

# Troup County School System

100 North Davis Road, Building C  
LaGrange, Georgia 30241  
706.812.7900  
fowleraj@troup.org



## REQUEST FOR PROPOSAL

### **CURRICULUM AUDIT SERVICES FOR Troup County School System Proposal Opening: October 28, 2019 at 11:00 a.m.**

#### **1. GENERAL CONDITIONS**

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ALL REQUESTS FOR PROPOSALS ISSUED BY TROUP COUNTY SCHOOL SYSTEM SET FORTH BELOW WILL BIND PROSPECTIVE BIDDERS AND SUCCESSFUL BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH HEREIN, AND SUCH CONDITIONS AND REQUIREMENTS SHALL FORM AN INTEGRAL PART OF THE CONTRACT TO BE AWARDED BY THE DISTRICT.

##### **1.1 DEFINITIONS**

"District"	Troup County School System
"Proposal"	An offer to furnish services and materials in accordance with this Request for Proposal (RFP).
"Bidder"	Any individual, company, or corporation submitting a proposal.
"Proposal Response Form"	The form utilized to submit the cost of the Bidder's proposal.
"Auditor"	Any Bidder to whom an award is made by the District.
"Contract"	The written agreement to furnish services and/or materials to the District in accordance with this Request for Proposal.

##### **1.2 PROPOSALS**

- a) All proposals must be submitted in writing and in accordance with instructions provided by the District.
- b) Proposals received after the time stated in the notice to Bidders will not be considered. Such proposals will be returned unopened to the Bidder. The Bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Bidder assumes responsibility for having their proposal deposited on time at the place specified.
- c) General and special instructions, in connection with each item against which a proposal is submitted, must be given to constitute a proposal.
- d) The submission of a proposal will be construed to mean that the Bidder is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.
- e) No charge will be allowed for federal, state or municipal sales and excise taxes since the District is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax.
- f) In all specifications, the words "or equal" are **INCORPORATED BY REFERENCE WITH** each item description. The decision of the District as to whether an alternate or substitution is in fact "equal" shall be final.

### **1.3 LACK OF FUNDS CONTRACT LANGUAGE REQUIRED**

In compliance with Article VIII, Section 3 of the State Constitution, the contract shall include appropriate language stating that the District is not obligated to make payments beyond the term of any particular appropriation of state or federal funds that may exist from time to time and that the contract may be terminated upon such without any penalty or future liability (a non-appropriation clause).

### **1.4 DURATION OF CONTRACT**

The initial contract period shall be for three months, encompassing one (1) curriculum audit for the school year ending June 30, 2020.

### **1.5 STATUS OF INDEPENDENT CONTRACTOR**

The Bidder agrees that it will perform the services requested herein as an independent contractor and that at all times it shall be solely responsible for all expenses associated with provision of the services contracted for herein. Bidder's prices quoted on the Proposal Response Form shall be inclusive of all travel or travel-related expenses that the Bidder may incur while performing the services contracted for.

### **1.6 INSURANCE**

The Auditor shall furnish the District with a Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by State law for work performed by the Auditor. "Troup County School System" shall be named as an additional insured. The Auditor shall be responsible for notifying the District of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.

### **1.7 INDEMNIFICATION AND HOLD HARMLESS**

The Auditor shall indemnify and hold harmless the District and its Boards of Education, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, courts costs, penalties, and attorneys' fees whatsoever of any kind or nature, arising directly or indirectly from the negligence of the Auditor, its agents, servants, employees, persons or entities engaged as independent Auditors by the Auditor and suppliers, provided, however, that the Auditor shall not be required to indemnify for the following:

acts or conduct by third parties, other than the District and its Boards of Education, officers, employees, agents, representatives and volunteers, not under the control of the Auditor, except for persons or entities engaged as independent Auditors by the Auditor;

- a) claims where the District has failed to give adequate, prompt written notice thereof to the Auditor;
- b) claims settled without the prior written consent of the Auditor; or
- c) acts of intentional misconduct or negligence by the party to be indemnified.

### **1.8 CONFLICT OF INTEREST**

The Auditor hereby covenants and agrees that there is no officer or employee of the District forbidden by law to be interested in the Contract, either directly or indirectly, who will benefit therefrom.

## **1.9 GOVERNING LAW**

Contract shall be governed by and construed in accordance with the laws of the State of Georgia. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of Georgia with venue in Troup County.

## **1.10 COMPLIANCE WITH DISTRICT REGULATIONS**

The Auditor shall cause all persons performing work to comply with all instructions pertaining to conduct and building regulations issued by the District.

