

# Clayton County Public Schools SummerT.I.M.E. Evaluation Guide

## Introduction

The purpose of this document is to assist vendors and agencies with the proposal evaluation process for Clayton County Public Schools SummerT.I.M.E (Thrive, Inspire, Motivate, Engage) programs. The information below describes the structure in place that allows input from a wide range of participants and specific subject matter experts and provides an objective and defensible process for determining the vendor selections for the summer.

The evaluation breakdown is below:

- Written Proposal/Functional Requirements      75%
- Cost      25%

**Table 1**  
**Stakeholders**

Group	Makeup	Involvement
Core Evaluation Team	Individuals who are knowledgeable about STEM/Advanced Learning curriculum	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read and score written proposal</li> <li><input type="checkbox"/> Review functional requirements responses</li> <li><input type="checkbox"/> Review cost responses</li> <li><input type="checkbox"/> Participate in final vendor recommendations</li> </ul>
Summer Program Coordinator, Assistant Superintendent of CIA, Deputy Superintendent, Superintendent, CCPS Board of Education		<ul style="list-style-type: none"> <li><input type="checkbox"/> Act on recommendations from Evaluation Team</li> </ul>

Vendor responses will be evaluated against an exact set of criteria. Vendors will be evaluated in a two- phase process. Phase 1 will consist of the first two components listed above. Once the committee has evaluated the written proposals, the vendor self-reported ability to meet the functional requirements, and the cost of the program, vendor recommendations will be chosen to move to the next phase of question & answer session with the Summer Program Coordinator and final selections are made.

## Phase 1

### Written Proposal Evaluation

Below is a description that outlines what vendors should provide in their proposals. Please pay close attention to the order of the items requested. Vendors should structure their responses in the same order. This will aid the evaluation team as it reviews the materials from each proposal.

#### Table of Contents

**Executive Summary/Overview:** This section should contain Organization/Vendor background and information regarding how the vendor or organization will provide students with the opportunity to engage in STEM that addresses one or more of the following foci of Clayton County Public Schools:

- Inquiry/Innovation
- Science and Engineering Practices
- Mathematical Practices
- Environmental Sustainability
- Smart Cities
- Entrepreneurship
- Economic Development
- Aeronautics
- Literacy
- Graphic Design/Visual Literacy

#### Program Description/Student Experience

- Strategies: Provide a brief overview of the design of the program and how it will be implemented.
- Virtual, Face-to-Face, Hybrid (Overview of a virtual experience, if applicable, that is reflective of synchronous, asynchronous, and unplugged time)
- Purpose/Objective
- Proposed Dates (To be determined but will range between 5-8 days in the months of either June or July)
- Number of students that will be served (Should range between 100 - 150 per grade band that the program will serve, i.e. elementary, middle, or high school)

- Target grade level(s) or band(s)
- Recommended Class Ratio
- Staffing Commitment (only address if applicable)
  - Teachers
  - Program/Implementation Manager
  - STEM Coaches
  - Instructor Training/Professional Development (1-2 days in May, June, or July )
  - Salary/Payroll
- Programming/Curriculum/Unit Overview
- Materials/Kits (Virtual, Face to Face, Hybrid)
- Distribution of materials process (Virtual/Hybrid)
- Technology Requirements/Computer Programs
- Stakeholder and Family Showcase/Exhibit (may not apply for the 2021 year due to Covid-19)
- Offsite Learning Experiences (may not apply for the 2021 year due to Covid-19)
- Tentative Schedule: Recommended start/end times within a five to eight-day program

### **Proposal Commitments and Costs**

- Proposed Budget
- Expected Outcomes and Method of Assessment: This section should address student outcomes and how those outcomes will be measured using an evaluation tool.
- Program requirements/needs to be provided by Clayton County Public Schools for proper execution.
- Itemized Scope of Work costs and non-itemized quote

Rubric	Question Addressed ✓	Response Quality L-M-H	Comments	Score 0–10
Narrative Response /Functional Requirements (100 points)				
Program Design				
<ul style="list-style-type: none"> <li>Does the proposal provide information on how it will support the district 's identified STEM foci</li> </ul>				
<ul style="list-style-type: none"> <li>Does the proposal provide information on program design and implementation</li> </ul>				
<ul style="list-style-type: none"> <li>Does the program have the capacity to provide staffing (i.e. instructors, program coordinators, STEM Coaches)</li> </ul>				
<ul style="list-style-type: none"> <li>Does the proposal describe a curriculum with high levels of engagement that supports critical thinking, problem solving, community engagement, design thinking, systems thinking, and/or innovation?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the proposal address curriculum integration between science, math, engineering, technology, social studies and/or literacy?</li> </ul>				
Instructional Design and Practice				
<ul style="list-style-type: none"> <li>Does the proposal include a sample or overview of the curriculum?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the proposal demonstrate a curriculum that meets the needs and expectations relevant to the district's STEM foci?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the proposal include the ability for teachers to engage students in the behaviors of STEM?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the proposal provide how expected student outcomes will be measured and reported?</li> </ul>				
<ul style="list-style-type: none"> <li>Have all required components of the proposal been addressed?</li> </ul>				
Cost Analysis (30 points)				
<ul style="list-style-type: none"> <li>Does the cost include all materials required for program full implementation</li> </ul>				
<ul style="list-style-type: none"> <li>Does the cost account for 5 - 8 days of programming</li> </ul>				
<ul style="list-style-type: none"> <li>Does the cost demonstrate fair market value when compared with similar programs that addresses similar curriculum</li> </ul>				

## Cost

Cost will be evaluated based upon what is included in the total cost. Things that will be considered to determine fair market value include but are not limited to: program materials and supplies, staffing, administrative costs, curriculum, additional required resources necessary for full program implementation, overall cost per student, and market standards.

## Phase 2

### Vendor Questions and Answers Session

Vendors will engage in answering questions specific to their program. The Summer Program Coordinator will ask clarifying questions based upon information provided in the written proposal as well as questions that may not have been addressed in the written proposal. The Summer Program Coordinator will use this session to ensure all needs will be met if vendor is selected and the vendor fully understands the expectations of the Clayton County Public Schools if selected. Vendors will be expected to, as much as possible, describe how their program will support accomplishing the desired objectives of the SummerT.I.M.E program. In addition, during this phase, program experience and references will be addressed.

## Evaluation Timeline

### Evaluation Timeline

Milestone	Date
Deadline to submit proposals to Summer Program Coordinator	January 15, 2021
Evaluation of written proposals/ vendors address questions	January 18 – January 29, 2021
Vendor Selection Process	Week of February 1, 2021
Request for Superintendent and Board Approval (Proposals over 50K only)	+3-4 weeks
Board Meeting Consent Agenda	+3-4 weeks
Vendor Notified	+2 weeks





