

SERC Foundation, Inc.

**Request for Proposals (RFP)
 To Provide Professional Learning to Educators and Educational
 Leaders of Color through the Convening of Affinity Groups**

AMENDED

SERC Foundation, Inc. RFP Number: ELFEB2022A

SERC Foundation, Inc.

Contact Person: Marjorie Davis

Proposal Schedule:

Release of RFP by electronic means on the SERC website at: https://serc.info/rfpaffinity	Tuesday, February 8, 2022 by 4:00 PM EST
Receipt of questions	Friday, February 11, 2022 by 4:00 PM EST
Answers to questions will be posted as an Addendum on the SERC website	Tuesday, February 15, 2022 by 4:00 PM EST
Proposal due date	Monday, February 21, 2022 by 4:00 PM EST
Award announcement	Friday, February 25, 2022 by 4:00 PM EST

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About the SERC Foundation, Inc.

The SERC Foundation, Inc. (the Foundation) is a 501(c)(3) nonprofit organization that was established to support the programs, services, mission, and vision of the State Education Resource Center. The Foundation supports educators, families, and community leaders to better serve Connecticut’s students and their families, particularly Black and Brown students, students learning English, and students with disabilities through advocacy and the development, implementation, and sustainability of innovative, culturally relevant programming.

About SERC

The State Education Resource Center (SERC) was established over 50 years ago as a “focal point of action and communication for special education personnel from throughout the state” of Connecticut (CT State Department of Education newsletter, October 1969). We have served local school districts, state-level policymakers, families, community agencies, and other stakeholders by facilitating professional learning, including technical assistance and training; providing resources, in part through a centralized library; and leading a range of other activities and supports over our five decades in operation.

As we evolved, SERC was statutorily tasked to serve the CT State Board of Education and led the ongoing effort to integrate special and general education, historically divided systems, into a unified approach to education that promotes equitable policies, culturally relevant practices, and accessible structures that develop successful learning communities within schools. We became a state quasi-public agency in 2014, recognizing our unique position to work closely with communities across Connecticut.

All of the agency’s efforts are designed to address educational equity and opportunity gaps. SERC’s consultants and staff, in collaboration with our partners, build the capacity of educators, service providers, and families to meet the diverse needs of our student population.

SERC recognizes that to be effective in facilitating change that is systemic, results-based, and enduring, all stakeholders must be included in the change process. Through partnerships with us, education systems shape their own transformation while SERC facilitates the process and customizes application of research and new thinking. SERC maintains many ongoing, years-long relationships with local education agencies and organizations, and offers continued support to foster and sustain systemic change.

Through this work, SERC is committed to its vision of equity, excellence, and education.

Overview and Purpose

The SERC Foundation, Inc. is seeking competitive proposals from qualified and interested organizations with proven expertise and experience in providing professional development, support, and networking opportunities for educators and educational leaders of color in six specific partner school districts to promote growth, development, and sustainability, specifically through the convening of affinity groups. The purpose of the affinity groups is to provide a space for educators of color to connect, share experiences and best practices, and have their voices heard. Successful proposals would provide opportunities for connection and empowerment through an ongoing professional learning experience for educators of color. Partner districts are those that have engaged with the SERC Foundation, Inc. in professional learning and capacity building to support, promote, and develop racial equity in education. The partner districts are New Haven, Middletown, New London, Waterbury, New Britain, and Southington.

Components and Deliverables

The project will span from execution of contract until June 30, 2022 and will result in the following deliverables:

Components	Description of Expectations/Deliverables
Enrollment	Enroll up to 5 participants per district, selected by each partner district.
Professional Learning	Provide professional development, support, and networking opportunities to educators and educational leaders of color in specific partner school districts to promote growth, development, and sustainability.
Networking and Community Building	Develop networking and engagement opportunities to build collaboration and partnerships, and foster the exchange of ideas and best practices.

Required Minimum Qualifications for Consideration

1. Demonstrated experience and expertise in delivering professional development to support educators of color in areas of capacity building, leadership/career development, community building, and culturally responsive coaching.
2. Demonstrated experience leading racial affinity groups and engaging in conversations on issues relating to race and racism.

Proposal Requirements

- I. Cover page must include:
 - organization/individual name;
 - complete address; and
 - contact name, phone, and email.

- II. All proposals must include the following required information as outlined. Failure to include the required information will result in disqualification of the proposal from being read/scored:
 - A. Description of organization's/individual's evidence of (see minimum qualifications above):
 1. expertise;
 2. experience;
 3. capacity; and
 4. availability.

 - B. Outline of the planned methodology and activities in relation to expectations (see components and deliverables above), including timeline for completion of scope of work and deliverables.

