

**ADDENDUM TO RFP 534 –
Title IA Participation of Children Attending Non-public Schools in Milwaukee, Wisconsin**

Note the following changes to RFP specifications in sections referenced. ~~Strikethrough~~ is used for deleted RFP text, **blue** for new additions to RFP.

Cover page

Paragraph 3: Proposals will be accepted no later than 11:00 A.M. CST, ~~August 24, 2006.~~ **October 17, 2006.** Proposals received after this time will not be accepted.

Paragraph 7: I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits. The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition. I acknowledge that there is no conflict of interest as defined by section ~~3.10~~ **4.10** unless otherwise expressly disclosed by attachment to this page.

Section 1.0 Request for Proposals Overview

Line 4: RFP Due Date ~~August 24, 2006.~~ **October 17, 2006.**

Section 1.2 Scope of Services Sought

Paragraph 3: The target population is non-public school children identified as failing or most at risk of failing to meet challenging ~~State~~ academic content and student academic achievement standards **as adopted by each participating students' non-public school**, and who live in the City of Milwaukee and who are enrolled in participating non-public schools.

Paragraph 4: MPS is inviting qualified vendors to submit proposals to provide professional services for City eligible students attending participating non-public schools. **Contracts awarded to successful applicants may be renewable for up to three years.** Services may include but are not limited to:

1. Extended-day Services (before or after-school, summer or weekend programs);
2. Family Literacy Programs;
3. Counseling Programs (which may be used to supplement Title I educational services);
4. Computer-Assisted Instruction (CAI), which may be used as central focus or services;
5. Home Tutoring;
6. Take-Home Computers (**under the direction of a highly qualified teacher**);
7. School Day Services designed to address individual learning needs;
8. Combinations of the above; and
9. Other programs allowable for non-public schools under Title I regulations.

Paragraph 8: The objective of Title I is to assist eligible non-public school children in acquiring the knowledge and skills necessary to meet challenging ~~State~~ academic content and student academic achievement standards. This objective shall be accomplished by:

Section 1.3 Qualifications of Vendors

Vendors must be able to demonstrate a clear and proven track record of **effective** educational services.

Other client projects that demonstrate equivalency are acceptable. The successful vendors will be responsible for providing required expertise and personnel. The successful vendors will be required to list their firms' proven track records as well as the names and résumés of the individuals assigned to the MPS contract. Firms also must identify who will be in charge of the project. Proposers must also provide three client references (school districts), including specific ~~contract~~ **contact** information: staff names, titles, phone numbers, and e-mail addresses. A Client Reference Form is attached as Appendix A.

Section 1.6 Historically Underutilized Business (HUB) Requirements

Paragraph 3: If you are not a HUB firm, but seek to fulfill the HUB requirement, you may do so by engaging in a joint venture¹ with (a) HUB firm(s), by subcontracting with (a) HUB firm(s), or by making second-tier purchases from (a) HUB firm(s). The District encourages joint ventures as a method to meet the HUB requirement. A list of certified HUB vendors is attached as ~~Appendix A~~ [Appendix B](#). This is **not** a comprehensive list of HUB vendors. Respondents are free to meet HUB participation requirements with any HUB vendor as long as proof of certification is provided.

Section 2

Add Section 2.6: [Relationship between MPS and Non-public Schools under ESEA](#)

[MPS is the Local Education Agency \(LEA\) given control of and responsibility for compliance with provisions of the Elementary and Secondary Education Act in Milwaukee, Wisconsin. Under ESEA, MPS is required to provide goods and services to promote student achievement in relation to Wisconsin's academic content and student achievement standards or alternative high standards adopted by a participating non-public school. for eligible City of Milwaukee resident students in public and non-public schools.](#)

[At non-public schools serving privately enrolled students, Title IA may provide "Targeted Assistance" to eligible students in greatest academic need. Additionally, MPS contracts with private agencies to provide educational services for MPS enrolled students. Title IA services for MPS enrolled students may be provided under the Targeted Assistance model or under a "School Wide" model, depending upon the status of the school.](#)

Section 3.2 INITIAL MANAGEMENT PLAN AND REPORT

Item 5: Submission of a plan to assess annual progress (see section 3.10) [and make program improvements as needed.](#)

Section 3.4 NOVEMBER MANAGEMENT REPORT: CONTENTS AND GUIDELINES (as reformatted here).

