
Fayette County Public Schools Purchasing Department

LaFayette Educational Center, 205 LaFayette Avenue, Building A, Fayetteville, GA 30214
(770) 460-3535 ext. 1041

Request for Information 23-022-094

Multicultural Literature & Composition Instructional Resources

Introduction

This request is for information (hereinafter RFI) to assist Fayette County Public Schools (hereinafter the District or FCPS) in determining how best to provide instructional resources/curriculum for a multicultural literature and composition course as described herein.

Please be advised that this may be a two-step process. Should the District determine to proceed with a solicitation based on the responses to this Request for Information (RFI), phase two will then be either a formal Request for Proposal (RFP) or Invitation for Bid (IFB) to be handled in accordance with District purchasing policies and procedures.

Responses Due

Responses to this request for information are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. Proposals received after the specified date and time will not be considered.

RESPONSES DUE BY

3:00 PM (ET)
Thursday,
June 15, 2023

RESPONSES DUE TO

Matthew Roberts
Purchasing Manager
roberts.matthew@fcboe.org
LaFayette Educational Center
205 LaFayette Ave., Fayetteville, GA 30214

Section 1: Instructions to Respondents

Designated Representative

1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the RFI process: Matthew Roberts (roberts.matthew@fcboe.org).

Schedule of Events

RFI Released	Monday, March 13, 2023
Questions Due	By 4:00 PM (ET), Wednesday, April 12, 2023
Addenda Issued (if applicable)	Week of May 1, 2023
Responses Due	By 3:00 PM (ET), Thursday, June 15, 2023

Georgia Open Records Act Compliance ([O.C.G.A. § 50-18-70](#))

1. This RFI and any resulting solicitations, responses, evaluations, contracts, agreements, or purchase orders are subject to the [Georgia Open Records Act](#) and may be released publicly.
2. Pursuant to the act, for any records or documents marked as “confidential” or “trade secrets” the respondent must submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets according to [O.C.G.A. § 10-1-761](#).
 - 2.1. Failure to attach such an affidavit will result in the record being considered public and subject to release under the Georgia Open Records Act.
 - 2.2. If FCPS determines that the specifically identified information does not constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order.
 - 2.3. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in Fayette County, Georgia superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing.
 - 2.4. If the agency determines that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in Fayette County, Georgia superior court to

obtain an order that the requested records are not trade secrets and are subject to disclosure.

Respondent Registration

1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this RFI.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of future solicitation issuance, even if they choose not to submit a response.

Response Delivery

1. Responses should be sent to the FCPS Purchasing Department and must be received before the due date and time specified.
2. Responses may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
3. No faxed or telephone responses will be accepted or considered.
4. Responses may be emailed to the designated representative if meeting the following guidelines:
 - 4.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
 - 4.2. All response documents should be bound in one document. In an effort to reduce waste and allow for broader dissemination, the District recommends electronic documents be submitted including brochures, catalogs, etc.

Section 2: Scope, Questions, and Expectations

Background and Project Overview

Fayette County Public Schools is comprised of 24 schools (14 elementary schools, 5 middle schools, and 5 high schools) located just south of Atlanta, Georgia. The current student population is between 19,000-20,000 students in grades pre-kindergarten through twelfth serviced by approximately 3,000 staff members. The District is looking for instructional resources for Georgia state-approved Multicultural Literature & Composition course for grade 12. The approved Georgia Standards of Excellence are ELAGSE11-12.

The course will serve as a fourth-year option for English at the high school level. The schools are looking to start with 1-2 sections for the 2024-2025 school year with approximately 25-50 students. Instructional/student resources should have texts "that focus on world literature and informational texts by and about people of diverse ethnic backgrounds. Students will explore themes of linguistic and cultural diversity by comparing,

contrasting, analyzing, and critiquing writing styles and universal themes. The writing focuses will be argumentative, expository, narrative, analytical, and response essays with a research component embedded" (GaDOE Course Description 20008).

Design/Technical Questions/Expectations

1. Content should align to the four ELA Georgia Standards of Excellence Domains: Reading, Writing, Speaking & Listening, and Language.
2. Content is engaging to a range of diverse students, and student activities are interesting and promote purposeful learning.
3. Content is differentiated to meet different student abilities/needs.
4. Materials contain high-interest, engaging, and authentic literary and informational texts from various genres, types, and lengths by and about people of diverse ethnic backgrounds.
 - 4.1. Texts are appropriate for high school students and demonstrate a contribution to the literary world, thematic connections/background knowledge, and do not promote sexually explicit content or divisive concepts.
 - 4.2. Texts contain Lexiles within the grade band range with scaffolding support as needed that do not lower text complexity levels.
 - 4.3. Materials should provide a balanced representation of people and points of view.
 - 4.4. Materials do not include texts that may be considered divisive in context.
5. Materials should include assessments that focus on producing writing/speaking opportunities and other performance tasks that require text evidence.
 - 5.1. Assessments should be aligned to state standards and support teachers in adjusting instruction as needed.

Performance and Service Questions/Expectations

1. Is there a standards crosswalk specifically for Georgia ELA standards?
2. Do instructional resources identify/outline appropriate depth of knowledge, higher-order questions, and close reading strategies?
3. Is coverage of topics broad or specific?
4. Are the instructional resources clear and organized in a helpful way for teachers?

Section 3: Evaluation of Responses

Interviews and Presentations

1. In-person, post-response interviews, and presentations may be required at the District's direction or desire.
2. Submission of a response does not guarantee an interview or presentation.
3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

Section 4: Required Forms and Submissions

Required Respondent Submissions

1. Product Data: Please provide the District with all product data that pertains to RFI scope, this includes but is not limited to;
 - 1.1. Product Certification: Submit any manufacturer's/developer's certification that products and materials comply with the requirements of the specifications.
 - 1.2. Submit manufacturer's/developer's catalog cuts, brochures, and specifications;
 - 1.3. Preparation, professional development, and/or deployment instructions and recommendations.
2. Samples of supporting instructional materials such as textbooks, online resources, assessments, or multimedia content.

Cost/Price Information

1. The District seeks information on cost/pricing as it relates to the product or service requested in this RFI.
2. Pricing should be in broad ranges with optional materials and/or services listed separately.
3. Unless specifically requested otherwise no quantity or amount is anticipated/guaranteed and all potential discounts should be clearly explained.
4. No pricing will be formally considered during the evaluation process and will not be disclosed explicitly to evaluation committee members.

Respondent Information Form

1. The respondent must complete a Respondent Information Form attached hereto and available online at the Purchasing Department website.
 - 1.1. This form must be placed on top, or as the first page of your response.

Comments

1. Please provide your evaluative comments on the project description and requirements outlined in this document.
2. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this contemplated project.
3. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal for a future request for proposal.

Respondent Information Form

Place this form on top of your response.

Multicultural Literature & Composition Curriculum (RFI 23-022-094)

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of the response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCSD General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of the response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____