

TOWN OF NORTH
PROVIDENCE
SCHOOL DEPARTMENT

State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description: **INSTRUCTIONAL ELA COACHING/PROFESSIONAL LEARNING**

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: **INSTRUCTIONAL ELA COACHING/PROFESSIONAL LEARNING**

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:

INSTRUCTIONAL ELA COACHING/PROFESSIONAL LEARNING

Will support a selection of North Providence Elementary School leaders and educators as they implement the Wonders English Language Arts curriculum.

Services are aligned with the RIDE Comprehensive Literacy Grant from 2020. An expanded focus area of support for this school year will include phonics instruction, literacy interventions, and writing, in alignment with district initiatives.

- **Elementary Instructional Leadership Support:**

Schools: Joseph A. Whelan, James L. McGuire, Centerdale (walkthroughs only), Greystone (walkthroughs only), and Stephen Olney

To support the development of grade-level team leaders, coaches, and school administrators as instructional leaders within their buildings, Vendor will facilitate walkthroughs to collect data on the implementation of the identified curricula to inform discussions and action plans.

Fifteen (15) Walkthrough Days (3 per school)

In conjunction with teacher leads/department chairs and school leaders, Vendor will co-plan/facilitate instructional walkthroughs looking at the implementation of the identified curricula across each building (with a focus on ELA); analyze depth of writing, critical thinking, academic discourse, and student engagement; in addition to focusing on differentiation and accommodations for multilingual learners.

Walkthrough days will consist of a short orientation, classroom visits, and a debrief session.

Fifteen (15) half-day

Fifteen half-day grade-level meetings will be conducted, with three meetings held at each school (BOY, MOY, EOY). These meetings will serve as collaborative debrief sessions

North Providence Elementary Support Plan [5/7/26 Draft]

Grade-level meetings (3 per school)

in which each grade-level team reviews walkthrough data results, reflects on instructional strengths and areas of need, and identifies trends across classrooms. Staff will engage in discussions around instructional practices, student engagement, and implementation trends to determine actionable next steps.

Twelve (12) School Leader Check-Ins (4 per school)

School Leader check-ins will ensure Vendors work with teachers is aligned with the needs identified by school leadership and will take place approximately BOY/MOY/EOY.

Ten (10) District Coach Strategic Planning Meetings

Vendor will conduct strategic planning meetings with district literacy coaches (and others as applicable) to ensure alignment of work across district and Vendor coaches, plan for district-wide foci based on data from walkthrough days, and collaborate on the development of systems and procedures to help support the implementation of literacy initiatives across the district, etc.

- **Elementary Curriculum Enhancement Support**

Description: To support the implementation of the curricula at the elementary school level, Vendor will provide support to teachers either one-on-one or in small groups through coaching, planning sessions, modeling, facilitating classroom visits, curriculum development, and alignment etc.

Participants: Classroom educators at the schools/grade levels supported by the Vendor coach (may opt in or be asked to engage in support by district/school leaders)

One Hundred Sixty-Two (162) Flexible Support Hours (approximately 54 per school)**

Support hours may include, but not be limited to, the following: formal coaching related Coaching Cycle; one-on-one or small group planning sessions with educators; professional development sessions, PLCs, model teaching or co-teaching with the Vendor coach; arranging for educators to visit other classrooms and reflect upon that experience; and/or data collection and analysis.

Responsibilities: Vendor will provide expertise and experience to support the services and goals outlined in the contract. They will work closely with the district/school(s) to be as effective as possible. They will be responsive and flexible in aligning their services with the needs of leaders and educators.

- **Secondary Instructional Leadership Support**

To support the development of teacher leaders/ department chairs, and school administrators as instructional leaders within their buildings, Vendor will facilitate walkthroughs to collect data on the implementation of the identified curricula to inform discussions and action plans.

Participants: Teacher leaders/department chairs at Ricci, Birchwood, and NPHS, as well as at least one administrator per building. Teachers may be selected by school or district leadership to participate in walkthroughs, as appropriate.

Three (3) Walkthrough Days with Debriefs: Middle and High Schools

In conjunction with teachers, department chairs, and school leaders, Vendor will co-plan and co-facilitate instructional rounds/walkthroughs to gauge the level of implementation of the instructional areas of focus across each building; Walkthrough days will consist of a short orientation, classroom visits, and a debrief session.

Nine (9) School Leader Check-Ins (3 per school)

Check-ins will ensure Vendor's work with departments aligns with the needs identified by school leadership and will take place BOY/MOY/EOY.

Secondary Content Area Support

To support the implementation and enhancement of high-quality curriculum at the middle and high school levels, Vendor will provide targeted content-area support through content area meeting facilitation, instructional coaching, collaborative planning, classroom-based support, and implementation-focused professional learning. Support will be aligned to identified school and department priorities and designed to strengthen instructional practice, curriculum implementation, and student engagement.

Participants: Middle and High School Social Studies, English/ELA, and Science department chairs and teachers, and other teachers as identified by the school leadership

Thirty Six (36)

Content Department Lead Development & Support Cycles:

- Secondary
- English/ELA
- Science
- Social Studies/History

Vendor will support the department chair in the high school and middle schools to empower them to be the instructional leader of their departments through quarterly support cycles. Each quarter Vendor will meet with department chairs to plan an upcoming meeting with content area teachers, then co-facilitate the meeting, and follow up with the department lead to plan action steps for that quarter.

Thirty (30) Flexible Support Hours: Birchwood, Ricci, and NPHS (10 each)

Support hours may include, but not be limited to, the following: development or curation of resources/tools (outside of planning with content department leads); classroom visits; co-planning, PLC development/facilitation; model teaching or co-teaching with the Vendor coach; arranging for educators to visit other classrooms and reflect upon that experience; and/or data collection and analysis.

Attachment “B” – Page one

**NORTH PROVIDENCE SCHOOL DEPARTMENT
COST PROPOSAL FORM**

Agrees to respond on: **INSTRUCTIONAL ELA COACHING/PROFESSIONAL LEARNING**

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: **INSTRUCTIONAL ELA COACHING/PROFESSIONAL LEARNING**

Attachment "B" – Page two

Proposal Form

Name of Provider: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

Cost Description:

PRICE

INSTRUCTIONAL ELA COACHING/PROFESSIONAL LEARNING

\$ _____