

# **Kankakee School District 111**

## **Request for Proposal**

### **Curriculum and Instructional Practices Audit**

#### **Section I: Purpose**

Kankakee School District 111 (KSD111) is soliciting proposals from organizations to provide expert services related to conducting an audit of the alignment of its curriculum, policy, job descriptions, instruction, and assessment practices to maximize student learning in all schools for ALL students. Work should include, but not necessarily be limited to, analysis of general education programs, including magnet and college and career ready, and programs designed to meet the needs of English language learners, students identified as gifted, and students in special education. KSD111 seeks qualified providers with successful experience conducting curriculum, instruction, and assessment audits through an equity lens.

#### **Section II: Introduction**

##### **Mission Statement**

Kankakee School District 111 will be recognized as being progressive, innovative, and creative. We work together to build ONE community with strong partnerships. We are ONE district committed to increasing student achievement. We have ONE vision of producing globally productive citizens. We do this for the diverse needs of ALL children.

##### **Description Kankakee School District 111**

The Kankakee School District 111 serves the ethnically diverse population of the City of Kankakee, the Village of Aroma Park, and the Aroma & Kankakee Townships. The District serves approximately 5,200 students and is composed of one Early Childhood Program that also services students ages 3-4 countywide across four school buildings, four elementary schools (K-3), one elementary/middle school (K-8), two middle schools (4-6), one junior high school (7-8) and one high school (9-12). Our magnet programs include Advanced Scholar Academy, Business Academy, College & Career Academy, Dual Language (One-Way and Two-Way) Engineering & Design, Fine Arts, Gifted, Math, Montessori, and Science Magnets. We offer CBE (Competency-based Education) and an array of extracurricular opportunities. The District has approximately 1189 total employees, of which 323 are teachers. The Kankakee School District 111 Board of Education is committed to equal opportunity for all individuals in education. Additional information about the District is available on the District's website: <https://www.ksd111.org/>

#### **Section III: Scope of Work (Two Phases)**

Gather and assess information about our curriculum and instructional program. This audit should include an analysis of our current curriculum and assessment practices for content areas relative to State and National content area standards. Additionally, we seek to evaluate the vertical articulation of content area standards in grades PreK-12. Content areas included in the audit include English Language Arts, Mathematics, Science, Social Studies, World Language, Health/PE, Art, Music, Career and Technical Education, Special Education, English Learners, Magnet, and Gifted programs.

##### **Phase I: Curriculum and Assessment Audit**

Components of the curriculum and assessment audit must include, but are not limited to:

- Evidence of alignment to state and national content area standards
- Evidence of vertical and horizontal articulation of standards across the curriculum and assessments
- A review of the district org chart and job descriptions to maximize direction and support for impacting change to deliver better instruction for all students

- Evidence of consistency in the implementation of the curriculum and assessments system-wide
- Evidence of technology integration across all PreK-12 content areas
- Evidence of curriculum and assessment materials that reflect the diversity of our student population
- A review of the policies and controls that govern the curriculum development process
- A review of the KSD111 budgets to support the curriculum creation, review, revision, and implementation

With the information ascertained, we are looking to partner with a vendor who will make specific, actionable recommendations for prioritizing and implementing the audit findings toward creating a new model for developing a curriculum, instructional, and assessment framework in Kankakee School District 111.

A critical component of the work ahead will be developing a model of curricular development that strikes the balance between the need for district-wide coherence while allowing buildings autonomy to select supplemental materials, with approval, to ensure that all Kankakee School District 111 students have an equal opportunity for success.

The new curriculum and assessment development model in Kankakee School District 111 must include:

- The development of curricular frameworks for each grade level content area will provide stated end-of-course outcomes
- The development of authentic performance tasks (formative and summative measures) for assessing student growth on all grade-level standards
- Identify areas of need for staff development at all levels to implement the recommendations of the audit
- Identify areas of need for students, families, and community partners to understand the recommendations of the audit
- The development of policies, regulations, and controls to define who is accountable and responsible for different aspects of the curriculum development process and to guide the decision-making associated with the new model for curriculum in Kankakee School District 111

As part of the proposal, vendors must specify their recommendations for a timeline and sequential order of operations to address the requested scope of work and articulate a rationale for their recommended approach. The vendor must also explain what they would require from the district (materials, staff support, etc.) to complete the audit as requested.

