forms within seven (7) days of the notice of intent to award.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A.10:5-31 AND N.J.A.C.17:27

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as form of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter)

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The public Agency copy is submitted to the public agency, and a vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ **SIGNATURE:** _____

PRINT NAME: _____ **TITLE:** _____

DATE: _____

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

Exhibit A (continued)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

I CERTIFY THAT THE INFORMATION BELOW IS CORRECT TO THE BEST OF MY KNOWLEDGE

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

VENDOR PROFILE

(Please note the information obtained is for statistical purposes only)

Ethnic & Minority Designation

check one if applicable)

White _____

Woman-Owned _____

African-American _____

Hispanic _____

American-Indian _____

Asian _____

Other (Please specify) _____

Please Check One

How did you learn of this Request for Bids?

Newspaper ____ (Name of Newspaper _____)

Other ____ (Please specify: _____)

POLITICAL CONTRIBUTION DISCLOSURE

Chapter 271 of the Laws of New Jersey, 2005, requires certain disclosures from all businesses and persons receiving contracts outside the formal open bidding process when the amount of the contract is over \$17,500.00. The vendor of such non-bid contracts must submit a "Political Contribution Disclosure" stating:

- (1) All political contributions of \$300.00 or more**
- (2) made during the 12 months preceding the award of contract**
 - (a) to any state, county or municipal committee of a political party, or**
 - (b) to any legislative leadership committee, or**
 - (c) to any continuing political committee (PAC), or**
 - (d) to any committee of a candidate or holder an elective office of**

**the Jersey City School District
or the City of Jersey City
or the County of Hudson
or the New Jersey Legislature, Senate and Assembly,
from the City of Jersey City**

The Disclosure applies to contributions made by:

- an individual who is the vendor and/or his/her spouse**
- all principals, partners, officers and directors of a business entity and/or their spouses;**
- any subsidiaries controlled, directly or indirectly, by the business entity; and**
- IRS Code Section 527 New Jersey based organizations controlled, directly or indirectly, by the business entity and filing as continuing political committees (PACs)**

The form for this Disclosure is attached.

DISCLOSURE OF POLITICAL CONTRIBUTIONS

The undersigned, being authorized and knowledgeable of the circumstances, hereby certifies, as required by Chapter 271 of the Laws of New Jersey 2005, that:

____ I and/or my spouse (or the business entity's principals, partners, officers, directors and/ or their spouses) have not made any contribution of \$300.00 or more during the preceding 12 month period to any political party committee, legislative leadership committee, PAC or to any candidate committee representing any of the elected officials of the Jersey City School District, the City of Jersey City, the County of Hudson, or the Senate and Assembly from the City of Jersey City.

____ I and /or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) have made the following political contributions during the preceding 12 month period:

(Use separate sheet for additional disclosures)

The business entity is the following type:

- Partnership
- Limited Partnership
- Limited Liability Partnership
- Limited Liability Corporation
- Corporation
- Sole Proprietorship

ATTESTATION: I am aware that if I have misrepresented this certification in whole or in part, I and/or the business entity will be liable for any penalty imposed under law.

Name of Business Entity _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

**STATUTE PROHIBITING DISCRIMINATION IN
EMPLOYMENT ON PUBLIC CONTRACTS
(N.J.S.A. 10:2-1 through 10:2-4, with all amendments)
10:2-1 CONTRACT REQUIREMENTS: PENALTIES FOR VIOLATIONS**

EVERY CONTRACT FOR OR ON BEHALF OF THE STATE OR ANY COUNTY OR MUNICIPALITY OR OTHER POLITICAL SUBDIVISION OF THE STATE, OR ANY AGENCY OF OR AUTHORITY CREATED BY ANY OF THE FOREGOING, FOR THE CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES SHALL CONTAIN PROVISIONS BY WHICH THE CONTRACTOR AGREES THAT:

- A. IN THE HIRING OF PERSONS FOR THE PERFORMANCE OF WORK UNDER THIS CONTRACT OR ANY SUBCONTRACT HEREUNDER, OR FOR THE PROCUREMENT, MANUFACTURE, ASSEMBLING OR FURNISHING OF ANY SUCH MATERIALS, ON BEHALF OF SUCH CONTRACTOR OR SUBCONTRACTOR, SHALL BY REASON OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, AFFECTIONAL OR SEXUAL ORIENTATION OR SEX, DISCRIMINATE AGAINST ANY PERSON WHO IS QUALIFIED AND AVAILABLE TO PERFORM THE WORK TO WHICH THE EMPLOYMENT RELATES;

