

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

Career Labs and CTE Curriculum for Middle Schools Bid No. 24-33

The Bedford County Department of Finance is requesting proposals on Career Labs and CTE Curriculum for Bedford County Middle Schools. Sealed bids will be received until **2:00 p.m., Thursday, January 4, 2024**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendors' proposal form will become a part of the purchase order.

Prospective bidders may contact Lori Sexton, Director of Career and Technical Education, at 931-684-3284, or email sextonl@bedfordk12tn.net, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statues and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

INSTRUCTION TO BIDDERS

All Proposals are to be made on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 24-33 Career Labs and CTE Curriculum.** Bids will be received and opened at **2:00 p.m., Thursday, January 4, 2024.** Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

Proposals shall be made upon Proposal Forms prepared by the Department of Finance. All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

SPECIFICATIONS

Bedford County Schools seeks bid proposals from qualified firms to purchase career labs and CTE curriculum for middle schools focused on exposing students to all 16 CTE Career Clusters.

Studies have shown that increasing career technical education increases student engagement. In order to prepare incoming 9th grade students to make educated choices regarding high school pathways, the District would like all middle school students to learn about career pathways through hands-on, engaging curriculum that also allows for interdisciplinary connections to core subject matter, such as ELA, social science, math, and science. Career labs will allow students to explore and develop skills, such as collaboration, critical thinking, and problem solving. Bedford County Schools is seeking bids to purchase middle school career labs focused on exposing students to all of the 16 CTE industry sectors. The career lab is a dedicated school classroom that allows students to collaboratively learn about and explore careers in the 16 Career Clusters. Schools have selected which careers shall be included in each lab based on alignment to high school offerings and regional workforce data. See spec list below. The bid proposal shall be unique to each school.

MINIMUM VENDOR QUALIFICATIONS

Proposers shall meet all of the minimum qualifications' requirements at the time of bid submittal:

1. Contractor/Firm shall have a minimum of five (5) years of verifiable experience delivering services in the proposed discipline(s)/subject(s) in a public or private school setting.
2. The Proposed Key Personnel shall have a minimum of five (5) years experience in providing services in the planning and implementation of the proposed discipline(s)/subject(s) in a public or private school setting.
3. Contractor/Firm has the capacity to build a minimum of six (6) career labs over the spring/summer 2024 and train teachers.
4. Contractor/Firm is able to select and supply instructional materials and furniture to accompany the curriculum in a standard size classroom.
5. The Proposer shall acknowledge acceptance of the District's insurance requirements.

Failure to meet ALL of the above Minimum Qualifications shall cause the respondent's bid proposal to receive no further consideration.

CAREER LAB MINIMUM REQUIREMENTS

The career lab must include the following:

1. Furniture that facilitates collaborative learning in stations, where students work in pairs on curriculum.
2. Equipment, software, and supplies support critical thinking and problem solving for students to engage in hands-on learning in each of the career pathways chosen by the school.
3. Curriculum must be accessible to students from the learning management system as well as printed copies.
4. Curriculum embeds writing and reflection for student learning and supports English language development for all learners.
5. Learning management system allows the teacher to see how students are meeting or exceeding the Model Curriculum Standards within each industry sector as well as the standards for Career Ready Practice and allow for personalized instruction to help students achieve the standards.
6. The lab will also integrate careers to the career cluster so students understand what careers are available for each career cluster. The curriculum should provide opportunities for students to write, reflect, and learn about the subject matter.

MINIMUM DELIVERABLES REQUIREMENT

1. Set up career labs at four (4) different schools and train teachers in the summer of 2024. Each career lab has a minimum of 16 individualized career stations identified as critical to high school and regional workforce demands.
2. Have capacity to set up additional career labs, as needed.
 - o Set up additional labs and train teachers to be ready for classes by Fall 2025
 - o Set up additional labs and train teachers to be ready for classes by Fall 2026
3. Onsite delivery and onsite setup and installation of each lab must be included in the bid price.

MINIMUM CURRICULUM REQUIREMENT

The Tennessee Department of Education (TDOE) has defined the following 16 career clusters:

- Advanced Manufacturing
- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, A/V Technology, and Communications
- Business Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Marketing, Distribution, and Logistics
- STEM
- Transportation

Career Labs must include the following representative of each career cluster:

1. Project-based learning units are available in all of the 16 CTE Career Clusters and are aligned to state and national CTE standards.
2. Projects must be relevant, engaging, and authentic to typical work in each of the industry sectors.
3. Projects should include clear connections to the core areas of English, math, science, and social studies and allow for interdisciplinary learning.
4. Each career cluster project must culminate in a performance assessment that results in product(s) that students can use for a digital portfolio or presentation (e.g.; portfolio defense).
5. Each unit includes multiple forms of assessments, such as formative and summative assessments.
6. The curriculum must be customizable by the teacher to connect to local industry and businesses and to core area classes.