## **Phase 2: Instructional Practices Audit**

The purpose is to gain critical information to plan and implement instructional practices that best support student learning. Each school's instructional practices and materials will be analyzed through instruction observation, interviews with teachers, school leaders, and students, and a review of instructional materials. The school district expects the instructional audit to be documented in a written report to the school district with a list of effective instructional practices and materials currently being used to improve student instruction, ineffective instructional practices being used that should be discarded, and additional instructional practices and materials to consider for implementation in the school district's schools to improve student learning. Our goal is to ensure equitable access to high-quality instruction for all students.

A critical component of the work ahead will be developing, implementing, and monitoring tier-one instructional practices to ensure that all KSD111 students have an equal opportunity for success.

Components of the instructional audit must include, but are not limited to:

- Allotment of time for instruction of each content area

- Grouping of students for instruction
- Instructional delivery models include project-based learning, blended learning, small group instruction, and lectures.
- Engagement of students in their learning
- Evidence of data based decision making
- Use of effective feedback (oral and written)
- Evidence of differentiated instructional strategies

As part of the proposal, vendors must specify their recommendations for a timeline and sequential order of operations to address the requested scope of work and articulate a rationale for their recommended approach. The vendor must also explain what they would require from the district (materials, staff support, etc.) to complete the audit as requested.

Questions about this request for proposal must be submitted **in writing (e-mail ONLY)** to the following address **no later** than January 31, 2025. No phone calls will be accepted.

Kankakee School District 111  
Dr. Kelly Gilbert  
Assistant Superintendent Curriculum and Instruction  
kelly-gilbert@ksd111.org

#### **Section IV: Proposal Requirements**

To allow the Board of Education to judge the merits of each proposal fairly, responses to this Request for Proposal (RFP) shall include a response to each of the items listed below. The Board reserves the right to reject proposals that do not follow this format.

**Cover Sheet** – Include the completed cover sheet part of this RFP signed by a person authorized to act on behalf of the company submitting the proposal.

**Executive Summary** – Provide a short summary demonstrating your understanding of the scope of services required by the School District and why your organization can best provide that scope of service.

**Experience and Qualifications** – Provide details on the following:

**Overview of Company** – address, telephone, fax, e-mail; whether the company is local, regional, or national; if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed by the company.

**Project Team** – Provide names, titles, addresses, telephone numbers, and e-mails of the person(s) who will be authorized to represent the company. Specify the names, titles, addresses, telephone numbers and e-mails of the person(s) who will work directly on our curriculum and instruction audit. Discuss the availability of each team member and potential conflicts that might interfere with the project's timeline.

**Experience** – For each project team member, please describe their experience and education, time with the company, and how their expertise suits their role on the team. Specify the number of curriculum and instruction audits each member has participated in and in what capacity.

**Work Plan** – Provide details on the following:

- The approach to be used to address each search activity listed in Section III: Scope of Work
- Methods you will use to communicate and work with Assistant Superintendent Dr. Kelly Gilbert
- Methods you will use to identify prospective candidates and promote their interest in applying
- Experience in completing curriculum and instruction audits
- Estimate a reasonable timeline that the project team will use to complete the audit
- Describe the Information, services, and assistance you will require from the School Board and District staff to enable you to conduct the audit

**Cost** – A budget should be provided covering all of the work described in Section III: Scope of Work and the Work Plan above. The budget should provide a breakdown of costs in the following areas:

- Estimated cost by each scope of work section
- Estimated hours spent by each member of the project team and their fees
- Estimated travel expenses
- Any other expenses

The proposal must also include a maximum price that does not exceed the cost of completing the described work and specify payment terms.

**References** – Provide a minimum of three school districts (of similar size District, if possible) that have used your services for a curriculum and instruction audit within the past six years. Supply each

reference's school district name, contact person, title, telephone number, and address. Describe each reference's contract (scope, length, and dollar value).

**Contract Form** – If you intend to propose a form of professional services contract between you or your company and the school district, please provide a sample copy of such contract form. Please indicate if you prefer that the school district generate such a contract.

**Litigation Record** – Have you been involved in litigation with any of your clients within the last five (5) years? If so, please provide the name, date, and jurisdiction of each such matter, as well as a brief description of the nature of the dispute and the outcome.

**Ensuring Client Satisfaction** – Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

**Additional Information** – Should you feel that additional information would help us more properly evaluate your proposal or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

### **Section V: Evaluation of Proposals**

There are two phases to this RFP. Examples of these specific services are outlined in more detail in “Scope of Services” section III.