- B. NO CONTRACTOR, SUBCONTRACTOR, NOR ANY PERSON ON HIS/HER BEHALF SHALL, IN ANY MANNER, DISCRIMINATE AGAINST OR INTIMIDATE ANY EMPLOYEE ENGAGED IN THE PERFORMANCE OF WORK UNDER THIS CONTRACT OR ANY SUBCONTRACT HEREUNDER, OR ENGAGED IN THE PROCUREMENT, MANUFACTURE, ASSEMBLING OR FURNISHING OF ANY SUCH MATERIALS, EQUIPMENT, SUPPLIES OR SERVICE TO BE ACQUIRED UNDER SUCH CONTRACT, ON ACCOUNT OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MATERIAL STATUS, AFFECTIONAL OR SEXUAL ORIENTATION OR SEX.

- C. THERE MAY BE DEDUCTED FROM THE AMOUNT PAYABLE TO THE CONTRACTOR BY THE CONTRACTING PUBLIC AGENCY, UNDER THIS CONTRACT, A PENALTY OF \$ 50.00 FOR EACH PERSON FOR EACH CALENDAR DAY DURING WHICH SUCH PERSON IS DISCRIMINATED AGAINST OR INTIMIDATED IN VIOLATION OF THE PROVISIONS OF THE CONTRACT; AND

D. THIS CONTRACT MAY BE CANCELED OR TERMINATED BY THE CONTRACTING PUBLIC AGENCY, AND ALL MONEY DUE OR TO BECOME DUE HEREUNDER MAY BE FORFEITED, FOR ANY VIOLATION OF THIS SECTION OF THE CONTRACT OCCURRING AFTER NOTICE TO THE CONTRACTOR FROM THE CONTRACTING PUBLIC AGENCY OF ANY PRIOR VIOLATION OF THIS SECTION OF THE CONTRACT.

SELECTION CRITERIA

- **QUALIFICATIONS**
- **EXPERIENCE**
- **EFFICIENCY AND EFFECTIVENESS**
- **COST**

AWARD OF CONTRACT WILL BE MADE IN THE BEST INTEREST OF JERSEY CITY PUBLIC SCHOOL DISTRICT.

REQUEST FOR PROPOSAL

JERSEY CITY PUBLIC SCHOOLS

DEPARTMENT OF CURRICULUM AND INSTRUCTION

The Jersey City Public School District is soliciting proposals from qualified educational resource providers to offer an online reading skills assessment for grades 6-8 Language Arts. Required of this resource is the ability to determine instructional and independent reading levels of students while indicating strengths and weaknesses in all areas of comprehension. The program must support targeted, differentiated instruction and inform all stakeholders by providing valid data reports. The providers must offer the district effective training and ongoing technology support to teachers and administrators. The District expects and implements “standards-based” curriculum design and delivery models in language arts, social studies, math and science in grades 6 through grade 12, as a continuation of the models of curriculum, instruction and assessment carried out in grades K-5.

It is the District’s intention to award contracts as professional services in accordance with N.J.S.A. 18A-5a (1). Therefore, instruction must be performed by licensed educational staff, i.e. certified educators/curriculum specialists.

Over the past several years, the Jersey City Public School District has launched several ambitious professional development efforts in order to meet the requirements of NCLB, and, more importantly, to improve teacher preparedness and, thus, student achievement in its schools.

In September 2002, an Early Literacy Initiative for Kindergarten through Grade 2 was initiated, and was then extended to Grade 3 in September 2003, when a Mathematics Initiative was also begun.

In 2004-2005, the district extended this literacy initiative to Grades 4 and 5, incorporating an integrated, student-centered, problem-based curriculum, “Think Block,” for social studies and science.

In 2005-2006 school year, an Intensive Literacy Initiative was extended to Grades 6, 7, and 8 with explicit thematic connections to social studies and science topics. This continued into the 2006-2007 school year.

In 2006-2007, literacy improvement became the focus of the Grade 9 English 1 and World History/Cultures course curriculums, with the assignment of “literacy coaches” into high school classrooms to improve instruction and thread literacy skills across content areas.

In the 2007-2008 school year, the next step for the District, as one of the pilot districts for the State’s Secondary Education Initiative for grade 6-12, is to focus on the primary goals of the Initiative:

- The creation of smaller learning communities
- Rigorous curriculum
- Increased personalization

In the 2008-2009 school year, the district priorities include but are not limited to the following; to build the quality and capacity of our schools to engage in data driven decision making, refine students support systems based on prevention and early intervention, and to meet the highest technology standards for administrators, teachers, and students.

