



Request for Proposal  
for  
Performance Evaluation Management System

For the Human Resources- Performance Management  
Department

**INVITATION DATE: December 5, 2022**

**PROPOSALS DUE: December 19, 2022**

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# SECTION 1

## QUOTATION INFORMATION

**Due Date:** One (1) electronic copy of your proposal must be received no later than Monday, December 19th, 2022

**Send to:** One copy of proposal should be delivered via email to:  
Pittsburgh Public Schools c/o Dr. Alyssa Ford Heywood  
E-Mail: [afordheywood1@pghschools.org](mailto:afordheywood1@pghschools.org)

**Questions:** Any questions and/or need for clarification should be directed in writing to:  
Oscar Diaz  
412-529-3542  
E-Mail: [odiaz1@pghschools.org](mailto:odiaz1@pghschools.org)

**Format:** Price (Fee) must be kept entirely separate from the Technical (Statement of Qualifications) proposal. One original copy of the price (fee) shall be submitted separately and noted:

### **Proposal Attachment A – Price (Fee) Proposal**

**Assumptions:** All assumptions should be clearly stated. Any variations from the specifications MUST be identified in a separate cover letter.

**Evaluation Criteria:** All respondents will be evaluated based on the following four criteria.

- Qualifications
- Ability to provide requested services under the stated timeline
- Responsiveness to this RFP
- Cost Proposal

The Pittsburgh Public Schools Board of Directors reserves the right to accept or reject any and/or all proposals received pursuant to this request, if it is the District's best interest to do so.

<b>Timeline:</b>	RFP's Released	December 05, 2022
	Proposals Due	December 19, 2022
	Review and Selection of Finalists	December 21, 2022
	Finalists Presentations	January 16-20, 2023
	Contract Effective Date	TBD

**Incurring Costs:** Pittsburgh Public School District shall not be liable for any costs or obligations incurred by prospective Proposer's prior to the execution of a contract for the Performance Evaluation Tracking and Management System.

**Addenda:** If it becomes necessary to revise any part of this proposal, an addendum will be provided to all prospective Proposer's who submitted a proposal.

**Clarifications:** Pittsburgh Public School District reserves the right to contact any vendor to clarify its Proposal.

## SECTION 2

### GENERAL INFORMATION

Name of Account:	Pittsburgh Public School District ( <a href="https://www.pghschools.org">https://www.pghschools.org</a> )
Business:	Public PreK-12 Education; Non-Profit 501(c)3
Fiscal Year:	January 1 to December 31
Current Leadership:	Dr. Wayne Walters, Superintendent
Board of Directors:	Mr. Sala Udin, President (District 3) Ms. Devon Taliaferro, 1 <sup>st</sup> Vice President (District 2) Ms. Pam Harbin, 2 <sup>nd</sup> Vice President (District 4) Ms. Sylvia Wilson (District 1) Dr. Tracey Reed (District 5) Mr. William Gallagher (District 6) Ms. Jamie Piotrowski (District 7) Mr. Kevin Carter (District 8) Mr. Gene Walker (District 9)
Executive Cabinet:	Dr. Ted Dwyer, Chief of Data, Research, Evaluation, and Assessment Ms. Errika Fearbry-Jones, Chief of Staff Ms. Jala Olds-Pearson, Chief Academic Officer Mr. Ron Joseph, Chief Financial Officer Mr. Mike McNamara, Chief Operations Officer Ms. Margaret Rudolph, Chief Human Resources Officer Mr. Mark Stuckey, Chief Information Officer

#### **District Vision**

All students will graduate high school, college, career and life-ready prepared to complete a two-or four-year college degree or workforce certification.

#### **District Mission**

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well-managed, and innovative.

We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

#### **District Beliefs**

All children can learn at high levels.

Teachers have a profound impact on student development, and should have ample training, support and resources.

Education begins with a safe and healthy learning environment.

Families are an essential part of the educational process.

A commitment from the entire community is necessary to build a culture that encourages student achievement.

Improvement in education is guided by consistent and effective leadership.

Central office exists to serve students and schools.