 - C. Itemized budget/cost for scope of services.

- III. All proposals must follow the required format below. Failure to follow the required format will result in disqualification of proposal from being read/scored:
 - All pages must be numbered
 - Page Limit: 6, including cover page
 - Page Size: 8 ½ x 11, portrait
 - Font Type: Calibri
 - Font Size: 12
 - Double-spaced (except tables)
 - Margins: .75" minimum on the top, bottom, and sides of all pages
 - Do not use material in proposals dependent on color distinctions, animation, hyperlinks, etc.
 - Do not include attachments other than those requested or required by this RFP.
 - Upload single pdf with file name of organization to <https://serc.info/rfpaffinity>

Proposal Schedule

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Instructions for Proposers

I. Contact Limitation

During the period from organization’s/individual’s receipt of this RFP until the Award Announcement is made and a contract is awarded, the organization/individual **shall not contact** any member of SERC or the SERC Foundation for additional information **except in writing directed to** Michelle Weaver, Legal Counsel, at weaver@ctserc.org.

II. Questions

Questions for the purposes of clarifying the RFP must be submitted **in writing by email** to Michelle Weaver, Legal Counsel, at weaver@ctserc.org and must be received no later than **4:00 pm, Friday, February 11, 2022**.

Questions and responses will be posted as an **“Addendum to RFP: To Provide Professional Learning to Educators and Educational Leaders of Color through the Convening of Affinity Groups”** by **4:00 pm Tuesday, February 15, 2022**. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

III. Proposal Submission

All responses to this solicitation must be received **in single pdf format** at <https://serc.info/rfpaffinity> no later than **4:00 PM on Monday, February 21, 2022**.

Selection Criteria

All proposals will be blinded, double-scored (i.e., not met, somewhat met, fully met), and averaged. If the average score is equal to or within one point of another proposal, both proposals will be triple-scored and the average of the highest two scores will be used. Selections for each component will be based on highest-ranked proposals with scores above 50.

Criteria for Evaluation of Proposals	Percent of Score
1. Demonstrated expertise and institutional/individual capacity	35%
a. Proposer has provided a detailed description of the leadership and staffing for this project	0-10 points
b. Proposer has documented a clear explanation of staff expertise and experience	0-10 points
c. Proposer clearly demonstrates staff capacity and availability to manage project	0-15 points
2. Understanding of project via specifications of bid	45%
a. Proposer has submitted detailed description of the planned methodology and activities, including a timeline for completing scope of work and deliverables	0-15 points
b. Proposer demonstrates a thorough understanding of component expectations	0-15 points
c. Proposer has articulated a purposeful and thoughtful plan for implementation	0-15 points
3. Reasonability of cost related to expected products and services	20%
a. Cost considered reasonable in light of funding available	0-10 points
b. Deliverables are documented separately from total cost	0-10 points
TOTAL	100%

General Information

I. Contract Period

The contract period shall begin on the day of approval through June 30, 2022. The Foundation reserves the right to extend this contract.

II. Contract Award

The Foundation reserves the right to award the contract in a manner deemed to be in its best interest.

III. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 30 days from the due date of the proposals.

IV. Amendment or Cancellation of the RFP

The Foundation reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems to be in its best interest.

V. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by the Foundation. The Foundation, at its option, may seek proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

VI. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of expertise, experience, performance, ability, and/or financial surety that the Foundation deems to be necessary or appropriate to fully establish the qualifications represented in proposal.

VII. Proposer Demonstration of Proposed Services and/or Products

Proposers must be able to confirm their ability to provide all proposed services.

VIII. Erroneous Awards

The Foundation reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a proposer and subsequently awarding the contract to a different proposer. Such action shall not constitute a breach of contract on the part of the Foundation because the contract with the initial proposer will be deemed voided as if no contract were ever in place.

IX. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required.

X. Ownership of Proposals

All proposals shall become the property of the Foundation.

XI. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Foundation unless otherwise stated in the contract.

XII. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with the Foundation will be disregarded in any proposal evaluation or associated award.

XIII. Not a Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. The Foundation will pursue negotiations with the highest-scoring proposal. If, for some reason, the Foundation and the initial proposer fail to reach consensus on the issues relative to a contract, then the Foundation may commence contract negotiations with other proposers. The Foundation may decide at any time to start the RFP process again.

The selected proposer will be required to sign a formal contract. The contract may include a liquidated damages clause at the discretion of the Foundation, in addition to other relevant clauses.

XIV. Subcontractors

The Foundation prohibits the use of any subcontractors by the successful proposer. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted by the proposer on behalf of the Foundation.

XV. Accounting Procedures

Generally accepted accounting principles (GAAP) or another acceptable accounting method must be utilized.