The contractor shall update the Management Report developed in the proposal for this contract and approved by MPS for the school year under contract. The contractor shall implement its program and shall submit an updated Management Report to MPS by November ~~15~~ [1](#) of the contract year. MPS may seek clarifications or updates on information submitted in the November Management report as the contract year proceeds. The November report will also include information on the following items:

- 1) Contractor Employees: The contractor shall submit information about qualifications and criminal background checks of persons serving Title I students, the number of full-time equivalent (FTE) staff and current Title I staff salaries.
 - a) The contractor shall recruit, assign, supervise, and provide orientation to highly qualified personnel, hire
 - b) Assign employees, including Title I personnel, without regard to their religious affiliations, or lack of such affiliations; and
 - c) Maintain a list of qualified substitute personnel to ensure continuity of services in cases of extended staff absence.
- 2) Results of Title IA fall [student academic achievement](#) testing.
- 3) Status of the MPS provided Title I student Eligibility Reports from each school vendor is contracted to serve.

To be eligible to receive Title I service, a non-public school child must reside in a participating public school attendance area and must meet the criteria in Section 1115(b) of the ESEA. Under that section, certain children would be eligible by virtue of their status: for example, homeless children and children

who in the preceding two years participated in Head Start, Even Start, Early Reading First, a Title I preschool, or Title I, Part C. However, the criterion that a student is failing, or most at risk of failing, to meet challenging academic content and student academic achievement standards is, for the majority of nonpublic school children, likely to be the criterion by which eligibility for Title I services shall be determined.

*In consultation with MPS and non-public school officials, the contractor shall establish criteria to determine which non-public school children are eligible and, within the eligible group, which children shall be served. The contractor shall either select non-public school children who are failing, or most at risk of failing, to meet Wisconsin's academic content and student achievement standards or shall select non-public school children who are failing, or most at risk of failing, to meet high levels of achievement comparable to those required by the state's challenging academic content and student academic achievement standards using multiple, educationally related, objective criteria. In some instances, it may not be appropriate to expect non-public school children to meet the state's standards-
-for example, if those standards are not aligned with the curriculum of the non-public schools. If the contractor, in consultation with non-public school officials, determines that it would be inappropriate to measure the achievement of participating nonpublic school children in relation to the state's academic content and student academic achievement standards, the contractor shall develop alternative standards that provide reasonable promise of those children achieving the high levels called for by the state's student academic achievement standards.*

Children from grades 2 and below shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

Title I funds may not be used to identify those non-public school children that are eligible to participate. Title I funds, however, may be used to select participants from those who are eligible and to determine the specific educational needs of participating children.

Eligibility reports will address the following:

- a) Eligibility Reports must contain complete and accurate demographic information, eligibility criterion, Title I ranked need and an indication of subject areas addresses in Title I program for each student being served. Additionally, Eligibility Reports must contain current school enrollment information and an assurance from participating schools that all participating students are City of Milwaukee residents with parental consent for Title I program participation.
- b) Eligibility reports must indicate service to students in greatest need, so no students with lower Title I ranked need will be served until all students with higher ranked need are being served.
- c) Reports at non-public, Targeted Assistance schools should also reflect service to eligible students and not to participating schools. Focused and ample service for participating students in greatest need should be considered over the extension of services to a large percentage of non-public school students, even if very high percentages of students meet Title I eligibility criterion.

4) Allocation and Use of Title I Funds

- a) It is expected that Title I services will be delivered based upon available school allocations. Failure to provide such services in a timely and satisfactory way (as determined by MPS) may result in the reassignment of school allocation(s) to another contractor or a district decision not to renew a contract for subsequent school years.
- b) If services to assigned schools are not being offered because schools have refused all or part of services available to them with allocations provided, statements signed by non-public school administrators to that effect are to be submitted with the November Management Report or with a monthly billing statement as soon as possible after the school makes that decision. If such a statement is not made available, contractor shall verify refusal of service agreement in a certified

letter to the school and submit a copy of the letter as documentation of the refusal. In such cases, funds allocated for the school in question may no longer be used by the contractor for any purpose.

