TOWN OF NORTH
PROVIDENCE
SCHOOL DEPARTMENT

State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description**: DISTRICT STRATEGIC PLANNING SUPPORT/MATH INSTRUCTIONAL PROFESSIONAL COACHING**

Date and Time to be **ISSUED: THURSDAY, JUNE 4, 2026**

Date and Time to be **OPENED: FRIDAY, JUNE 26, 2026 AT 10:00 A.M.**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the School Finance Director,** 1820 Mineral Spring Ave., North Providence, RI 02904, during normal business hours, 8:30 AM through 4:00 PM. All proposals will be publicly opened and read at the above noted address.

INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 1820 Mineral Spring Ave., North Providence, RI 02904. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have "**NOT A PROPOSAL**" written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of ***total*** proposal or by ***individual items.***
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **ONE copy** shall be submitted.

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NOTICE TO VENDORS

1. The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.
2. No proposal will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.
4. The North Providence School Committee reserves the right to reject any and all proposals.
5. In determining the lowest qualified evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
6. Where prices are the same, the North Providence School Department reserves the right to award to one responder, or to split the award.
7. Competitive bids may be obtained by all responders attending the formal proposal opening.
8. As the North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will be given.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.
11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance shall be required of a successful vendor in which the North Providence School Department is named an *additionally named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.
13. Proposals may be submitted on an "equal" in quality basis. The NPSD reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. as amended).
15. No goods should be delivered or work started without Notice from the NPSD.

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VENDOR PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the School Finance Director or his designee.
2. Awards will be made within thirty (30) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the NPSD by which the successful responder will indemnify and hold harmless the NPSD during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

Introduction:

The North Providence School Department is soliciting for proposals for: **DISTRICT STRATEGIC PLANNING SUPPORT/MATH INSTRUCTIONAL PROFESSIONAL COACHING**

Requests for Clarification:

Inquiries concerning clarification on any portion of this RFP should be made to:

Finance Office
1820 Mineral Spring Ave.
North Providence, RI 02904
Comptroller@npsd.k12.ri.us

Cost Proposal:

The cost proposal should include the following information:

1.) The responder shall submit Attachment "B" filled out completely.

2.) The cost proposal should contain all pricing information relative to delivery of services as described in this RFP.

3.) No proposals will be accepted after __FRIDAY, JUNE 26, 2026__ at 10am. North Providence School Department will evaluate all proposals. Be prepared to answer any calls in regards to the proposal.

Evaluation Criteria:

1.) The NPSD will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the North Providence School Committee.

2.) Proposal will be evaluated on the following:

		Score
1.	Company Information and Years in Business	20
2.	Required documents stated in RFP	20
3.	Experience and References	20
4.	Business located in North Providence	5
5.	Pricing	35
	Grand Total	100

Final Selection:

The North Providence School Committee will select a firm based upon the review, evaluation and recommendation of the Evaluation Committee in regards to the proposal submitted for consideration. The North Providence School Committee will take final action as to whether to go forward with the proposal. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

1.) A firm's submission of a proposal indicates acceptance of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the NPSD and the firm selected.

Timeline:

Request for Proposals Issued	THURSDAY, JUNE 4, 2026
Proposal Due Date and Opening	FRIDAY, JUNE 26, 2026 AT 10:00 A.M.
School Committee Meeting for potential contract award	JULY SCHOOL BOARD

Attachment "A" – Page one

The North Providence School Department invites the submittal of responses to this Request for Proposals:

Proposal Goals:

Vendor will support NPSD as we build on successful systems, processes, and relationships to:

- Refine School Improvement Plans and Action Steps, connecting individual school and teacher action to wider district goals, improving outcomes across targeted initiatives.
- Continue to foster collaborative relationships between principals, coaches, and teachers in Learning Walks, shifting to discussions around practices that span content.
- Leverage robust data systems to prioritize action at the school- and district- level.
- Develop school systems and principal strategies for Tier 2 interventions and MTSS structures.
- Collect student input through Focus Groups to highlight strengths and needs of individual schools and inform progress along district initiatives.
- Leverage the varied coaching expertise of district partners to meet the needs of North Providence teachers and, ultimately, the diverse needs of our students.

