State of Alabama  
Department of Education  

Request for Proposal  
RFP# SDE2012-01  

Synopsis:  
RFP for consulting company to provide education personnel for intervention and technical assistance where the merit system is not applicable  

Due Date: July 15, 2011  
Time: 5:00 P.M.  
Location: Gordon Persons Building, Room P305  
50 North Ripley Street  
Montgomery, AL 36104  

RFP Public Opening: July 18, 2011  
Time: 10:00 A.M.  
Location: Gordon Persons Building, Room 5119  
50 North Ripley Street  
Montgomery, AL 36104  

Inquires related to this RFP should be directed to:  
Jacky P. Todd, General Services  
Alabama State Department of Education  
50 North Ripley Street, Room P305  
Montgomery, AL 36104  
Telephone (334) 242-9760  
Email: jtodd@alsde.edu
RFP FOR CONSULTING COMPANY TO PROVIDE EDUCATION PERSONNEL FOR INTERVENTION AND TECHNICAL ASSISTANCE WHERE THE MERIT SYSTEM IS NOT APPLICABLE

Overview

The Alabama State Department of Education (Client) has a critical need for specialized, experienced individuals for placement in high-level positions in Local Education Agencies (LEA’s). The State Department of Education is required by law to intervene in schools and/or school systems for financial or academic reasons. A critical need for experienced, qualified personnel also occurs when the LEA has a vacancy in key management positions such as superintendents, chief financial officer, chief academic officer, etc.

These individuals are needed to perform high-level management for financial and academic services. Because of the system level decision-making responsibilities that are required, the Client desires experienced, retired education employees to provide these services.

I. Services

Personnel provided as requested by Client for placement in school systems under intervention for financial or academic reasons will consist of the following classifications, duties, and responsibilities as set forth in Exhibit A attached to this proposal. Personnel will also perform technical assistance and/or follow-up monitoring as designated by the State Superintendent. Individuals will serve as assigned by consulting firm.

   a. Interim Superintendent
   b. Chief Financial Officer/Adviser
   c. Financial Officer
   d. Chief Academic Officer
   e. Peer Assistant
   f. Programmatic Coordinators/Content Area Specialists

Consulting firm must submit a Service Request Form for each employee showing the daily rate based on an eight (8) hour day, project description, start date, and classification. Both the Client and the Consulting firm must approve Service Request Forms before work commences. Suggested format Service Request Form is attached as Exhibit B.
II. Compensation

Consulting firm shall pay the employee(s) monthly, based on time records submitted by the employee(s), and invoice the Client for reimbursement of that employee’s salary, employer’s share of benefits and administrative fee. Consulting firm shall be responsible for payment of all wages, salaries, and shall be responsible for all payroll taxes, FICA, unemployment taxes and all other payroll taxes to the extent applicable. The Client will assist the Consulting firm in establishing rates for the listed specialties.

Consulting firm shall have the sole authority to select such person(s) to perform services provided that such person(s) possess the qualification necessary to perform such services. Individual’s employment contract with Consulting firm should be general employment contract and not job specific i.e., contract should not provide that individual is employed by Consulting firm to be the “Superintendent”, but should provide that individual will serve as assigned by Consulting firm.

II. Requirements

Based on an estimated two year proposed contract for financial and academic at risk intervention of $5 (five) million dollars, the administration fee (%) to be applied to allowable expenditures) to maintain this contract will be considered in the awarding of this contract. On the attached Pricing Sheet, (exhibit C) enter your administrative fee for these services.

The successful firm for this contract can have no lobbyist in its employment. Personnel should be paid by the successful firm for this contract on a schedule that allows the personnel to receive their check on or before the last day of the month following the month the work was performed and provided the employee’s timesheet is received by SDE (State Department of Education) Accounting by the 5th work day of the following month after work performed.

The original and four (4) copies of submitted response to RFP should be received by the State Department of Education by 5:00 P.M. on July 15, 2011, at the following address:

Alabama Department of Education
Office of General Services
50 North Ripley Street
P305 Gordon Persons Building
Montgomery, AL 36104

Attention: Jacky P. Todd

All questions must be emailed to the following address for response:

jtodd@alsde.edu
Exhibit A
Personnel Classifications, Duties and Responsibilities

**Interim Superintendent**

**Reports To:** Consulting Firm  
Assistant State Superintendent of Education for  
Financial and Administrative Services

**Minimum Qualifications:**

1. Holds a degree from a recognized four year college or university with certification in the area of school administration;
2. Have at least three (3) years of successful educational experience as a teacher, principal, supervisor, or superintendent during the five (5) years preceding his/her appointment;
3. Have at least (5) years public school experience, preferably a broad range of elementary and secondary experience;
4. Have demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
5. Possess the ability to view all aspects of issues and respond fairly when views differ from his/her own;
6. Have demonstrated knowledge of school finance;
7. Have demonstrated knowledge of educational research and methods of research;
8. Possess the ability and inclination to delegate authority;
9. Hold an Alabama certificate in administration and supervision;
10. Possess good character, high moral standing, and integrity;
11. Have other qualifications that the Board indentifies and advertises as being necessary and proper.