- c) If schools close during the school year, contractors may bill for expenses related to services provided at that school but after such obligations are met, remaining funds allocated for the school in question may no longer be used by the contractor for any purpose.
 - d) The contractor, in consultation with MPS and non-public school officials, shall choose one, or a combination, of the following options for using the Title I funds generated by non-public school children from low-income families.
 - i) Provide equitable services to eligible children in each non-public school with the funds generated by children from low-income families residing in participating public school attendance areas who attend that non-public school.
 - ii) Combine the funds generated by low-income non-public school children in all participating areas to create a pool of funds from which the contractor provides equitable services to eligible non-public school children, residing in participating public school attendance areas, who are in the greatest educational need of those services. Under this option, the services provided to eligible children in a particular non-public school are not dependent upon the amount of funds generated by low-income children in the school.
 - e) When designing a Title I program(s), the contractor shall design services that shall best meet the needs of the students to be served and that is administratively feasible. There may be instances where, for example, there are a very small number of students to be served at a particular non-public school site. In those instances, alternatives to direct teacher-student instruction should be considered. Such alternative strategies might include online, teacher monitored computer-assisted instruction, home tutoring, family literacy, and after or before school programs. Regardless of the service design, which the contractor shall develop after consultation with MPS and the non-public school officials and parents, the contractor shall justify that the Title I program is administratively feasible to carry out.
- 5) One to two page program description summary for distribution to non-public schools during the annual vendor selection process. Summary should include information about program goals and activities, per pupil costs, times and duration of services, grade ranges to be served and program capacity (limit to schools/students that might be served).
- 6) Delivery of Services; Describe services being delivered at contractually assigned non-public schools, including alternatives to direct teacher-student instruction, if any.

Once students are selected, the contractor, in consultation with MPS and non-public school officials, shall determine what Title I service is to be provided. The non-public school students' needs shall determine what Title I services are appropriate and may be in subject areas or grade levels that are different from those provided to public school students. The type of services to be provided shall give reasonable promise that the children shall make progress toward achieving the state's challenging student academic achievement standards or, alternatively, high standards developed by the contractor, in consultation with non-public school officials. Services may include, but are not limited to:

- a) Extended-day Services (before or after-school, summer or weekend programs);
- b) Family Literacy Programs;
- c) Counseling Programs (which may be used to supplement Title I educational services);
- d) Computer-Assisted Instruction (CAI) [under the direction of a highly qualified teacher](#), which may be used as central focus or as a supplement to other services;
- e) Home Tutoring;
- f) Take-Home Computers [using curricular resources supervised by highly qualified teachers](#);
- g) School Day Services designed to address individual learning needs;

