



# Pennsylvania Coalition of Public Charter Schools

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## **REQUEST FOR PROPOSAL** **Technical Support & Training Services**

### **Introduction to the Pennsylvania Coalition of Public Charter Schools**

The Pennsylvania Coalition of Public Charter Schools (PCPCS) is the state's leading organization advocating for and supporting public charter schools. Our mission is to advance the charter school movement in Pennsylvania by empowering charter schools to achieve academic excellence, operational efficiency, and sustainable growth.

### **Summary of the RFP Intent**

As a recipient of the federal Charter Schools Program (CSP) grant, PCPCS is dedicated to promoting high-quality charter school education and providing the necessary resources and support to ensure Pennsylvania charter schools thrive. The intent of this Request for Proposal (RFP) is to solicit one or more qualified vendors to provide technical support and training services aimed at building the capacity of charter school boards and leadership teams. Our goal is to help schools achieve high-quality status, fulfill their mission and vision, and meet the legislative intent of charter schools in Pennsylvania. The services required include governance support, fiscal stewardship, operational assessment, data-driven culture development, leadership institute programs, executive coaching, and stakeholder engagement, accountability, and outreach. Interested vendors are invited to submit proposals for one or more of these services, offering comprehensive solutions that will contribute to the overall success and sustainability of charter schools across the state.

### **1. Governance**

The Pennsylvania Coalition of Public Charter Schools (PCPCS) seeks proposals from qualified vendors to provide comprehensive governance support services to charter schools. The objective is to enhance the governance structures and practices, ensuring compliance with state and federal regulations and promoting effective leadership and oversight.

#### **Scope of Work**

- Review and assessment of current governance practices.
- Training for board members using a variety of modalities on topics such as but not limited to:
  - Fiduciary duties
  - Roles and responsibilities
  - Financial management
  - Legal and regulatory compliance and accountability

- Continuous improvement
- Effective and efficient governance practices
- Coaching and/or mentoring support.
- Reusable resources

### **Requirements**

- Proven experience in providing governance training and support to charter schools.
- Understanding of Pennsylvania and federal education regulations.

## **2. Fiscal Stewardship**

PCPCS seeks proposals from qualified vendors to provide fiscal stewardship services aimed at enhancing the financial management and accountability of charter schools.

### **Scope of Work**

- Training on financial management and compliance.
- Guidance on development or refinement of financial policies and procedures.

### **Requirements**

- Experience in providing financial services to educational institutions, with a priority in serving charter schools and/or traditional public schools.
- Knowledge of state and federal financial regulations.

## **3. Operational Assessment**

PCPCS is seeking proposals to conduct thorough operational assessments of charter schools to identify areas for improvement and ensure operational excellence.

### **Scope of Work**

- Comprehensive review of academic, financial, and operational performance.
- Identification of operational gaps and inefficiencies and areas of strength.
- Recommendations for improvement.
- Coaching and/or mentoring support.

### **Requirements**

- Demonstrated experience in assessing charter school performance, leadership, governance, and operations.
- Familiarity with charter school operations.

#### 4. Data-Driven Culture

PCPCS seeks vendors to support charter schools in developing a data-driven culture that enhances educational outcomes and operational efficiency.

##### **Scope of Work**

- Training on data collection and analysis.
- Development of data-driven decision-making processes.
- Implementation of data management systems.
- Ongoing support and evaluation.

##### **Requirements**

- Expertise in academic, financial, and operational data systems and analytics.
- Experience in training and supporting educational institutions, with a priority in serving charter schools and/or traditional public schools.

#### 5. Leadership Institute

PCPCS invites proposals for the development and implementation of a Leadership Institute aimed at building the capacity of charter school leaders.

##### **Scope of Work**

- Design and delivery of a leadership training programs that includes:
  - Multimodality training on key topics developing charter school leadership competencies and skills.
  - Mentorship and coaching for school leaders.
  - Networking and collaboration opportunities.
- Evaluation and feedback mechanisms.

##### **Requirements**

- Proven track record in leadership development.
- Understanding of the charter school educational leadership landscape.

## 6. Executive Coaching

PCPCS seeks proposals for executive coaching services to support the professional growth and effectiveness of charter school leaders.

### Scope of Work

- One-on-one coaching sessions based in performance coaching.
- Development of personal and professional goals.
- Support in addressing leadership challenges.
- Feedback and progress monitoring.

### Requirements

- Experience in executive coaching for educational leaders.
- Strong understanding of charter school leadership needs.

## 7. Stakeholder Engagement, Accountability, & Outreach

PCPCS invites proposals for services aimed at enhancing stakeholder engagement, ensuring accountability, and improving outreach efforts of charter schools.

### Scope of Work

- Development and implementation of stakeholder engagement strategies.
- Training to boards and school leaders.
- Outreach and communication planning.
- Support in evaluation of engagement and outreach effectiveness.

### Requirements

- Expertise in stakeholder engagement and communication.

## Submission Guidelines

- Proposal deadline: **July 31, 2024**
- Submit proposals to:

Pennsylvania Coalition of Public Charter Schools  
PACSP Grant  
222 N. Keswick Avenue  
Glenside, PA 19038  
pacspgrant@pacharters.org

- Include a detailed methodology, timeline, budget, and at least 3 references (or 2 if a prior service provider for PCPCS).

## Proposal Evaluation

CRITERIA	POOR 1	FAIR 2	GOOD 3	VERY GOOD 4	EXCELLENT 5
<b>Understanding of Scope of Work</b>	Shows little to no understanding of the scope of work	Shows basic understanding but lacks depth	Demonstrates good understanding but lacks some details	Demonstrates very good understanding with minor gaps	Shows excellent understanding, providing detailed responses
<b>Experience and Qualifications</b>	Little to no relevant experience or qualifications	Limited experience and qualifications relevant to the project	Adequate experience and qualifications with some relevant projects	Strong experience and qualifications with relevant projects	Extensive experience and highly relevant qualifications
<b>Methodology and Approach</b>	Lacks a clear methodology and approach	Outlines basic methodology and approach but lacks detail	Provides clear methodology and approach with sufficient detail	Presents well-thought-out methodology and approach with detailed planning	Outlines innovative and comprehensive methodology with exceptional detail
<b>Timeline and Deliverables</b>	Does not include realistic timeline or deliverables	Includes basic timeline and deliverables but lacks detail	Provides clear timeline and deliverables with sufficient detail	Presents detailed timeline and deliverables with minor gaps	Includes comprehensive and realistic timeline with well-defined deliverables
<b>Budget and Cost-Effectiveness</b>	Budget is unclear or not cost-effective	Budget is basic and may not be fully cost-effective	Budget is clear and cost-effective with sufficient detail	Budget is detailed and demonstrates good cost-effectiveness	Budget is comprehensive, detailed, and highly cost-effective
<b>References and Past Performance</b>	No or poor references and past performance	Limited references and past performance	Adequate references and past performance with some relevant examples	Strong references and past performance with relevant examples	Excellent references and past performance with highly relevant and successful examples
<b>Compliance with RFP Requirements</b>	Does not comply with the RFP requirements	Partially complies with the RFP requirements	Complies with most of the RFP requirements	Complies with all RFP requirements with minor gaps	Fully complies with all RFP requirements