

Professional Learning: Instructional Coaching RFP

Due to Janet Sabatelli by November 12, 2025.

Scope of Work

Statement of Need

Lewis County Schools is seeking a seeking a product-specific coaching offering designed to improve and sustain student achievement while building the capacity of instructional leadership teams and strengthening teacher practice. Coaching will be delivered to Peterson-Central Elementary School and Robert L. Bland Middle School.

The contract start date is November 18, 2025. Implementation is expected to serve 18 educators across sites for the 2025-2026 school year, with professional learning beginning in November.

Mandatory Program Requirements

Bidders must complete the table below and also respond point-by-point with a narrative explanation for all mandatory program requirements. At a minimum, the solution must meet the following requirements:

Mandatory Requirement	Comply? (Yes or No)
Professional Learning – Item 1	
1.1 Overview of professional learning philosophy.	
1.2 Provides professional learning on the use and implementation of the materials with fidelity.	
1.3 A description of the in-person and virtual professional learning coaching pathways, including audience, length, and outcomes.	
1.4 Availability of 24/7 on-demand professional learning resources at no additional cost to supplement onsite training.	

Proposal Format

Bidders must organize their response as follows. Pertinent product information (e.g., product samples,) may be included as an appendix.

Tab A. Cover Letter

- Stipulate any exceptions to terms or deviations from the scope of work
- Stipulate that your proposal is valid for 60 days from the bid opening date
- Provide name, title, phone, and email information for contact person authorized to negotiate a contract on your organization's behalf

Tab B. Table of Contents

Tab C. Executive Summary

- Provide a summary of the proposed solution, explaining the features and benefits of the prospective vendor's offer(s). Executive Summary should not exceed two pages.

Tab D. Scope of Work

- Completed Mandatory Requirements table
- Point-by-point response to each numbered Mandatory Requirement (use the same numbering scheme employed in the table)

Tab E. Corporate Capabilities and Experience

- Description of firm, including date of founding, scope of services/expertise, # of personnel
- Describe relevant experience which demonstrates your capacity to perform the requested services

Tab G. Cost Proposal

- Professional learning pricing

Tab H. Agency-Required Forms

- Complete all required forms (W-9, Non-Collusion, etc.)

Tab I. Supporting Collateral/Appendices

We reserve the right to request program user guides, technical manuals, alignment documents, or additional information. Do not provide these materials with your submission.