## SECTION 3

### PROPOSAL FORM / SIGNATURE PAGE

The undersigned has carefully reviewed the complete Request for Proposal for Pittsburgh Public School District and certifies that they have complied with all the conditions and terms of this Request for Proposal and agrees to hold the contents and information as confidential except as indicated below. The system provider further certifies that no commissions, fees, or any other compensation shall be received/or paid in connection with the development of the proposal including an on-site presentation (if invited). System provider agrees that the Pittsburgh Public School 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.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**This page MUST be completed and is to be the FIRST PAGE of your proposal!**

## SECTION 4

### **SCOPE OF Performance Evaluation Tracking and Management System**

Pittsburgh Public School District is seeking a Performance Evaluation Tracking and Management System to replace our current system for the beginning of the 2023-24 school year.

The contract for the Performance Evaluation Management System will begin when approved by the Pittsburgh Board of Public Education and signed by the Board President following all appropriate vetting and approval processes. PPS will run the vendor search process concurrently with this contract with an anticipated implementation of a new Performance Evaluation System to be effective no later than July 1, 2023. The duration of the contract will be negotiated annually, and the district reserves the right to terminate or cancel Contractor's services at any time and for any reason, upon at least 30 days' notice prior to performance and will pay only for services actually performed prior to termination.

#### **SCOPE OF WORK**

- Performance Evaluation Tracking and Management System:
  - The selected vendor will provide a Performance Evaluation Tracking and Management System that aligns with PPS's regulatory and compliance needs.
  - The Performance Evaluation Tracking and Management System should be able to serve at a minimum, employees that need to be evaluated under Pennsylvania's Act 13 or any future updates to it.
  - The Performance Evaluation Tracking and Management System will:
    - Allow for the tracking, monitoring and calculation of the evaluation process for over 4000 employees that encompass multiple role groups.
    - Produce reports that can assist the Performance Management staff in identifying parts of the process that are incomplete, in progress or not submitted
    - Be tailored to address the needs of staff members in K-12 educational environments
    - Meet the compliance requirement of the Pennsylvania Act 13 evaluation requirements
    - Does not prohibit alignment to Act 13 Evaluation requirements.
    - Allow the inclusion and use of PPS and PDE specific professional practice rubrics
    - Provide accessible customer service support to all-users during primary workdays and hours
    - Provide a direct line of support to Super-users.
    - Provide lead up and implementation support to the Performance Management and other district staff.
    - Provide differentiated training materials/resources and support for all levels of users
    - Align to user requirements of PPS technical systems
    - Allow super-users to create accounts and assign different levels of access for users
    - Assists with the Evaluation's processes quality control
    - Ensures implementation within the district's identified launch date.

## **SECTION 5**

### **GENERAL QUESTIONS**

1. Do you agree to provide all the services outlined in the “Scope of Performance Evaluation Management System” Section of these Specifications?
  - a. Are there any additional services that would be included in your fee that you have not outlined within your proposal?
2. Provide your full legal name and address. Describe your organizational structure (e.g., publicly held corporation, private corporation, partnership, etc.). Please list the names of any person owning ten percent or more of the organization.
3. Provide the names of the individual(s) who will be providing any of the services detailed in the scope to Pittsburgh Public School District.
  - a. Include a brief resume for each, with detailed information regarding their qualifications, professional designations, and experience.
4. Identify the location of the home office that will support the on-site individual(s).
5. Provide details of any material civil or criminal litigation involving your organization, related entities, principals or officers, within the past five years.
6. Identify any and all conflicts of interest that might exist. Do you have a relationship with any entity which might prohibit you from acting in the best interest of Pittsburgh Public School District?
7. Have you led successful implementation of a Performance Evaluation Tracking and Management System for PreK-12 public education clients? If so, please describe your typical support and/or organizational services.
  - a. Please list the District(s) and leadership position(s) your firm supported.
  - b. What criteria sets your firm apart and would assist in delivering a high-quality product/service to the Pittsburgh Public Schools?
  - c. Please list any noteworthy accomplishments related to the scope of services that are relevant to this proposal.
  - d. Please provide the names of person(s)/school district(s) and phone number(s) who may be contacted as a reference.
8. Please describe your organization’s diversity, equity, and inclusion statement.
9. Please describe your organization’s diversity, equity, and inclusion programs and/or initiatives and your ongoing commitment to those programs and/or initiatives.
10. List any other non-profit or relevant entity to whom you currently provide consulting services if you are not currently providing services to a public education entity.
11. Please provide the name of any person(s) and phone number(s) who may be contacted as a reference.
12. Provide a sample of your work plan for this proposal including but not limited to:

- a. Scope of work and general timeline
  - b. Methods you will use to communicate and work with the Pittsburgh Public School District.
  - c. Methods for successfully engaging with relevant community groups to collect relevant information.
  - d. Any challenges you would anticipate within this proposal's scope and the actions you would employ to overcome them.
  - e. Your process and/or performance guarantee with regard to ensuring client satisfaction with your completed project.
13. Provide a sample of your performance management system services contract.
14. Have you been involved in litigation with any of your clients within the past five (5) years? If so, please give the name, date and jurisdiction for each matter as well as a brief description of the nature of the dispute and the outcome.