The Auditor shall cause all such persons to preserve and protect all confidential information of the District to which they may have access during the performance of work. The District may promulgate and modify the rules and regulations relating to the conduct of the Auditor and all persons performing work under the Contract as the District, in its sole discretion, may determine. The Auditor shall cause all persons performing work to comply with such modifications.

## **1.11 COSTS AND ATTORNEYS' FEES**

Should legal action be necessary to enforce the terms of the contract, the prevailing party shall be entitled to its reasonable costs and attorneys' fees.

## **1.12 SANCTIONS FOR BREACH OF PERFORMANCE**

In the event of the Auditor's failure to conform with any provisions in the contract, the District may impose sanctions and seek redress for losses incurred, as appropriate, including, but not limited to, serving notice of default and causing cancellation, suspension, termination, or forfeiture of the contract, in whole or in part, as the interests of the District dictate.

## **1.13 SEVERABILITY**

In the event that any provision of the contract shall be held unenforceable or invalid by a court of competent jurisdiction, the provisions not affected by said decision shall remain in full force and effect.

## **2. GENERAL INFORMATION**

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### **2.1 INTENTION**

#### **BACKGROUND INFO OF DISTRICT**

Troup County School System encompasses approximately 446 square miles and serves approximately 12,100 students in the cities of LaGrange, West Point, Hogansville, and Pine Mountain throughout Troup County. District facilities include eleven elementary schools, three middle schools, three high schools, one college and career academy and one alternative school.

It is the intent of the District to contract with a qualified firm for the purpose of a comprehensive curriculum audit encompassing the present work of the District during the 2019-20 school year.

The successful proposal will be awarded to a single Bidder.

## 2.2 ANTICIPATED TIMELINE OF PROPOSAL PROCESS

EVENT	DATE
Bidders Notified of Request for Proposal	October 28, 2019
Proposal Submission Deadline	November 22, 2019
Evaluation Committee Recommendation Submitted to Board of Education	December 16, 2019
Notice of Award	December 20, 2019
Successful Auditor to Begin Service	January 1, 2020

## 2.3 PROPOSAL RESPONSE FORMAT

The District will accept and evaluate proposals that meet the minimum requirements set forth in this RFP. Bidders shall submit one original, signed proposal and three (3) copies. Envelopes containing the proposals shall be sealed when submitted. Proprietary Information: If you are submitting any information you consider to be proprietary, you must clearly mark it "Proprietary Information." Pricing information cannot be considered proprietary.

In order to facilitate the evaluation of the proposals, all Bidders are required to submit their information using the following format:

### Letter of Introduction

The letter shall include a brief introduction to Bidder's firm, explanation of Bidder's interest in the contract, and Bidder's qualifications, which shall include organizational structure, qualifications regarding responsiveness to the requirements of this RFP as stated in Section 3 - Specifications, resumes of the audit team, list of work experience with clients possessing demographics similar to the District, and at least three (3) client references (see Evaluation Criteria).

### Audit Approach

Describe the Bidder's technical approach to the audit that will meet the RFP requirements. Describe the Bidder's understanding of the work to be performed and indicate time estimates for the audit, including a statement confirming the Bidder's commitment to perform the work within a specified time frame.

### Other Information

Include any other information which may be helpful to the selection committee in evaluating qualifications.

### Contract Terms and Conditions

Identify the following:

- a) Clearly stated contract terms and conditions concerning services to be performed;
- b) Any promotional incentives to be offered to the District; and
- c) ALL limitations, expectations, guarantees, warranties, securities, waivers, and/or agreements that the Firm expects the District to agree to or comply with must be specified within the contractual agreement of the proposal.

### Audit Fee

The audit fees are to be identified on the Proposal Response Form, which is to be completed in its entirety and signed by Bidder's authorized agent. The fee stated on the Proposal Response Form contained in this RFP will be considered all-inclusive (including any travel or travel-related expenses) and shall be incorporated into the contract. The fee for each year should be a single dollar amount to be charged for performing the audit engagement as described. Flexible terms or conditional clauses are not desired.

Proposals should reflect a clear understanding that the terms of the audit would be subject to change or extension only for major and substantial reasons and after compliance with the following procedures:

The reason or reasons for any continuation, expansion, or redirection of the audit would be stated and explained in writing and presented to the Superintendent of Schools.

No additional charges or costs above the original agreed upon price could be claimed unless approved in advance by the Superintendent of Schools.

In the event that such an authorized audit extension yielded only insignificant or inconsequential revisions, modifications or exceptions, in the fulfillment of the essential purpose of a financial audit, a presumption in favor of canceling, reducing, or renegotiating the amount of the extra compensation would be created.

