



## **Request for Proposals (RFP)**

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Notice is hereby given that the GoodLife Agency is requesting competitive proposals until October 25, 2022, at 5:00 P.M. EST, for the following professional services:

### **PBCS Design and Review Services**

#### Overview

The GoodLife Agency's leadership team is responsible for long-range planning for the educational delivery, support, and training for instructional and non-instructional staff of the participating districts in the grant, as well as the day-to-day administration of various state and federally-funded educational programs geared towards the performance improvement, including but not limited to the administration, of these programs.

#### Purpose

The purpose of the TSL grant is to assist state, local educational agencies (LEAs), and nonprofit organizations to develop, implement, improve, or expand comprehensive Performance-Based Compensation Systems (PBCS) or Human Capital Management Systems (HCMS) for teachers, principals, and other school leaders (educators) (especially for educators in high-Need Schools who raise student growth and academic achievement and close the achievement gap between high-and low-performing students). In addition, a portion of TSL funds may be used to study the effectiveness, fairness, quality, consistency, and reliability of PBCS or HCMS for educators.

#### Scope of Work

Scope of Work entails management/maintenance, impact, professional development, and sustainability of the Local Education Agency Partnership (LEAP) and the evidence of fidelity in the dissemination of grant information. It should be simple to make researching the site a pleasant user experience. The scope of work will include but is not limited to the following task and deliverables:

- Support the Project Director in coordinating all aspects of the proposed design and review of a Performance Based Compensation System (PBCS) revision process for all three partner districts.
- The revision process will consist of a review of stakeholder feedback from the 2021-22 PBCS, engagement with the district leadership about challenges and areas to revise, and a fiscal model of the impact of proposed changes.
- Revise Districts' PBCS Plans
- Use data to surface key areas within each district's PBCS for revision.

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- Meet with district leadership as identified on the weekly calls to discuss these areas for revision.
- Modify each PBCS per district needs, reviewing the feasibility, alignment, and commonality of each modification to include working with LEAP staff to fiscally model all proposed changes.
- Work with leaders from each district to finalize the 2022-23 PBCS and the guidebooks.
- Train District Staff on the New PBCS.
- Collaboratively create a district-specific training plan for teachers and principals. The plan will be built to address identified gaps in educator knowledge about the PBCS and use existing district meetings (such as every-other-Friday PD time) to deliver the training.
- Identify the significant gaps in educator understanding of the PBCS, so training is proposed to be an in-person session for each district.
- Prepare reports as required for the grant.
- Manage project timeline including tracking project deliverables and managing the collection process in the Asana project management tool.
- Create work plans, monthly performance reports, and other assessments.
- Participate in our process as a compensation redesign expert.
- Provide consultative expertise to identify, research, and solve operational needs.
- Deliver communications and reporting to stakeholders that provide insight, data, and recommendations.
- Support the change management of policies and procedures by creating communication plans, communications, and any other supporting materials to encourage adoption.
- Perform other duties as assigned.
- Collaborate with multiple LEAP and partner school offices and departments and external partner organizations toward alignment of project standards and reporting practices.
- 3-5 years of previous experience in organizational planning, research, evaluation, and system design.

### Fee Schedule

The proposed fee schedule should be all-inclusive and presented with costs based on an hourly basis. Applicants must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff, C) Clerical staff, and D) Consultants. All costs should be based on the projected hours of work provided. The awarded contractor will invoice monthly and be paid within 30 days of the invoice.

### Award

The GoodLife Agency plans to notify and award the contract by November 1, 2022. The GoodLife Agency will then mutually discuss and refine the scope of

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work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

### RFP Questions and Responses

All questions pertaining to this proposal must be submitted by October 21, 2022, at 5:00 pm in writing via email to: [hello@leaptsl.com](mailto:hello@leaptsl.com)

### Statement of Non-Commitment

Issuance of this RFP does not obligate The GoodLife Agency to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

### Respondent Requirements

All Respondents should submit the following:

1. Individual or Firm Information:
  - a. The individual's or firm's legal name, address, and contact information.
  - b. Principal(s) of the firm.
  - c. Specific individuals that are responsible for the management of the services, including their experience and qualifications.
2. Examples of grant sources from which the applicant has successfully obtained contracts (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants).
3. Clear demonstration of applicant's knowledge and experience, with demographic data of that experience.
4. Proposed Fee Schedule.
5. A minimum of three (3) professional references from clients for whom the applicant has successfully performed similar work.
6. Proposals must be submitted by 5:00 p.m. on Tuesday, October 25, 2022, as an AdobePDF file to [hello@leaptsl.com](mailto:hello@leaptsl.com)
7. The total proposal should be no longer than 10 standard letter-sized pages, in Times New Roman font, size 11.

Proposals not meeting the criteria outlined in the RFP will not be considered.