## SECTION 6

### Supplier Diversity & Inclusion

An aspirational Eligible Business Enterprise (EBE) goal of 10%, for business diversity spend, has been assigned for this contract opportunity. An EBE is a collective of firms that are certified in one or more of the following business diversity categories and will be used to track the District’s diversity spend:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- U. S. Small Business Administration 8(A)

Is your firm a certified MBE, WBE, DBE or 8(a) firm? If so, please provide proof of current certification from a certifying entity. Self-certification is not accepted.

Please also provide detailed information regarding any additional business entity that will assist in completing the scope of work as defined by this solicitation. This should include the:

- Company Name
- Company Contact (including title, email and phone number)
- Scope of Work
- Dollar Amount & Percentage of Contract
- Company Diversity Type (provide proof for each certified firm)
  - MBE, WBE, DBE, 8(A), Diverse but not certified, N/A

Company Name	Contact (Name, title, email, phone)	Scope of Work	Dollar Amount	% of Contract	Diversity Type: MBE, WBE, DBE, 8(A), N/A

If no portion of this contract will be awarded to a diverse business, specifically \$0 or 0% diversity spend, please provide detailed information addressing your firm’s culture for business diversity & inclusion.

- I. Diversity Spend: How much money did your company spend with certified MBE, WBE, DBE and/or 8(a) firms last year? What was the diversity percentage based on your total spend?
- II. Diversity Count: What is the total number of MBE, WBE, DBE and/or 8(a) firms that your company contracted with last year? Please itemize by each diversity type as well.
- III. Membership: Are you a member of any supplier/business diversity organizations? If so, please share the name of the organization and provide details concerning your level of involvement with that organization.

For more information regarding the EBE Policy and the District’s business diversity initiative please visit our website at [www.pghschools.org/mwbe](http://www.pghschools.org/mwbe) or contact Paula B. Castleberry at [pcastleberry1@pghschools.org](mailto:pcastleberry1@pghschools.org).

## SECTION 7

### **PERFORMANCE MANAGEMENT SYSTEM EVALUATION AND SELECTION CRITERIA**

Proposals will be evaluated based on responsiveness to criteria, terms, and conditions contained in the RFP. Any Proposals not meeting the minimum evaluation criteria will be disqualified and will not be evaluated further. No more than three (3) vendors will be selected as finalists and be invited to make a full presentation to the Director of Performance Management and other district stakeholders.

#### **Minimum Evaluation Criteria:**

- Proposers shall have successfully completed at least three (3) prior contracts where their organization provided services for districts of similar and/or relevant size and scope of work.
- The Proposer must be available to execute this contract with an effective date of August 1, 2023.
- The Proposer is available to make a presentation and be interviewed at a scheduled meeting TBD.

#### **Additional Criteria – Weighted and evaluated at the discretion of Pittsburgh Public School District:**

- Collaborative Success: The Proposal provides effective and relevant project examples where the Proposer successfully facilitated and collaborated with the District and key stakeholders with a result of improved experience for both. The Proposal clearly articulates the Vendor's approach to ensure a complete understanding of both the needs of a Performance Evaluation Tracking and Management System and the District's needs as a whole.
- Tailored to Pittsburgh Public School District: The Proposal provides exceptional detail of the Performance Evaluation Tracking and Management System, supports/services and organizational overview and describes how the vendor specifically met the needs of the organization.
- Diversity, Equity, and Inclusion (DEI): The Proposal provides authentic depth and breadth examples of having an understanding of deliverables related to DEI. The Proposer's own organizational structure and development of activities is reflective of the Proposer's own.
- Certified MBE, WBE, DBE: The Proposal provides documentation that demonstrates the company's current MBE, WBE or DBE certification.
- References: A representative of the District will contact the references of selected Proposers and seek information regarding the Proposer's:
  - Collaborative activity, energy, success, and ability to develop important stakeholder engagement and relationships.
  - Leadership success.
  - Timeliness with the completion of the organizational review and reporting.
  - Overall project satisfaction.