The purpose of this Request for Proposal (RFP) is to develop a long-term contract with qualified consulting companies to provide professional development and leadership training workshops, coaching, materials, and consulting services, which will build the knowledge and skills of District administrators and educators in the area of Instructional Strategies to support English Language Development and Special Education programs.

The District is seeking creative proposals that offer engaging professional learning and leadership training targeted to certified and administrative staff (PreK-8). The following guidelines will apply:

1. It is the responsibility of the offeror to clearly present the scope, outcomes, and content of the proposed training sessions that they would like to offer through this anticipated contract, and overall value of the program.
2. Offerors shall indicate the time frames involved, such as half-day, full day, weekends, evenings, or multiple day programs; fees for each level; name of presenter; how to schedule and arrange for training; materials to be included, and any other expense related to the travel and/or training.
3. If the offeror has many different training options, then it will be critical that each topic be presented independently, so the District can understand the various offerings.
4. Firms offering multiple topic training options shall clearly identify and present each one separately.

All training will take place within the Littleton Elementary School District facilities or in a blended format online and within District facilities. Various training rooms are available to support a variety of group sizes. Successful firms shall be responsible for providing all materials necessary to present course work.

Sponsor: Littleton Elementary School District
Solicitation number: RFP #20-001-25
Sponsor deadline: Friday, August 9, 2019

Other information:
Proposals shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above (2:00 pm). Proposals must be submitted in a sealed envelope/package with the solicitation number and Offeror’s name and address clearly indicated on the envelope/package.

Content of Workshops
The following guidelines will apply:

- It is the responsibility of the Offeror to clearly present the scope and content of the proposed workshops and leadership training that they would like to offer through this anticipated contract.
- Offerors shall indicate the time frames involved, such as half-day, full day, or multiple day programs; fees for each level; name of presenter, how to schedule and arrange for workshops, materials to be included, etc.
- If the Offeror has many different workshops programs, then it will be critical that each topic be presented independently, so the District can understand the various offerings. The District has developed a template (Page 30) to how the workshop information should be presented. Firms are not required to use this form, but should present their workshop information in a similar and consistent method as noted in the template.
- Firms offering multiple topic workshops shall clearly identify and present each one separately.
- Please include any materials that are available to purchase which are separate from workshop materials.

RODA ID: 647
Last Updated: Thursday, July 18, 2019

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