School Improvement / Strategic Planning Integration

Vendor will support the efforts to connect the District Strategic Plan to School-Based Action. Vendor will spend a flexible 40 hours as evenly dispersed throughout the eight district schools as possible in initiatives that may include:

Reflection and Facilitation

- Vendor will support an estimated 5 schools with the coordination of Strategic Planning efforts with Local School Improvement Teams. Vendor will provide flexible support for leadership, teachers, and committees including but not limited to: ○ Reviewing and generating material, agendas, and data for team review.
- Facilitation of School Improvement Meetings
- Community-facing messaging, promotion, and updates

Progress-Monitoring and Annual Review for strategic plan and SIP

- Vendor will guide North Providence School and District Administration through Progress-Monitoring and End-of-Year Annual Review of goals and data. This support will include but is not limited to:
    - Data organization and analysis
    - Facilitation of team meetings
    - Presentation of findings to school/district communities

Leadership Coaching

- Vendor will provide all eight schools with quarterly leadership coaching. Including:
    - Providing resources and strategies to help leaders grow in their roles as instructional leaders, organizers, consensus-builders, communicators, and problem-solvers as defined by their local context & conditions.
    - Working with leaders to set goals and identify areas of personal growth
    - Helping to build internal structures to scale and sustain the work started together through a gradual release model.

Student Focus Groups

- Vendor will conduct focus groups with students to collect feedback around the teaching and learning initiatives in NPSD. As a result of the Focus Groups Vendor will:
    - Provide a summary document of findings and trends.
    - Make recommendations for teachers and leaders.
    - Work with leadership to share relevant findings to the NPSD community.

Learning Walks

Facilitated Learning Walk Days (3 Rounds of Learning Walks x 8 Schools)

- Vendor will facilitate three sessions of learning walks at North Providence High School, Birchwood Middle School, Ricci Middle School, Greystone Elementary School, Centredale Elementary School, Olney Elementary School, Whelan Elementary School, and McGuire Elementary School including:

    - Visiting identified classrooms and measuring progress in a non-evaluative format
    - Identifying trends and making recommendations for school-based action based on observations and discussion.
    - Fall, Winter, and Spring Learning Walks
    - Establishing systems and routines to support teachers visiting each other's classrooms
    - Shifting from a single-content focus to content-spanning practices
    - Potentially spanning multiple half-days to accommodate scheduling and responsive debrief opportunities
    - Develop systems for feedback that promote reflection and change at individual school sites with Principal Partnership.

Developing District Materials

- K-12 Math Walkthrough Tool
    - Vendor will revise the Learning Walk Tool to incorporate feedback from stakeholders from 2024-2025 and streamline coaching efforts between MLL, SEL, and Academic Supports throughout the district.
    - Collaborate with school leaders to tailor the materials to fit the needs of their school to make meaningful change while aligning to district goals.

On-Site Coaching (200 Hours Est. 25 Hours per School)

Teacher Debrief and Targeted Planning

- Vendor will provide North Providence High School, Birchwood Middle School, Ricci Middle School, Greystone Elementary School, Centredale Elementary School, Olney Elementary School, Whelan Elementary School, and McGuire Elementary School with a total of 200 hours of on-site support focused on scaling and implementing research-based classroom practices to promote personalized learning and meet the district vision outlined in the Strategic Plan

    - Coaching will align directly to observations and discussions in Learning Walk Debriefs
    - Coaching hours will be data-driven and action-aligned
    - Principals and Coaches will co-construct action steps after rounds of Learning Walks.
    - Coaching approach will prioritize time with teachers in a Tiered, steady system that will allow coaches and principals to calibrate and reflect upon internally

- Action Planning will align with MTSS systems and target ATSI and TSI populations as identified at each building

Attachment "B" – Page one

NORTH PROVIDENCE SCHOOL DEPARTMENT
COST PROPOSAL FORM

Agrees to respond on: **DISTRICT STRATEGIC PLANNING SUPPORT/MATH INSTRUCTIONAL PROFESSIONAL COACHING**

Date and time to be opened: **FRIDAY, JUNE 26, 2026 AT 10:00 A.M.**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

The North Providence School Committee and/or its authorized representatives shall have the right to cancel these services in this contract when it is determined that school operations have been delayed by failure of these contractors to render proper services for any reason whatsoever under the terms of the contract, or when any contract conditions and specifications are not met.

The bidder as indicated below, has carefully examined the proposals, specifications, and proposes and agrees, if this proposal is accepted, to contract with the NPSD to provide: DISTRICT STRATEGIC PLANNING SUPPORT/MATH INSTRUCTIONAL PROFESSIONAL/COACHING

Attachment "B" – Page two

Proposal Form

Name of Provider: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

Cost Description:	PRICE
DISTRICT STRATEGIC PLANNING SUPPORT/MATH INSTRUCTIONAL PROFESSIONAL/COACHING	$_____