



Request for Information for the Council Rock School District Curriculum Management System

December 5, 2024

Invitation:

The Council Rock School District (CRSD) invites you to submit an offer for the material(s) and/or services identified and described within this Request for Information (RFI). Please read all instructions, specifications, requirements, scope of work terms and conditions. Please email your document to the District CRSD contact no later than December 12, 2024. If you have questions, please direct them to the CRSD contact.

CRSD Contact Information:

For questions: Tamara Gary, Supervisor of Curriculum and Instruction – tamara.gary@crsd.org
Send to: Ashleigh Estevez, Business Office - ashley.estevez@crsd.org

Background

The Council Rock District covers 72 square miles and is comprised of five municipalities: Newtown Borough and the Townships of Newtown, Northampton, Upper Makefield, and Wrightstown.

The task of educating approximately 10,400 students, K-12, is a large one and requires the increasing attention and devoted efforts of approximately 913 teachers and supervisors. The school district operates ten elementary schools (grades K-6), two middle schools (grades 7-8), and two high schools (grades 9-12). Council Rock is also one of four participating school districts in the Middle Bucks Area Vocational-Technical School located in Jamison, PA.

Introduction:

CRSD is soliciting information regarding the purchase, installation, setup, professional development, and technical support of a *curriculum management system*. Please note that this RFI is for informational purposes only, and no contract will be awarded as a result. Responses will be used for information and planning purposes. Vendors who meet the criteria will be invited to demonstrate their system on December 16 and 17, 2024. CRSD would like to move to the new system beginning with implementation starting the summer of 2025 and production no later than fall 2025.

Functional Requirements

Curriculum Management

- Curriculum Planning: Allow educators to create, organize, and update curriculum maps for various subjects and grade levels.
- Standards Alignment: Allow educators to align curriculum content to state, national and district standards. The system should support mapping of lessons to learning objectives, PA Common Core, or other applicable frameworks. Provide a system to view vertical articulation of standards across grade levels.
- Resource Management: Facilitate storage and sharing of curricular and instructional resources to include uploading of supporting documents.
- Collaboration Tools: Allow for collaboration among teachers and staff, with the ability to share best practices, instructional plans, and feedback.
- Upload: Ability to upload existing documents into the program.

Instructional Delivery

- Lesson Planning: Provide templates or tools for creating detailed lesson plans, including objectives, instructional activities, assessments, and differentiation strategies.



Request for Information for the Council Rock School District Curriculum Management System

Data Conversion

- Additionally, CRSD would like the conversion of existing curricular data. This data resides in various forms including in other information systems and spreadsheets. Please include information on any additional costs associated with converting this data.

Schedule of Proposal

1. Issue RFI: December 5, 2024
2. Questions Due on or before: December 10, 2024
3. Responses Due on or before: December 12, 2024
4. Vendors Selected & Notified: December 13, 2024
5. Vendor Presentations: December 16 and 17, 2024

Key Points

- User Single Sign-On (SSO)
- Ability to select standards from National and State menus
- Easy to use for teachers with the opportunity for collaboration
- Ability to create a scope and sequence (calendar)
- Use of templates to create mapping and documents
- Access for multiple stakeholders
- Ability to upload documents and activities, including previous curriculum documents
- Provide resources in a library with options for professional development
- Ability to accept external data from multiple sources
- API interface

Scope of Work

Please describe/provide the following in detail. If you are unable to provide a response to any of the items listed below, please include that the item is "not applicable" or "not available" in your responses.

- **Record of Performance:**

1. Provide your firm's three (3) most recent project examples indicating your past record of performance on contracts with Educational or other Government Agencies with respect to such factors as value engineering, cost control and avoidance, quality of work, and ability to meet schedules.
2. Describe techniques planned to assure achievement of schedule milestones.
 - a. Include recent projects to demonstrate ability to meet project budget and schedule.
3. Provide your Service Level Agreement (SLA) and explain the two most recent times it was needed/utilized.

- **Capacity & Capability:**

1. A summary of current work and statement regarding ability to assign adequate staff and resources to meet project schedules.
2. Quality assurance program regarding, but not limited to, design, and coordination of work.
3. Commitment and guarantee for the successful completion of the project.
4. Methods and techniques for tying project goals directly to specific design strategies and how their progress will be monitored.
5. Implementation plan & support including both on-site and remote



Request for Information for the Council Rock School District Curriculum Management System

4. Other

- Provide a sandbox environment to trial the system?
- What types of professional development are offered for teachers and administrators?
- Is there a library of resources for teachers to use?

Submitting your proposal:

Proposals should meet the criteria as well as answer sections and questions posed in this RFI. Firms may organize their proposals as they wish. Proposals must include an estimation of cost for the total project from inception to implementation and beyond. Please email questions regarding proposals by Tuesday, December 10, 2024, to Tamara Gary (tamara.gary@crsd.org). Please email your proposal to Ashleigh Estevez (ashleigh.estevez@crsd.org) on or before Thursday, December 12, 12pm. CRSD will review, compare, and summarize all proposals. CRSD will notify all participants to the determination of a selected semi-finalist no later than Friday, December 13, 2024. Those selected will be invited to demonstrate their system to the CRSD Curriculum Committee on December 16 or 17, 2024. After anticipated School Board approval, CRSD will contact the awarded finalist.

The Council Rock School District reserves the right to reject any and all proposals for any reason in its discretion, as permitted by law. The district further reserves the right to waive any formalities or irregularities, and to divide a bid/proposal or eliminate, reduce, or increase the items/services sought to serve the best interest of the district. The district will not be liable for any costs incurred in the preparation of proposals or attendance at any on-site visits in relation to the proposal. The successful bidder shall be required to comply with any and all laws applicable in the Commonwealth of Pennsylvania, including but not limited to those applying to non-discrimination, equal employment opportunities, and certification of U.S. manufactured steel in certain products.