- h) Combinations of the above; and
 - i) Other programs allowable for non-public schools under Title Program regulations. (If non-public schools and MPS request vendor services through pooling arrangements under Title Programs other than Title I, contracts separate from any Title I agreement may be developed to address non-public school and district needs.)
- 7) Program Goals/Objectives: Describe instructional programs implemented at schools including subject areas, assessment instruments, content of curriculum, teaching methods, types of equipment and materials, and coordination of instruction with regular classroom teachers.
- a) In consultation with non-public school officials, the contractor shall design Title I programs that provide participating children an equitable opportunity to meet the State's academic content and student academic achievement standards or alternative high standards.
 - b) The program provided to non-public school children shall be based on effective methods and instructional strategies for improving achievement that are based on scientifically based research, give primary consideration to providing extended learning time, and provide an accelerated, high-quality curriculum. Based on the needs of the children to be served, the contractor shall implement the contractor's instructional program, including subject areas, assessment instruments, content of curriculum, teaching methods, and types of equipment and materials that was submitted with this proposal and approved by MPS. The instructional program developed by the contractor shall not only supplement but also coordinate with the instruction that the non-public school children are receiving in their regular classrooms.
- 8) Timely and Meaningful Consultation: Report any difficulties in establishing or maintaining contact or with instituting services at assigned schools. Provide MPS with copies of written communications sent to participating non-public schools as they are sent.
- Section 1120(b) of the ESEA requires that timely and meaningful consultation with appropriate non-public school officials shall occur during the design and development of the Title I program for eligible nonpublic school students and shall continue through implementation and assessment. The contractor shall participate in consultation procedures required by MPS and ESEA.
- 9) Parent Involvement: Report on parental involvement activities and plans.
- a) Section 1120(a) (1) of the ESEA requires that families of participating non-public school children participate, on an equitable basis, in parental involvement activities under Section 1118 of the ESEA. The contractor shall implement the activities required by Title I and described in the Management Report submitted as part of this proposal and approved by MPS.
 - b) The contractor shall reserve not less than 1 percent of the amount allocated under the contract (an amount to be specified by MPS each year for each school) to carry out parent involvement activities, including family literacy and parenting skills.
- 10) Equitable Services for Non-public School Teachers of Title I Participants: Report on professional development activities and plans.
- a) Section 1120(a) (1) of the ESEA requires that non-public schoolteachers of participating Title I students receive professional development. The contractor shall implement professional development activities as required by Title I and described in the Management Report submitted as part of this proposal and approved by MPS.
 - b) The contractor shall spend at least 5% of the funds to provide professional development activities (an amount to be specified by MPS each year for each school) to Title I personnel under 9101(34) of the Act.

- 11) Complaint Procedures: The contractor shall distribute written procedures put into place for the investigation and resolution, within a reasonable time, of complaints made by concerned organizations or individuals concerning violations of Title I or problems in the delivery of services in connection with contractor activities. These procedures shall be distributed annually to MPS, non-public school officials and parents of participating children.
- 12) Program Monitoring: submit to MPS the monitoring instrument that the contractor will use to annually monitor its Title I program. The monitoring instrument shall include, but not be limited to, a review of the following: eligibility and selection of children served; teacher performance, including use of methods and materials; teacher evaluations of student performance; records of student progress; records of communication between Title I teachers and non-public school teachers; records of meetings with parents; reports of student progress to parents; and organization and condition of instructional facilities.
- a) The contractor shall implement monitoring procedures to be used by the instructional supervisors. These procedures shall include, but not be limited to, a monthly monitoring schedule, a record of site visits completed, the results of the visits, and anticipated follow-up.
- b) The contractor shall include in its monitoring a systematic review of the effectiveness of the maintenance of the secular nature of the programs used for Title I purposes. The contractor shall implement a monitoring system, which includes unannounced visits to each Title I staff member onsite each month. The contractor shall visit all Title I sites serving non-public school children on a rotating basis during each school year.

Section 3.7 TASK 7: STUDENT RECORDS

The contractor shall develop and maintain appropriate individual student records that reflect the needs of participating students and their progress toward meeting the student academic achievement standards in the subject areas in which they are receiving instruction. [Contractors are bound by state law relating to the confidentiality of student records.](#)

Section 3.11 TASK 11: PROGRAM MODIFICATIONS

If the contractor determines that a program has not made annual progress, the contractor, in consultation [with MPS and](#) with appropriate non-public school officials, shall make modifications to the instructional program that are warranted and have the greatest likelihood of improving the performance of participating children in meeting the state's student academic achievement standards or any alternative standards developed in consultation with participating nonpublic schools.

Section 3.14 TASK 14: ANNUAL AUDIT

The contractor shall provide MPS with annual audited financial statements conducted by an independent auditor if services valued at \$300,000 or more are contracted. [Such audits will be conducted as required by the U. S. Office of Management and Budget Circular A-133.](#) The independent auditors shall confirm contractor's compliance with the terms of the contract, specifically addressing completion of all Tasks enumerated in this section of the RFP. Contractor shall permit the authorized representative of MPS to inspect and audit all data and records of the Contractor that are related to these services for a period up to three years after completion of the Contract. Contractors are to maintain detailed expenditure reports for each school served. These expenditure reports shall be available to MPS upon request. Annual audit reports are to include detailed expenditure reports for a small number of schools to be named by the district. Annual audit will ~~begin~~ [be completed](#) within 90 days of the close of the contract year. The contractor shall submit to MPS two copies of the annual audit report no later than two weeks after the contractor receives the audit report.