**The Duties of an Interim Superintendent are to:**

1. Execute and implement adopted policies of the school board;
2. The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and get keeping informed about school operations;
3. To work with staff, assistants, principals, and others in order to prepare and make recommendations to the Board concerning all important business and professional matters;
4. Put the Board’s policies, plans, or programs into effect in complete conformity with the decision of the Board;
5. Serve as the chief executive officer and professional advisor to the Board and be responsible directly to the Board;
6. Keep such records as directed by the Board, state law, the State Board of Education, or other legal and/or regulatory agencies;
7. File with federal and state agencies all reports required by those agencies;
8. The closing of schools and handling of emergencies because of inclement weather, and other common emergencies are at the discretion of the Interim Superintendent or designee; and act fully as the CEO of the school district, directing Assistant
Superintendents, Principals, and other staff in fully implementing the school operations for the district in accordance with the policies of the Board.

**Chief Financial Officer /Advisor**

**Reports To:** Consulting Firm  
Assistant State Superintendent of Education for  
Financial and Administrative Services

**Qualifications:** Minimum ten (10) years experience in education management position.

**Knowledge, Skills and Abilities:** High degree of ability required in understanding of school funding formulas, state tax laws and public school budgeting process. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to establish and maintain effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both in oral and written form.

**Job Goal:** To supervise, direct, and approve all activities regarding budgeting, accounting, and financial reporting. To provide leadership, development, long range planning, supervision, accountability and administration of all financial concerns for local education agency. Will act as a liaison between the State Department of Education and the school district during periods of financial intervention.

**Essential Duties and Responsibilities:**

1. Direct budgeting, accounting and reporting of all school district’s financial transactions in accordance with the State Board of Education rules, Alabama statues, and Board policy, federal and state laws, rules and regulations;
2. Direct analysis of school funding and report information to the State Department of Education and local school Board. Analyze impact of various school funding proposals;
3. Provide a process for allocating school district’s resources to schools and departments to carry out their basic function and mission;
4. Ensure a system is in place to timely pay all of the school district’s financial obligations;
5. Ensure a system is in place to timely pay all of the school district’s payroll obligations;
6. Ensure that all funds are properly accounted for and regular reports are prepared and filed in a timely manner;
7. Develop annual and long range capital project plans and make recommendations regarding financing for various capital projects.
Financial Officer

Reports To: Chief Financial Officer

Qualifications: Proficient in McAleer and other financial Software as needed. Minimum of five (5) years governmental accounting experience on a management level with Alabama Public School Systems.

Knowledge, Skills and Abilities: Knowledge of generally accepted accounting principles, laws, and administrative policies governing school financial practices, standard office and accounting equipment and procedures, auditing procedures, and practices and treasury management. Must have the ability to formulate and install accounting methods, procedures, and records. The Financial Officer must have the ability to plan, organize, and direct the work of employees, ability to perform financial planning and to advise supervisors of the formulation of fiscal policies, ability to prepare complex financial reports and statements using the McAleer, or any other financial software program. The Financial Officer must be proficient in the McAleer financial software program for both the Cobol and Windows versions and must be able to study and be able to analyze data if system is using software program other than McAleer.

Job Goal: Assists in directing, planning and organizing the overall financial accounting and budgeting operations of the School District.

Essential Duties and Responsibilities:
1. Assist in the administration and supervision of financial and budgeting operations, development of budget, and presentations to the State Department of Education, School Board and Administrators;
2. Analyze and review the accounting system, records, policies, and procedures;
3. Assist in financial accounting and reporting of all funds, cash management (CMIA). Assist in monitoring all payroll functions and reports;
4. Assist in the preparation of Annual Financial Report and other statutory cost reports, capital outlay Summary and monthly budget amendment reports;
5. Development and assist in the preparation of FTE accounting and projections;
6. Review current internal control policies and procedures. Implement new procedures if needed;
7. Provide information to auditors;
8. Control and maintain the Capital project work plan and report of construction, renovation, and maintenance projects and fixed assets;
9. Monitor and evaluate the budget on a continuous basis and process appropriate budget amendments;
10. Ensure proper development and execution of staff allocation process and formula allocation;
11. Ensure that all deadlines are adhered to;
12. Participate in the training programs offered to increase the individual’s skill and proficiency related to the assignment;
13. Make recommendations for appropriate employment plan;
14. Assist in implementing the LEA’s goals and strategic commitments;
15. Identify potential problems or opportunities for improvement;
16. Perform other tasks consistent with the goals and objectives of this position.
Chief Academic Officer:

Reports To: Consulting Firm
    Director, Classroom Improvement

Qualifications: Master’s Degree from an accredited educational institution. Certification as school principal with a minimum of five (5) years successful teaching experience. Demonstrated leadership skills. Experience in analysis of assessment data. Other qualifications as deemed necessary.