MINIMUM MATERIAL REQUIREMENTS

1. Project curriculum and learning environment must support student collaboration.
2. Project curriculum must be designed to minimize annual costs (e.g: annual consumables) after the initial material investment.
3. Content learning management system should utilize mastery learning and grading to allow students multiple opportunities to practice and master skills in each of the 16 career clusters and provide feedback to students so they understand what they have mastered and what they still need to achieve.
4. Vendor must be able to include instructional materials, equipment, classroom furniture, and technology to support each unit.
5. All digital/electronic/online resources and tools must meet all FERPA student data privacy requirements. The interface must be user-friendly for both teachers and students.
6. Vendor must be able to provide a blueprint of the ideal classroom layout (career lab) to support the accompanying curriculum.
7. Furniture selected for the career lab should support the optimal learning environment in each of the 16 career clusters. Furniture should be carefully chosen to generate student excitement and interest.

8. Equipment and curriculum must be customizable for the school's career focus.

MINIMUM TRAINING AND SUPPORT REQUIREMENTS

1. Vendor must be able to provide high quality and continuous professional development to teachers, including support for teachers in mastering the content learning management system.
2. Vendor must provide customer support via phone, email, and online support that responds within 24 hours.

INDIVIDUAL SCHOOL CAREER LAB REQUIREMENTS

A bid price should be submitted for each school using the attached form. It shall include all specifications noted above and be aligned to the areas indicated by each school. Each kit should include its own customized table, stools/chair, and storage specific to the module.

Cascade Middle School:

1. Cosmetology and Barbering
2. Criminalistics
3. Design and Marketing
4. Digital Audio Production
5. Energy and Power
6. Flight and Drone Technology
7. Hospitality and Tourism Management
8. Health Science Careers
9. Child Development
10. Culinary Arts
11. Wellness and Nutrition
12. Personal Finance
13. Robotics
14. Structural Engineering
15. Veterinary Medicine
16. Welding

Community Middle School:

1. Computer Graphics and Game Development
2. Computer Aided Drafting and Design
3. Cosmetology and Barbering
4. Criminalistics
5. Electricity and Electronics
6. Emergency and Fire Management
7. Employability Skills
8. Flight and Drone Technology
9. Home Maintenance Fundamentals
10. Computer Science
11. Child Development
12. Culinary Arts
13. Nursing
14. Pneumatics
15. Robotics
16. Veterinary Medicine

17. Welding Basics

Harris Middle School:

1. Computer Graphics and Game Development
2. Computer Graphics and Game Development
3. Computer Graphics and Game Development
4. Computer Aided Drafting and Design
5. Computer Aided Drafting and Design
6. Computer Aided Drafting and Design
7. Criminalistics
8. Criminalistics
9. Criminalistics
10. Design and Marketing
11. Design and Marketing
12. Design and Marketing
13. Emergency Medical Technician
14. Emergency Medical Technician
15. Emergency Medical Technician
16. Energy and Power
17. Energy and Power
18. Energy and Power
19. Flight and Drone Technology
20. Flight and Drone Technology
21. Flight and Drone Technology
22. Home Maintenance Fundamentals
23. Home Maintenance Fundamentals
24. Home Maintenance Fundamentals
25. Home Maintenance Systems
26. Home Maintenance Systems
27. Home Maintenance Systems
28. Child Development
29. Child Development
30. Child Development
31. Nursing
32. Nursing
33. Nursing
34. Personal Finance
35. Personal Finance
36. Personal Finance
37. Sports Medicine
38. Sports Medicine
39. Sports Medicine
40. Structural Engineering
41. Structural Engineering
42. Structural Engineering
43. Veterinary Medicine
44. Veterinary Medicine
45. Veterinary Medicine
46. Welding
47. Welding
48. Welding

Liberty School:

1. Biomedical Engineering
2. Computer Aided Drafting and Design
3. Digital Manufacturing
4. Energy and Power
5. Environment and Ecology
6. Child Development
7. Lasers
8. Mechanisms
9. Nursing
10. Pneumatics
11. Research and Development
12. Sports Medicine
13. Structural Engineering
14. Veterinary Medicine
15. Emergency Medical Technician
16. Video Production
17. Computer Graphics and Game Development
18. Cosmetology and Barbering
19. Criminalistics
20. Electricity and Electronics
21. Flight and Drone Technology
22. Home Maintenance Systems
23. Health Science
24. Culinary Arts
25. Robotics
26. Welding
27. Alternative Energy
28. Computer Science
29. Design and Pre-Construction
30. Electricity
31. Engineering
32. Environment and Ecology
33. Flight Principles
34. Forensic Science
35. Manufacturing
36. Health Science
37. Nutrition and Wellness
38. Robotics

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

RE: Bid No. 24-33

Gentlemen:

Having examined the specifications for **Career Labs and CTE Curriculum for Middle Schools**, we (I) submit the following proposal:

Cascade Middle School	\$ _____
Community Middle School	\$ _____
Harris Middle School	\$ _____
Liberty School	\$ _____
Total	\$ _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Telephone Number: _____

Email: _____