Section 3.15 End of the Year Evaluation and Inventory Reports

Items 6 and 7:

- 6) [A description of](#) special problems encountered and solutions applied or anticipated; and
- 7) [A description of](#) complaints and status of their resolution.

Section 4.2 General Instructions

Paragraph 2: Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFP document as soon as they become aware of them. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the vendor should immediately notify the individuals identified in Section ~~3.1~~ 4.1 of such error and request a modification or clarification of the RFP document. Only those District agents listed in Section ~~3.1~~ 4.1 are authorized to interpret the RFP. MPS shall not be responsible for interpretations offered by other employees of the District.

Paragraph 3: All questions are to be submitted in writing using either email or fax, with email being the preferred format. All questions are to be sent to Joan Aguado at the email address or fax number shown above. Only questions submitted in writing prior to the deadline noted in Section ~~3.1~~ 4.11 will be answered. No questions will be responded to after that date and time. Substantive responses will be documented by way of addenda, which will be posted on the District's portal.

Section 4.3 How to Respond

The cover page of this RFP document contains specific instructions as to where and to whom your response should be addressed, the number of copies needed, the due date and cutoff time, along with other important instructions. Specific requirements of the responses are set forth herein in section ~~4.2~~ ~~4.3~~ 5.2 – 5.3.

Section 4.9 Vendor Conduct

During the RFP window (the date from release of this RFP to final award), vendors are not permitted to contact any District employees or members of the Board of School Directors regarding this RFP unless with the permission of the District's designated contact persons identified in Section ~~3.1~~ 4.1. No gratuities of any kind will be accepted including meals, gifts, and trips, except as provided for as reference site visitations during finalist evaluations. Violation of these conditions will constitute immediate disqualification.

Section 4.11 Calendar of Events

Activities, along with specific dates, must be completed as indicated below unless otherwise changed by the District. In the event the District finds it necessary to change any of the specified dates and times in the calendar of events, it will do so by issuing an addendum to this RFP.

Milestone	Date
Issue RFP	July 14, 2006
Deadline for Submission of Written Questions	August 4, 2006 September 15, 2006
Final RFP Addenda	August 11, 2006 September 22, 2006
Proposal Due Date	August 24, 2006 October 17, 2006
Vendor Presentations	Week of August 28 Week of October 23, 2006

4.12 Evaluation Criterion

Second table, Combine Experience and Key Personnel Criteria and change scoring in second table as noted below:

Experience and Key Personnel	Demonstrates evidence of contractor experience in providing educational services/ Title I service. Provides key personnel with appropriate qualifications including but not limited to a Project Director with training and experience in administration of education programs and other individuals with knowledge and experience in (1) curriculum and interpretation of data (2) effective parental involvement and professional development activities, and (3) general accounting principles and demonstrates accurate record keeping.	10
Management Plan	Has a Management Plan that provides for adequate supervision and quality control and provides time commitment of staff members and addresses. See section 3.2 for required elements of the RFP management	10

Section 4.14 Appeal of Award

The award is based on several conditions, price being just one of the elements. Please refer to Section ~~3.12~~ [4.12](#) Evaluation Criteria to see how the response will be evaluated. Vendors may appeal an award by submitting in writing a request to reconsider to Jim Wegman, Procurement Manager, within 72 hours of the Notice of the Award being posted on MPS' portal, or upon actual receipt of the Notice, whichever is sooner. Vendors must clearly state their reason(s) for an appeal.

Section 4.16 Cost Proposal to Remain Open

All vendors agree to hold their cost proposal pricing open for a minimum of ~~six (6)~~ nine (9) months after the proposal closing date.