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**Maurice Smith, Superintendent**

**REQUEST FOR PROPOSALS**

**Counseling Support Services**

***The Office of Federal Programs/Curriculum and Instruction of the North Bolivar Consolidated School District seek to receive proposals for the following counseling development services for school year 2022-2023:***

* Program Development
  + Master schedule development based on student data and needs and other considerations to include student numbers, teacher units, state requirements
  + Management of time and creating of annual calendar
  + Development of goals (student/school) and action plans
  + Role development of school leadership team
  + Establishment of college and career focus
  + Development and implementation of PBIS
  + Role development in MTSS
  + Understanding of and planning utilizing accountability standards
* Direct Student Services
* Create and implement ACT test preparation plan
* Create actions and implement achievement, attendance, and behavior services using student data
* Develop relationship skills to assist with social emotional needs of students
* Create structures for all students to ensure equity
* Indirect Student Services
  + Inform teachers about and assist with PBIS structures
  + Provide MTSS Support (academic and behavior)
  + Establish and implement referral process for internal and external services
  + Establish family and community engagement connections and partnerships

If you are able to provide any of the services mentioned above, please submit a proposal with an itemized cost regarding the specific need your company is able to address. If you are able to provide services related to more than one focus, please submit an itemized proposal for each professional service focus area. The terms of the contract will be discussed once the proposal is accepted, and the agreed upon cost will be payable upon completion of the services with the submission of an invoice. Quotes are requested for full day rates for professional development services. Half and full days for direct student services are acceptable.

**Timeline**: August 2021-July 2022

**Scope of Service**: Professional services to the instructional staff and students at the following schools:

|  |  |  |  |
| --- | --- | --- | --- |
| *Northside High School* | 7-12 | 7th (76)  8th (64)  9th (79)  10th (70)  11th (42)  12th (50) | 37 |

The bidder should provide the following, at a minimum, in response to the Request for Proposal:

* The name of the vendor and the primary location of the place of business;
* The proposed approach and overview of evidence-based research practices and methods to address the Scope of Services
* The vendor’s ability or approach to support the vision, goals, and expectations of the North Bolivar Consolidated School District;
* A general work plan or timetable for delivering services;
* Detailed pricing plan
* Key personnel who will be responsible for contractual agreement with resumes available upon request

We ask that all bids be submitted on or before **3:00 p.m. Monday, August 8, 2022 via postal service or in-person.** Proposals will be time-stamped when received. No late proposals will be considered. Notifications of awards will be completed by Monday, August 15, 2022. If you need additional information prior to submitting the proposal, please feel free to email your questions to Xandra Brooks-Keys, Assistant Superintendent (Curriculum/Federal Programs[xkeys@nbcsd.k12.ms.us](mailto:xkeys@nbcsd.k12.ms.us) or call (662)339-3781.