### **Proposal Delivery Instructions**

Proposals shall be considered final and delivered **sealed** no later than 11:00 a.m. on November 22, 2019, to:

Dr. Brian T. Shumate, Superintendent  
Troup County School System  
100 North Davis Road, Building C  
LaGrange, Georgia 30241

Packages containing proposals shall be clearly marked “**SEALED PROPOSAL – CURRICULUM AUDIT.**”

**Proposals will not be accepted via facsimile or e-mail.**

## **3. SPECIFICATIONS**

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The successful Bidder must submit a proposal for services that meet the following specifications:

### **3.1 SCOPE OF WORK**

The objective of the curricular audit is to provide an opinion of the District's educational quality and coherence from instruction to assessment during the 2019-20 school year. We are looking to identify common instructional practices and measure their effectiveness in addition to how our organization supports this work.

The curriculum audit will culminate in a comprehensive report and presentation to district administrators and the Troup County Board of Education on March 19, 2020.

### **3.2 AUDIT REPORT CONTENT**

The audit reports (both draft and final versions) submitted to the District shall include, but not be limited to, recommendations for improvement and answers to the following questions:

- a) What is the district's alignment between the written curriculum, instruction, and assessment?
- b) How effective are the district policies and procedures around curriculum development?
- c) Is the district's written curricula comprehensive to cover applicable standards?
- d) Does the district provide effective curricular professional development?
- e) How does our district monitor pacing and the effectiveness of collaboration through curriculum development?
- f) How does our district ensure quality instruction in all courses?
- g) How does the district involve instructional staff to support curriculum development?
- h) What are the positives and negatives of our district's programs of professional development?
- i) Are curricular resources allocated equitably?
- j) What are our district's instructional strengths/weaknesses?
- k) How are exceptional students (advanced learning and special education) supported with our curricula?
- l) Are district and state assessments aligned with instructional outcomes and state standards?
- m) How are assessment results used to continuously improve instruction?
- n) How are administrators supporting the practices of teaching and learning in buildings?

- o) How are curricular priorities identified?
- p) Are practices for controlling access/protecting assets of curricular materials effective?
- q) Does our district have the appropriate positions in place to efficiently serve the district to improve student achievement?
- r) Are district positions assigned the correct responsibilities without overlap or are there gaps in responsibilities?
- s) Does our district have a climate of inclusion, individualization, and focus on performance?

**3.3 WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS**

All working papers and reports must be retained, at the Auditor’s expense, for a minimum of five (5) years, unless the firm is notified in writing by the District of the need to extend the retention period. The Auditor will be required to make the working papers available, upon request, to the District.

**3.4 MAGNITUDE OF CURRICULAR OPERATIONS**

The Assistant Superintendent of Curriculum, Instruction, and Professional Learning is Dr. Penny Johnson. Dr. Johnson oversees the directors of elementary and secondary education, curriculum, student services, assessment, exceptional education, and federal programs. Dr. Johnson partners with these directors and building administrators to ensure that the correct documentation, assessments, and instructional materials are in use in the Troup County School System.

**3.5 SCHEDULE REQUIREMENTS FOR AUDIT PROCESS**

Each of the following shall be completed by the Auditor no later than the dates indicated.

<b>Event</b>	<b>Date</b>
Notice of Proposal Award	December 20, 2019
Submit to District: Detailed audit plan, engagement letter, and list of all schedules to be prepared by District for Auditor	January 6, 2020
Submit to Auditor: District-prepared schedules	January 24, 2020
Entrance conference with Superintendent	Week of January 6, 2020
Interim work: Auditor site visits at the District Administrative Services Center and District schools to perform interim work (as agreed upon and scheduled by the Superintendent in December)	January 2, 2020 – March 31, 2020
Progress conferences with Superintendent	February 3, 2020
Completion of field work at all school sites	February 14, 2020
Exit conference with Superintendent	February 21, 2020
Final audit work performed	February 28, 2020
Submit to District: 1st draft audit report	March 1, 2020
Submit to Auditor: District review/response to 1st draft audit report	March 6, 2020
Submit to District: 2nd draft audit report and recommendations	March 13, 2020
Submit to District: Final audit report	March 19, 2020
Presentation to District Board of Education and District Administration: Final audit report	March 19, 2020

**Entrance, Progress and Exit Conferences**

At a minimum, the following conferences should be held by the dates indicated on the schedule.

- a) Entrance conference with the Troup County School System Superintendent at the beginning of the first week of interim work. The purpose of this conference will be to discuss the scope of the audit and the interim work to be performed. This conference will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the Auditor.
- b) Progress conferences as needed to advise the Superintendent on the status of the field work and any significant adjustments necessary.
- c) Exit conference with the Superintendent will be held at the end of the field work activity. The purpose of this conference will be to summarize field work and to review significant findings.

