



67 Cherry Street  
Burlington, Vermont 05401  
Phone: (802) 864-8411 Email: [lmcbride@bsdvt.org](mailto:lmcbride@bsdvt.org)

Lauren McBride, Principal  
Herb Pérez, Assistant Principal  
Gayle Botelho, Interim Assistant Principal  
Meg Hughart, Director of Counseling

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## **Burlington High School Request for Proposals Development and Facilitation of Yearlong Professional Learning**

This Request for Proposals (RFP) is soliciting written proposals from professionally qualified contractors to provide services to Burlington High School (BHS) for the development and facilitation of professional learning for the Burlington High School staff focused on instructional strategies to support deeper learning. All proposals should clearly define how they will work with BHS to create and facilitate a scope and sequence for adult learning.

**Issue Date:** 6/8/2021

**Closing Date:** 6/18/2021

**Submission:** Deliver an electronic proposal (pdf, google docs, or ms word) to:

Lauren McBride  
Principal, Burlington High School  
[lmcbride@bsdvt.org](mailto:lmcbride@bsdvt.org)

**Broad Goal:** Teachers will gain knowledge and expertise in personalizing instruction to meet the needs of individual students.

### **BACKGROUND**

#### **Data**

Burlington High School has identified several areas where we would like to see academic improvement. Two of those measurable areas are in meeting the needs of students on individualized plans and students receiving English Language services. It is the expectation that classroom content teachers will be modifying, accommodating, and differentiating instruction in order to meet the needs of students in their classes. While this is happening in some areas, the school would like to take a more purposeful approach to our instructional practices in order to improve instruction for all students.

#### **Our Students**

Burlington High School serves nearly 1,000 students with diverse cultural and widely varied socioeconomic backgrounds. Within this population:

- 25% receive special education services under an IEP and/or 504
- 15% receive EL Services
- 45% qualify for FRL
- 38% identify as BIPOC
- More than 38 languages are spoken as a first language by our students



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## **Graduation Expectations:**

Burlington High School graduates students who show proficiency in these transferable skills:

- Personal Development
- Cultural Understanding & Civic Responsibility
- Effective Communication
- Creativity and Curiosity
- Critical Thinking and Problem Solving

## **PURPOSE OF PROJECT Scope of Work and Deliverables**

### **The Work**

The consultant will:

1. Create a plan to engage the faculty in professional learning from August 2021-June 2022. Professional learning should focus on instructional strategies to facilitate deeper learning. Expertise in deeper learning and instructional design approaches is needed.
2. Facilitate learning experiences for faculty throughout the school year.  
**Dates:** August 20 or August 23 (1 full day),  
September 29 (PM half-day)  
November 22 (full day)  
December 8 (PM half-day)  
March 1 (full day)  
May 11 (PM half-day)
3. Facilitate content-specific learning experiences for departments throughout the school year. Dates TBD.
4. Meet bi-monthly with the BHS professional learning team.

### **Total Compensation**

The Burlington High School will expend appropriate funds for completion of a high-quality planning process and product.

## **SUBMISSION REQUIREMENTS**

Please provide a proposal electronically to [lmcbride@bsdvt.org](mailto:lmcbride@bsdvt.org), by Friday, June 18, 2021. The proposal should outline how you or your organization would approach the work and all associated costs. Amount of funding available is not to exceed \$90,000. BHS can be available to meet with potential organizations to provide additional information about the scope of work as needed. Questions can be directed to:

Lauren McBride, BHS Principal

[lmcbride@bsdvt.org](mailto:lmcbride@bsdvt.org)

(802) 495-8343

*“Educating and inspiring all students to influence and shape the future.”*



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Applicants shall submit a proposal that includes, at a minimum, the following elements:

1. Name of firm or lead contractor, address, telephone, email, and contact person.
2. Summary of interest in the project and proposal for what this professional learning might realistically look like.
3. Profile of the Contractor must include:
  - a. A list of the names and titles of the members, partners, officers, management, and staff of the contractor's firm. Include the number of years the firm has operated.
  - b. Three references for which the contractor has provided comparable contractual services to those specified in the RFP along with the subcontractors and contacts where applicable.
  - c. A summary and samples of the contractor's work on similar projects.
  - d. Evidence of experience working with issues relating to diverse populations.
  - e. Resumes of key individuals and any subcontractor(s) associated with this proposed project.
4. A Work Plan that incorporates the scope of services outlined. The work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. This should include a schedule for all deliverables. On-site and off-site time should be separately stated. There should be a clear delineation of contractor's and the Burlington School District's task responsibilities.
5. Project Fees, including a line item project expense budget indicating all costs for carrying out the proposed work, including personnel, travel, lodging, meals, supplies, materials, overhead, and all other necessary expenses.

## SELECTION

### Selection Process

- Burlington High School will review and examine all proposals received. Those proposals that do not respond to the requirements of the RFP will be rejected.
- Burlington High School will review the proposals and will choose a limited number of contractors for follow-up conversations.
- Selection will be made based on the best value to the value, cost, and fit with our school, and the quality of the proposal. BHS reserves the right to select a consultant based upon the best fit with the organization, and not on overall score or pricing, and reserves the right to reject all proposals.

Awards subject to approval of federal funds.