



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**

**REQUEST FOR PROPOSALS (RFP)**  
**RFP-VIDE-2023-003**  
**LEADERSHIP DEVELOPMENT FOR THE SENIOR CABINET, LEADERSHIP TRAINING FOR**  
**PRINCIPALS AND ASSISTANT PRINCIPALS**  
**At the Virgin Islands Department of Education**

Bid Date: August 28, 2023

**Bid Deadline: September 22, 2023**  
**Last day for inquiries: September 14, 2023**

Electronic Bids should be emailed to [bids@vide.vi](mailto:bids@vide.vi)

## I. GENERAL INFORMATION

### A. PURPOSE / OVERVIEW

The purpose of this RFP is to seek proposals from qualified individuals or organizations with evidence of school turnaround expertise that will expand the Department's Education Turnaround Office (ETO) capacity by providing training to the Senior Cabinet, Principals, and Assistant Principals. Designing and implementing the ETO requires enhancing the leadership capacities of not only the ETO team but also all State (SEA) and local (LEA) leaders.

The Virgin Islands Department of Education (VIDE) seeks qualified service provider(s) with the knowledge, experience, and expertise to provide all things necessary for whole group training sessions, and greater access to knowledge, including evidence-based practices for transforming schools.

The qualified service provider must provide professional development services, materials, and access to resources for all participants identified by the Commissioner of Education. The proposal must include services and costs inclusive for the 2023-2024 school year.

### B. BACKGROUND

#### Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

<b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b>	<b>Number</b>
<b>Schools</b>	<b>12</b>
Elementary Schools	7
Middle Schools	2
Junior High School	1
High Schools	2
<b>Programs</b>	<b>3</b>
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	15
<b>Number of Students</b>	<b>5,375</b>

<b>ST. CROIX SCHOOL DISTRICT</b>	
<b>Schools</b>	<b>10</b>
Elementary Schools (PK-6/PK-8)	7
High Schools	2
Junior High	1
<b>Programs</b>	<b>3</b>
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	13
<b>Number of Students</b>	<b>5,160</b>
<b><u>BOTH DISTRICTS</u></b>	
<b>TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS</b>	25
<b>TOTAL NUMBER OF PROGRAMS</b>	6
<b>TOTAL NUMBER OF STUDENTS</b>	<b>10,757</b>
<b>TOTAL NUMBER OF TEACHERS/ADMINISTRATORS</b>	1,124

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Education Transformation Office (ETO) has been designated and will serve as the DOE liaison on this project.

**C. ADMINISTRATIVE STRUCTURE**

Honorable Dionne Wells Hedrington, Ed.D., Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents.

**D. CONTRACT TYPE**

The contract awarded under this RFP will be a professional service contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

**E. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of four (4) months with the opportunity for an extension.

**F. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation.

A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
  - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

#### **H. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

#### **I. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

#### **J. GIFTS FROM CONSULTANT**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

#### **K. LICENSES, FEES & TAXES**

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

#### **L. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

***Part I: Narrative***

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

***Part II: Cost Proposal***

The proposal shall provide the proposed compensation for the services to be provided as described in Section II.

**M. FEDERAL FUNDING/DEBARMENT CERTIFICATION**

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

**II. SCOPE OF SERVICES**

**Overview**

The selected contractor shall provide twenty (20) professional development training days for approximately 110 VIDE Senior and School-based Leadership Teams. The contractor will facilitate 10 whole group sessions (1 day per session) focused on equipping 30 Senior Cabinet participants with skills, strategies, and insights essential for visionary and effective leadership in the St. Thomas-St. John District.

The selected contractor shall provide the remaining 10 whole group sessions (1 day per session) to approximately 80 School-based Leadership Team members (Principals and Assistant Principals). These sessions will equip School-based leaders with the knowledge and strategies to transform schools, lead teams, resolve conflicts, manage time, foster innovation, and promote creativity. School-based Leadership Teams will be trained in their respective districts (40 participants per district).

### **Tasks**

- A. The selected contractor shall provide training to the senior cabinet to assist with building their capacities ensuring they are equipped to lead with vision, strategy, and collaboration. Topics must include:
1. Visionary Leadership
  2. Leading Transformational Change
  3. Strategic Planning and Implementation
  4. Communication in Leadership
  5. Collaboration in Leadership
  6. Data-Informed Decision Making
  7. Ethical Leadership & Integrity
  8. Emotional Intelligence & Resilient Leadership
  9. Stakeholder Engagement & Community Building
  10. Continuous Professional Development & Growth Mindset
- B. The selected contractor shall provide leadership training for School-based Leadership Teams. Topics must include:
1. School Transformation and Vision Setting
  2. Building and Leading Effective Teams
  3. Conflict Resolution and Communication
  4. Time Management and Prioritization
  5. Fostering Creativity and Innovation
  6. Nurturing a Positive School Culture
  7. The Digital Classroom: Leveraging Technology in Education
  8. Equity, Inclusion, and Diversity in Schools
  9. Mental Health and Well-being in Schools
  10. Building Resilient Educational Communities

The leadership training is to take place from September 2023, through December 2023.

### **Deliverables**

Upon approval of the contract, the selected contractor will provide:

1. Training with interactive opportunities for participants.
2. Participants with:
  - a. session training materials to include the books used to guide professional development.
  - b. online access to session training materials and professional learning resources for implementation in leadership practice.

- c. certificates by session with training hours included.
- 3. The Commissioner with reports that detail the progress of the sessions provided inclusive of sign-in sheets from training.
- 4. A final report summarizing the services rendered with observations/recommendations to benefit VIDE, training evaluation data, and possible next steps for training and implementation of the Education Transformation Office (ETO).

### III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor’s non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

### IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting document must reflect the legal name of the entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city, or county in which the foreign corporation is operating.
- (3) One (1) current Certificate(s) **of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One hundred thousand Dollars and Zero Cents (\$100,000.00)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (8) System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; [www.sam.gov](http://www.sam.gov).

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.