These goals are intended as a means to increase student achievement, attendance, graduation rates and preparation for post-graduate plans; to create a more rewarding learning environment for students and teachers; to ensure that students have stronger connections to the school and the community (*New Jersey Department of Education*).

To reach these goals, the District will continue to concentrate on assisting teachers in their quest to overcome the issues and challenges they face as they work to improve student performance.

The NJ Professional Standards for Teachers represent the basis of what teachers are expected to know and be able to do in order to facilitate student learning.

It is the District's job to provide teachers with the professional development that will help them accomplish this task.

Two of the goals of the Professional Teaching Standard Board are to

- Promote job-embedded professional learning
- Facilitate clear connections between the professional standards for teachers and opportunities for professional learning that enhance student learning

High Quality Professional Learning is

- Sustained
- Intensive
- Classroom-focused
- Research-based
- Aligned with state standards and assessments

High Quality Professional Development

- Deepens teachers' content knowledge, planning, instructional and assessment skills
- Develops teachers' ability to meet diverse student needs
- Supports teachers' growth as professionals in relation to colleagues, parents, and the community.

At the end of the day, it is teachers' own deep content knowledge and their ability to coach and assess the development of students' own content knowledge that marks teachers as professionals (*Linking Standards and Professional Development - N J Dept of Ed.*). High quality professional learning focuses not on accruing hours but on achieving results—the improved learning of all students. "It's not 'what counts' it's what matters," (*Willa Spicer*).

To this end the District will

- a) continue with professional development for new teachers and teachers new to the grade in the initiatives already begun. [...improving education for middle

grade students hinges on improving the competence of teachers. Teacher capacity can be improved through teacher preparation and professional development. Such ongoing preparation must take into account the many issues and challenges facing these teachers. (*Middle Grade Learners, Juvonen, et al. 2004*)]

- b) continue to develop curriculum that is rigorous, progressive with new research and, standards based. [to write curricula that implements current, relevant, and appropriate educational strategies and services which meet the needs of a diverse student population and are fully compliant with State mandates; to ensure the quality, uniformity, and equitable delivery of educational programs and services in all schools for all students through coordinated program planning, monitoring and evaluation; and, to build within the district the systems and the capacity to have continuous improvement. (*Jersey City Public School District Mission adapted*)]
- c) extend the professional development in these initiatives to middle and high school grades. [Consultants will provide professional development and support to Abbott districts and schools as they begin to restructure to meet the requirements of the Abbott Secondary Education Regulations (*N.J.A.C. 6A:10A-3.3*). The mid-term goal is to see the conversion of large middle and high schools in the four pilot districts by September 2006 to smaller organizational structures, and the simultaneous elimination of “basic” courses in all Abbott districts. Professional development and coaching will be provided to assist districts in meeting these standards. (*Abbott Secondary Education Initiative, New Jersey Department of Education*)]
- d) continue with the process of establishing small learning communities in middle grades and in high schools and providing professional development for this. [The Abbott Secondary Education Initiative focuses on three key areas for grades 6-12: · Smaller organizational structures (i.e. small learning communities); · Academic rigor and an end to diluted “general” and “fundamental” courses; and · Personalization. Within each area, consultants will address leadership, curriculum, instructional practices, and student support. All districts are required to have a pre-kindergarten-12 curriculum aligned to New Jersey’s Core Curriculum Content Standards. Classroom instruction and district-level standards must represent a dramatic elevation in the breadth and rigor of academic work students must complete successfully before they graduate. Our goal is to ensure that Abbott districts translate these higher standards into their expectations for all students. (*Abbott Secondary Education Initiative, New Jersey Department of Education*)]
- e) continue to work with teachers and administrators to improve student achievement [to provide ongoing, continuous opportunities for practitioners to improve practice, to focus on all the core curriculum content standards(496), to provide teachers and administrators with a variety of rich and meaningful learning experiences, based on student need and to provide regular support and feedback for classroom teachers *Abbott*

All providers must meet the following criteria:

