

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** June 2, 2016

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Teresa Chapman,  
Procurement Agent

**Subject:** Executive Summary - Request for Proposal No. 17-13-21  
Consultant Services for Systemic Approach to Building Instructional Expertise and Instructional Leadership

**Dept:** Curriculum  
**Pre-Proposal Date:** NA  
**Proposal Due Date:** May 17, 2016

**Date Issued:** April 22, 2016  
**No. of Individuals Attending:** NA  
**No. of Proposals Received:** Eighteen (18)

#### BACKGROUND

RFP No. 17-13-21 was issued to procure professional services to assist the District with the implementation of a District-wide systemic plan to develop the leadership capacity of school principals and the instructional expertise of its teachers. The plan, which is designed to provide equitable and excellent education for students by assisting principals to remove barriers to achievement, will focus on the work that teachers do to support and sustain high quality teaching. The vendors to be awarded must demonstrate expertise in various areas such as classroom management, content specific pedagogy, instructional design as well as other areas to provide the needed consultant services to the district.

The Request for Proposals was electronically sent to 671 vendors using the District on-line bidding service, AZPurchasing.org. Eighteen (18) vendors submitted proposals for consideration and two hundred sixteen (216) vendors submitted no-bids. The Request for Proposals was also advertised in the official newspaper of Pima County on April 28<sup>th</sup> and May 4<sup>th</sup> and was posted on the AZPurchasing.org website during the entire solicitation period. Proposals were evaluated and scored by an evaluation committee.

This is a multi-term contract beginning July 1, 2016, with yearly renewal options through 6/30/2021, for a term no longer than five (5) years. The estimated cost is \$480,000 per year, with a total cost for the five year contract estimated at \$2,400,000.

#### EVALUATION

A committee was formed to evaluate the proposal based upon the selection criteria set forth in the original RFP. Signed Committee Conflict of Interest and Confidentiality Agreements were received from all.

The District received eighteen (18) proposals:

Associates for Educational Success	Atlantic Research Partners	Avid Center
Carnegie Learning	Curators of the University of Missouri	Engage All
Flippen Group	G & M Consulting	Houghton Mifflin

Kaplan  
New Teacher Center  
Solution Tree

Kim Gunn  
Pearson  
Systems Thinking Group

Marzano Research  
Scholastics  
West Ed

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted.

On May 20, 2016, I met with the evaluation committee and discussed their role and the evaluation process. Each committee member received copies of the Conflict of Interest And Confidentiality Statement For Procurement Evaluations, the District's Procedures For Evaluation of Proposals By A Committee, a copy of the RFP document and a copy of the proposals. The committee reviewed the proposals and convened on June 1, 2016 to make their recommendation. The evaluation committee determined to award to the highest scoring eleven (11) vendors who met all criteria or can best serve the district in various areas of expertise.

A formal recommendation letter has been submitted by Committee Chairperson, Patricia Hurley.

All information contained in the proposal file must remain CONFIDENTIAL until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045(B).

**AWARD RECOMMENDATION:**

Contract award is recommended to the following vendors:

**Associates for Educational Success**  
**Kaplan**  
**Pearson**  
**Systems Thinking Group**

**AVID Center**  
**Marzano Research**  
**Scholastics**  
**West Ed**

**Houghton Mifflin**  
**New Teacher Center**  
**Solution Tree**

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District policies and procedures.

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Teresa Chapman, Procurement Agent

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Kevin Startt, Director of Purchasing  
(concurrence)