**Request for Quotes**

State Coaching Framework and Training – RFQ #26-3007

## Purpose

The Idaho Department of Education is requesting quotes for State Coaching Framework and Training, as detailed below.

The contact for this RFQ is:

Meghan Wonderlich, Director of Academics

208 332 6876

mwonderlich@sde.idaho.gov

## Background

## Under the guidance of the Superintendent, the Director of Content and Curriculum, and the Program Coordinators, the contractor will develop an Idaho Coaching Framework and Manual. The contractor will also deliver customized professional development and training for implementation of the framework and manual.

## timeline

Quotes are due by: June 25, 2025 by 5:00 p.m. MT

## specifications or scope of work

**Scope of Work:** The Director of Content and Curriculum desires that the contractor perform, and the contractor agrees to perform, in addition to any other work as may be directed by the Superintendent of Public Instruction, the following:

1. **Coaching Competency & Structure Framework**
   1. Co-develop a Coaching Competency Framework that defines what high-quality coaching looks like across all programs. Final draft will be 3-5 pages utilizing domains and standards.
   2. The contractor will gather stakeholder input to guide the work and ensure alignment to needs and goals.
2. **Coaching Competency Implementation Manual**
3. The contractor will develop a comprehensive implementation manual in alignment with the Coaching Framework
4. The contractor will include clear guidance for putting each standard into practice within identified contents and programs.
5. Final draft will be 30-50 pages and will specifically include samples for literacy coaching, science coaching, and PLC coaching.
6. The contractor will include domain-specific guidance, sample coaching strategies, reflection prompts, and implementation examples tailored to the SDE’s needs.
7. **Implementation Training and Professional Development Workshops**
8. The contractor will provide workshops in the Fall, Winter, and Spring to support implementation of the Coaching Framework.
9. Fall Workshops will include introduction to competencies, self-reflection of current practices, calibration and norming, unpacking the manual, aligning the competencies to specific work, and setting goals.
10. Winter Workshops will include reflection on what is working and what is a challenge, highlighting successes, check-in on goals, and introducing additional competencies.
11. Spring Workshops will include self-reflection and goal check-in, unpacking the remaining competencies, goal setting for next school year.

## award basis and term

Award will be made to the responsive responsible vendor. Please provide a budget on Exhibit B Price Sheet.

The term of the resulting contract will be 1 year with 4 optional renewals, up to five (5) years, upon mutual agreement of the parties.

## response

Submit the completed Price Sheet, signed Signature Page, and all items required by the Scope of Work to [procurement@sde.idaho.gov](mailto:procurement@sde.idaho.gov) prior to the deadline established above.

## signature PAGE

This RFQ response is submitted in accordance with all documents and provisions of the specified RFQ 26-3007 and State Coaching Framework and Training provided below. By my signature I accept the terms, conditions and requirements contained in the solicitation, including, but not limited to: the [Idaho State Department of Education General Terms and Conditions](https://sde.idaho.gov/contracting-opportunities/files/procurement/General-Terms-and-Conditions.pdf), [the Idaho Department of Education Special Terms and Conditions for Solicitations](https://sde.idaho.gov/contracting-opportunities/files/procurement/Special-Terms-and-Conditions-for-Solicitations.pdf), and the Idaho State Department of Education [Special Terms and Conditions for Federal Funds](https://sde.idaho.gov/communications/files/public-records-requests/SDE-Special-Terms-and-Conditions-for-Federal-Funds.docx), if applicable, in effect at the time this RFQ was issued. As the undersigned, I certify that I am authorized to sign and submit this response for the named Vendor. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

RFQ Number: \_\_\_\_\_\_\_\_\_\_\_                                                 RFQ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor’s Legal Business Name | | | |
| Contractor’s Authorized Representative’s Printed Name | | Title | |
| Address | | | |
| Phone | Email | | |
| Signature | | | Date |

|  |  |  |
| --- | --- | --- |
| IDE Authorized Representative’s Printed Name | Title | |
| Signature | | Date |

Exhibit B

The Offeror shall submit this Cost Proposal as a separate document labeled as "Cost Proposal –26-3007 RFQ State Coaching Framework and Training." The Cost Proposal must be separate from the RFQ Proposal and all other documents submitted with the response. Along with this Cost Proposal, please provide an itemized breakdown to support your cost.

|  |  |  |  |
| --- | --- | --- | --- |
| **ESTIMATED QUANTITY** | **UNIT** | **Deliverables** | **TOTAL PRICE** |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
| Total Proposal Cost | | | $ |

|  |  |  |
| --- | --- | --- |
| Contractor's Legal Business Name | | |
| Phone: | Email: | |
| Contractor's Authorized Representative’s Printed Name | Title | |
| Signature | | Date |
|  |  |  |