- Demonstrate an understanding of the New Jersey Core Curriculum Content Standards and the Understanding by Design model.
- Demonstrate an understanding of the balanced literacy framework incorporating the following instructional practices: read alouds, shared reading, and independent reading; enhance knowledge of the writing process shared writing, writers' workshop, vocabulary expansion, and work with vocabulary through context.
- Demonstrate knowledge of various types of authentic ongoing literacy assessments to inform instruction.
- Demonstrate experience in providing professional development to middle school teachers, reading specialists, literacy coaches, and administrators in the area of language arts.
- Demonstrate experience in supporting teachers as they integrate technology into language arts.
- Demonstrate experience in the above areas with teachers of English Language Learners and special needs students.
- To assist teachers and administrators in their use of high-quality targeted assessment to design instructional activities that meet the individual needs of students.
- To assist teacher in the application of data-driven decision-making in their classroom.
- To assist teachers in the delivery of effective reading strategies in the balanced literacy classroom.
- To provide teachers with structures and strategies for differentiated instruction at the lesson level, unit level, and classroom level.
- To provide teachers with structures and strategies for facilitating effective instruction.
- To guide administrators in their oversight of teacher planning and implementation of instruction.
- To accurately and objectively measure students' strengths and weaknesses in critical reading proficiencies.
- To determine students' instructional and independent reading levels.
- To offer multiple data reports to assist in targeted differentiated instruction.
- To include multiple tests to monitor student progress with a variety of reading passages.
- To provide data that will drive effective reading instruction tailored to critical intervention points derived from assessment results.
- To include professional development for instructional and support staff.
- To determine students' proficiency in the essential elements of reading defined by the New Jersey Core Curriculum Content Standards. (Phonemic Awareness, Phonics, Vocabulary, Fluency, and Comprehension)
- To assist teachers in providing individualized instruction and accommodate the needs of diverse learners.
- To allow for online test administration and scoring.
- To provide technical support to administrators and teachers.
- To provide an online data management system available for analysis at the school and district level.

Timeframe

June 30, 2009 - July 1, 2010

Expected Outcomes

- Teachers will demonstrate a deeper understanding of formative assessment and its role in the use of best practices in teaching and learning incorporating Cambourne's Conditions of Learning.
- As a result of the professional services, teachers will demonstrate a greater understanding of reliable and valid data results.
- Teachers will learn to create and deliver focused mini lessons that address students' strengths and weaknesses as identified by the diagnostic reports.
- Teachers will use and analyze student data and multiple level reports to plan and inform instruction.
- Students' progress will be more accurately monitored in order to enhance literacy achievement.
- Detailed information and reports will be available to administrators, teachers and literacy team members for review.

All educational resource providers will be required to submit an evaluation report that describes the degree to which the expected outcomes have been accomplished upon completion of teacher training. The report should include participant evaluations and an analysis. This must be submitted to the District prior to processing final payment.

The response to this request, together with the consultants' qualifications, related cost data and supporting documentation will be used to make the final selections. The proposals will be included as part of the contracts between the Jersey City Public School District and the vendor/s.

The District reserves the right to reject any and all proposals and the right, as its option, to waive any defect or informality in any proposal.

All responsive proposals received will be subjected to an evaluation by qualified District personnel.

Offerers are cautioned to initially submit sufficient information to enable the evaluation personnel to fully ascertain each offerer's capability to perform all the requirements contemplated by this solicitation. All commitments made in the proposal shall become part of any resultant contract.

Estimated Value of All Contract

The estimated value of all contracts shall not exceed \$70 thousand dollars for the one (1) year contract period.

The District shall not be bound to any minimum dollar expenditure. The District may purchase some, all or none of the services from all consultants. All requirements are subject to availability of funds as evidenced by any approved District purchase order/s.

The District reserves the right to separately contract for any same or similar requirements.

To provide for these requirements, the District requests that proposers submit their fee schedules for full day and/or half day and/or multiple day and/or hourly rate and/or per module cost and/or other price structures that consultant would charge for existing courses or to design and deliver any other staff development courses based on the subject matter in the scope herein. The fee schedule/s must be firm from June 30, 2009 through July 1, 2010 and will be the basis of compensation paid to the consultant for the design and delivery of these staff development courses.

Consultant to define the instructional time included in “half day” and “full day” and per module sessions. A full day is considered from 8:00am – 4:00pm (8 working hours) and a half day is considered 4 working hours within that time period.

Methods of Assigning Work after Contract Awards

The District reserves the right to select any consultant to perform services. The District may work with any consultant they deem appropriate, to develop an appropriate curriculum to fulfill any requirement.

The determination of which of the consultants will be selected for individual projects will be made on the basis of the nature of the project/s and at the sole discretion of the Associate Superintendent of Curriculum and Instruction.

Selection of Criteria

Qualifications

Experience

Efficiency and Effectiveness

Cost

Proposals and four (4) copies must be submitted so as to arrive at the Jersey City Public Schools Department of Purchasing, 7th Floor, Room # 722, 346 Claremont Avenue, Jersey City, NJ 07305 NOT LATER THAN 11:00 AM ON _____.

Award of contract will be made in the best interest of the Jersey City Public School District. The District reserves the right to award one or multiple contracts. If you have any questions, feel free to contact Dr. Adele T. Macula, Associate Superintendent – Curriculum and Instruction at 201-915-6020.