Knowledge, Skills and Abilities: Knowledge of national and state curriculum initiatives. Knowledge of research, current trends and best practices related to curriculum and instruction. Must have the ability to effectively present information and respond to questions from groups, employees, and the general public. Ability to define problems, collect data, establish facts and draw valid conclusions. Must have the ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with the State Department of Education, district/school staff and the school community. Ability to speak clearly and concisely both in oral and written communication. The ability to perform duties with awareness of all State, District and Board policies.

Job Goal: To provide leadership in the planning, development, implementation, delivery, and evaluation of K-12 education programs designed to meet the needs of students throughout the school district.

Essential Duties and Responsibilities:

1. Provide leadership, oversight, and direction for the overall activities of planning, developing, coordinating, implementing and evaluating all school curriculum functions;
2. Provide direction in school district compliance issues;
3. Initiate the development of goals and objectives within the scope of State Department of Education and school board rules, administrative direction and organizational constraints;
4. Keep well informed about current trends and knowledge in the functions of the school district’s curriculum department;
5. Work with the School Board, Superintendent, and Assistant Superintendents, Directors and Principals, as well as Instructional Staff at the State Department of Education to facilitate collaborative planning for the LEA;
6. Provide support for the improvement of instructional services at the LEA;
7. Interacts with parents, outside agencies, business and community to enhance understanding of school district initiatives and priorities and to elicit support and assistance;
8. Serve as liaison with the Alabama State Department of Education for assigned areas of responsibilities;
9. Work closely with school district/school staff to support school improvement initiatives and processes;
10. Facilitate the development, implementation, and evaluation of staff development activities provided in assigned areas;
11. Prepare and/or oversee the preparation of all required reports and maintain appropriate records;
12. Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided;
13. Direct the implementation of the school district’s goals and strategic commitments;
14. Identify potential problems or opportunities for improvement and take appropriate action;
15. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments;
16. Facilitate problem solving by individuals or groups;
17. Perform other tasks consistent with the goals and objectives of this position.

**Peer Assistants:**

**Reports To:** Consulting Firm
Director, Classroom Improvement

**Qualifications:** Master’s degree from an accredited educational institution. At least three (3) years successful experience as a teacher or administrator. Demonstrated leadership skills. Experience in the analysis of assessment data and the use of data to plan/adjust instruction. Experience in conducting research and formulating presentation modules. Other qualifications as deemed necessary.

**Knowledge, Skills and Abilities:** These individuals must possess essential skills in the following areas:

1. Curriculum and Instruction
2. Assessment (test interpretation and the use of test data to plan/adjust instruction)
3. Classroom Management and discipline
4. Parental/community involvement
5. Home/school connections
6. Research and evaluation
7. Presentation development and delivery (for adults and students)
8. Human relations skills
9. Word processing and power point or similar presentation programs

**Job Goal:** Provide technical assistance to priority schools as they develop and implement all aspects of their *School Improvement Plan.*
Essential Duties and Responsibilities:

1. Assist school staff in data collection, analysis, and interpretation;
2. Assist school staff in developing, implementing, and evaluating the School Improvement Plan;
3. Model effective instructional practices through demonstration lessons;
4. Assist school staff in the effective use of resources;
5. Observe classroom instruction and provide meaningful feedback on content, methods, and classroom organization;
6. Support teachers in identifying academically struggling students and provide appropriate intervention strategies;
7. Review pacing documents, curriculum guides and lesson plans to ensure that all required content standards are being addressed;
8. Facilitate curriculum alignment;
9. Facilitate benchmark testing;
10. Assist in the development and implementation of school-wide motivation/incentive programs;
11. Help teachers identify and overcome barriers to change;
12. Provide professional development;
13. Facilitate grade level and subject area planning;
14. Complete progress reports, itineraries, travel forms, time sheets and other paperwork required by consulting firm.
EXHIBIT B

SERVICE REQUEST FORM

__________________________, Consulting Firm offers and the Alabama State Department of Education accepts the service of the following employee as specified herein under Service:

EMPLOYEE NAME: __________________________________________________________

CLASSIFICATION: __________________________________________________________

RATE OF PAY: ______________________________________________________________

START DATE: ________________________________________________________________

END DATE: _________________________________________________________________

SYSTEM ASSIGNMENT AND PURPOSE:

APPROVED:

Name of Consulting Firm   Alabama State Department of Education
Address                  Post Office Box 302101
                          Montgomery, AL  36130-2101

Title                   Dr. Warren Craig Pouncey
                        Deputy State Superintendent
                        Of Education
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