

# Lewis County Schools

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## Request for Proposal (RFP)

### Professional Development: Leadership Development and Effective Practices

#### District Leadership Team

#### Purpose

The purpose of this RFP is to solicit sealed bids from qualified professional development providers to deliver high-quality training and support for the Lewis County Schools Leadership Team. This professional development will focus on strengthening district leadership capacity to:

1. Lead standards-based instruction and assessment practices,
2. Support the implementation of standards-based grading across schools,
3. Facilitate and sustain effective Professional Learning Communities (PLCs), and
4. Build collaborative leadership strategies for continuous improvement.

#### Key Dates

Issue Date: September 5, 2025

Response Deadline: September 19, 2025 – 12:00 PM EST

#### Contact Information

Janet Sabatelli  
Director of Federal Programs and Curriculum  
Lewis County Schools  
239 Court Avenue  
Weston, WV 26452  
Phone: 304-269-8300  
Email: janet.sabatelli@k12.wv.us

#### Overview

Lewis County Schools seeks proposals from experienced and reputable professional development providers who can design and deliver leadership-focused professional learning that equips the district's leadership team with the tools and strategies to guide

instructional improvement, support effective grading practices, and foster a culture of collaboration across schools.

## **Scope of Work**

Leadership Development:

- Provide training on instructional leadership, standards alignment, and effective grading practices.
- Facilitate workshops on leading and sustaining Professional Learning Communities (PLCs).
- Deliver coaching on collaborative leadership, decision-making, and data-driven improvement.

Support & Resources:

- Real-time leadership coaching sessions.
- Strategies for analyzing districtwide data to inform decisions.
- Tools and frameworks to support school leaders in guiding teacher practice.

Materials & Resources:

- Leadership guides, handouts, and digital resources.

Follow-Up & Support:

- Office hours, virtual coaching, and follow-up webinars for district leaders.

## **Project Design: 10 Days of Training**

The professional development project will consist of 10 total days dedicated to the Lewis County Schools Leadership Team. The training should include a blend of workshops, coaching sessions, and collaborative planning. Vendors should provide a detailed structure for how the 10 days will be delivered.

## **Goals**

1. Strengthen the leadership team's ability to support standards-based instruction and assessment.
2. Provide tools for district leaders to guide consistent grading practices.
3. Equip leaders to facilitate and sustain effective PLCs across schools.
4. Build leadership capacity to drive continuous improvement across the district.

## **Contract Period**

The awarded contract shall be for the period October 1, 2025 through June 1, 2026. The contract may be renewed for up to two (2) successive one-year periods upon mutual agreement.

## Evaluation Criteria

- Experience & Qualifications (40%)
- Proposed Approach & Methodology (20%)
- Budget & Cost-Effectiveness (20%)
- Past Performance (20%)

## Proposal Requirements

1. Proposed Approach – Leadership PD plan, tailored to Lewis County Schools, with a timeline for the 10 days.
2. References/Past Performance – at least two district references plus outcome evidence.
3. Budget – itemized costs (daily/half-day, package pricing, 10-day total).
4. Required Documentation – WV Business Registration, WV Business License, Equal Opportunity Statement, Conflict of Interest, Affidavit, WV-96 form, proof of insurance.

## Submission Instructions

Sealed bids are due by September 19, 2025 at 12:00 PM EST. Late bids will not be accepted.

Address to:

Lewis County Schools

Attn: Janet Sabatelli, Director of Federal Programs and Curriculum

239 Court Avenue

Weston, WV 26452

Marked: Leadership Professional Development – Lewis County Schools

## Terms & Conditions

- Lewis County Schools reserves the right to reject any/all bids.
- Contractors must follow professional conduct and district policies.
- Tobacco use, profanity, and unprofessional behavior are prohibited on school property.

## Required Forms

### Equal Opportunity Statement Form

(Your Company Name) does not discriminate on the basis of age, sex, race, color, religion, disability, marital status, or national origin in employment or in its programs or activities.

I, the undersigned, certify that the above statement is accurate.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **Possible Conflicts of Interest Form**

1. Name of Business: \_\_\_\_\_

2. Is any employee or member of the Lewis County Board of Education an owner, shareholder, or creditor of this business?  Yes  No

3. If yes, list names: \_\_\_\_\_

4. Do any of these individuals hold an interest exceeding 10% of the partnership or \$30,000?  Yes  No

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Affidavit Form**

I, \_\_\_\_\_, affirm that I am authorized to sign on behalf of \_\_\_\_\_ (company name), and that the company is not in default with any state, county, or federal obligations, including taxes, workers' compensation, and unemployment insurance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **WV-96 Form**

(Attach official WV-96 form – must be signed, no modifications allowed.)

### **Insurance Coverage**

Proof of commercial general liability (\$1,250,000 minimum), automobile coverage (\$1,250,000 minimum), and umbrella insurance (\$1,250,000 minimum) must be attached.