#### **Date Final Audit Report is Due**

The Auditor shall prepare the first draft audit report by March 6, 2019. The District will review the draft and reports as quickly as possible. After the District's feedback, the Auditor shall prepare the second draft report no later than March 13, 2020.

The final audit report shall be due on March 19, 2020. It shall consist of one (1) original, ten (10) copies, and a PDF version of the full audit report. Delivery of said final report shall be made to:

Dr. Brian T. Shumate, Superintendent  
100 North Davis Road, Building C  
LaGrange, Georgia 30241

### **3.6 ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

#### **Curriculum Department and Clerical Assistance**

The Curriculum Department will be available during the audit to provide clerical assistance such as information, documentation and explanations to the Auditor.

#### **Computer Services Assistance**

The Assistant Superintendent of Curriculum, Instruction, and Professional Learning will be available to provide systems documentation and explanations. The Auditor will be provided with reasonable access to our district's Intranet and student management system as needed with assistance from the Curriculum Department.

#### **Work Area, Telephones, Photocopying, and FAX Machines**

The District will provide the Auditor with work space, desks, and chairs. The Auditor will also be provided with access to telephone, copy machines, and FAX machines.

#### **Report Preparation**

Report preparation, editing and printing shall be the responsibility of the auditors.

## **4. EVALUATION CRITERIA**

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Award of the contract resulting from this RFP will be based upon the most responsive Bidder whose offer will be the most advantageous to the District in terms of the following criteria and other factors as specified elsewhere in the RFP. At the discretion of Troup County School System or the Audit Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Price, although a consideration, may not be the sole determining factor. Proposals shall be evaluated on the following criteria:

<b>CRITERIA</b>	<b>WEIGHT PERCENTAGE</b>
<b>Qualifications and Experience</b> The proposal should state the qualifications and experience level of all key personnel assigned to this audit.	30%
<b>All-inclusive Audit Fee</b>	25%
<b>Prior Engagements with the District and Similar Engagements with Other Governmental Entities</b> Detail any prior involvement with the District. For the Bidder's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in this Request for Proposal.	15%
<b>References</b> List at least five references of work done in the last five years with governmental or educational clients.	10%
<b>Specific Audit Approach</b> What is the work plan and audit methodology to be followed?	10%
<b>Quality of RFP Response</b> Does Bidder adhere to the instructions of the Request For Proposal?	10%

Prior to awarding the proposal selected by the evaluation team to the successful Bidder, the proposal must be reviewed and approved by District's Board of Education. After Board approval, the successful Bidder will receive the District's Notice of Award which will authorize them to initiate execution of the contract. Additionally, all Bidders submitting a responsive proposal shall be notified of the proposal award results after Board approval.

## **5. ADDITIONAL INFORMATION**

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### **5.1 CONTACT OFFICERS**

Prior to the official opening of the proposals on November 22, 2019, in order to clarify any matters related to this RFP, a Bidder may direct questions to Dr. Penny Johnson, Assistant Superintendent of Curriculum, Instruction, and Professional Learning, 706-812-7900, johnsonpj@troup.org.

### **5.2 CHANGES TO RFP**

Any and all changes to these specifications are valid only if they are inserted into the RFP by a written addendum sent to all Bidders.

## **6. RESERVATION OF RIGHT OF THE DISTRICT TO REJECT OR ACCEPT PROPOSALS**

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The District reserves the right to accept or reject any or all proposals (based on each item separately or as a whole), to waive informalities, to accept the proposal deemed best overall for the District, to reissue the Request For Proposal, or to take no further action.



# PROPOSAL RESPONSE FORM

## Troup County School System

### Curriculum Audit Services

Proposal Opening: October 28, 2019, 11:00 a.m.

Please submit your all-inclusive fee for each year's financial audit identified below. Your bid will be inclusive of all travel or travel-related expenses. The successful proposal will be awarded to a single Bidder.

Financial Audit for Fiscal Year Ending	Total All-inclusive Fee
	\$

\_\_\_\_\_(Bidder Initials) **Yes, Bidder hereby certifies that the Curriculum Audit proposed herein will be complete within the required timelines set forth in this RFP.**

\_\_\_\_\_(Bidder Initials) **No, Bidder hereby certifies that the Curriculum Audit proposed herein will NOT be complete within the required timelines set forth in this RFP. Alternative period of time needed for completion is identified as follows:**

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Bidder Company Name	
Mailing Address	
Bidder's Authorized Agent	
Title of Bidder's Authorized Agent	
Signature of Authorized Agent	
Telephone	Fax
Email	