- All bids should identify the specific area (s) of expertise being bid on and the price for each phase of the project.
- KSD111 seeks qualified individuals, consultants, or organizations with successful experience implementing a curriculum, instruction, and assessment audit.
- Contracts shall be awarded to the individual, consultants, or organization whose proposal best meets all criteria listed in the RFP.
- If so choosing, KSD111 reserves the right to request from the selected proposer a Performance Bond not exceeding 100% of the contract price.
- Proposals must be sealed and received by February 14, 2025, at 12:00 Noon.
- Rejection of Proposals  
KSD111 reserves the right to reject for any reason deemed to be in the District’s best interest any and/or all proposals submitted under this RFP.
- Negotiated Changes  
In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect.
- A selection committee will review Selection Committee Proposals for these services. The selection committee shall, if possible, interview the most qualified proposers.

### **SCORING SHEET**

<b><u>Selection Criteria Points</u></b>	
Vendor’s Capacity for Completing Scope of Work (Number of Personnel Dedicated to Project, Knowledge of Curriculum, Instruction, and Assessment, Proposal response includes all areas within the Scope of Work, etc.)	30
Qualifications, Expertise, and Experience of Proposer	30

Professional References	20
Proposed Fee Arrangements	20
<u>Total</u> (maximum 100 pts)	100

**Section VI: Timeline for this RFP**

The following schedule is proposed for the implementation of this RFP. If, in the company's experience, you believe that the schedule listed here is unreasonable or undoable for the scope of the work enclosed, please indicate why it is not conducive to a thorough and diligent curriculum and instruction audit and suggest an alternative schedule for the board's consideration.

<b>Date</b>	<b>Activity</b>
January 13, 2025	Board Approves RFP for the Curriculum and Instruction Audit
January 14, 2025	RFP mailed/e-mailed to prospective organizations known to the district
January 14, 2025	RFP posted on the district's website
January 31, 2025	Deadline for submission of questions about the RFP by 5:00 pm CT
February 7, 2025	Responses to RFP questions provided by 4:00 pm CT
February 14, 2025	Proposals are due at 12 noon local time. Screening of proposals and selection of 2-4 companies to be interviewed.
February 24, 2025	Discuss final 2-4 companies for interview
Week of March 4, 2025	Interviews with finalist companies conducted
March 10, 2025	Board approves selection of curriculum and instruction audit company
March 11, 2025	Approved company begins the curriculum and instruction audit process
May 30, 2025	Curriculum Audit completed
September 30, 2025	Instructional Audit completed
October 27, 2025	Completed Audit Findings and Recommendations presented to District Leadership
November 10, 2025	Audit Findings and Recommendations presented to the Board of Education

**Section VI: Submission Details**

All proposals must be received at the District's administrative offices by 5:00 p.m. CT on Friday, February 14, 2025.

Proposals must be enclosed in a sealed envelope. The package must clearly show the phrase "Request for Proposals—Curriculum and Instruction Audit" and the name of the candidate firm.

Submissions should be prepared as standard 8-1/2 X 11 letter size and shall not exceed 30 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical, and information on each page side with the criteria will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submission information.

Proposals must be submitted in print (8 copies) or electronic (PDF) formats. The electronic file can be submitted via email to the address below or via a thumb drive delivered with the printed copies of the proposal. The deadline noted above applies to both print and electronic submissions.

Proposals must be sent to:

Harrison Neal  
Assistant Superintendent Business and Operations  
Kankakee School District 111  
240 Warren Ave  
Kankakee IL, 60901  
harrison-neal@ksd111.org

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing firm unopened. Any questions or requests for clarification regarding this RFP should be directed in writing to the contact named above prior to 5:00 pm CST on January 31, 2025.

#### **Section VII: General Conditions**

The District reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Board of Education, in its sole discretion, deems to be in the District's best interest. The District may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. The District shall not be bound to accept the lowest priced proposal but may accept such proposal, if any, as the Board of Education determines to be in the best interests of the District.

**Cover Page**  
**Response to Request for Proposals**

This proposal is submitted on behalf of: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

The above-listed company hereby submits its proposal and agrees to furnish services to Kankakee School District 111 in accordance with this Request for Proposals and the response prepared by the consultant.

The Consultant has carefully reviewed this Request for Proposals and the Consultant's response and understands that the District will not be responsible for any errors or omissions on the part of the Consultant.

Consultant agrees that the District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrevocable offer and shall be valid for ninety days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the company submitting this response.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Consultant/Authorized Agent

\_\_\_\_\_  
Title of Consultant/Authorized Agent  
(Fill this page in and include as the cover of your response.)

\_\_\_\_\_  
Signature of Consultant/Authorized Agent