

REQUEST FOR PROPOSALS (RFP)

Education Consultation Services

Issuing Organization	Pace Center for Girls, Inc. ("Pace")
Solicitation Type	Request for Proposals (RFP)
Proposed Contract Term	October 5, 2026 – June 30, 2027
Anticipated Maximum Value	Approximately \$30,000
Anticipated Level of Effort	Up to 20 hours/week
Proposal Due Date	September 17, 2026

1. Purpose and Background

Pace Center for Girls, Inc. (“Pace”) is soliciting competitive proposals from qualified education consultants or consulting firms to provide education consultation services supporting data analysis, intervention planning, instructional decision-making, FTE compliance support, and leadership efficiency.

The initial education consultation engagement is being evaluated through a monthly ROI framework. That framework measures deliverable completion, student data analysis, intervention planning, FTE compliance support, and leadership efficiency. The purpose of this RFP is to obtain competitive proposals for continued services for the remainder of the 2026–2027 program/school year.

The incumbent consultant, if applicable, may submit a proposal. Issuance of this RFP does not guarantee award to the incumbent or any proposer.

2. Contract Objectives

- Improve the use of IXL and FAST data to identify student skill gaps and instructional needs.
- Establish accurate, data-driven intervention groups.
- Align data analysis and intervention planning with school improvement priorities (SIP).
- Support the Program Director and Academic Manager with FTE Survey verification, student placement review, documentation review, and correction of identified deficiencies before submission.
- Provide leadership with timely, accurate, actionable information supporting instructional and operational decisions.
- Reduce administrative workload for academic team and create measurable operational efficiencies.
- Provide measurable deliverables that allow Pace to evaluate return on investment throughout the contract term.

3. Scope of Services

3.1 Academic / Student Data Analysis

- Analyze IXL and FAST data and identify student skill gaps.
- Identify intervention students accurately and provide supporting analysis.
- Prepare grade-level data reports.
- Complete appropriate subgroup analysis for the SIP, specific to the CSI designation.
- Review applicable accountability indicators.
- Translate findings into actionable recommendations for leadership and instructional staff.
- Identify students whose assessment, intervention, placement, or accountability-related indicators suggest additional review

3.2 Intervention Planning

- Develop and maintain intervention lists.
- Establish data-driven small groups.
- Support development and maintenance of intervention schedules.
- Support in identifying and resolution of scheduling conflicts.

3.3 Leadership and Operational Support

- Provide timely and responsive communication.
- Provide accurate, usable, and actionable deliverables.
- Reduce administrative workload through contracted services.
- Provide monthly data presentation highlighting trends, recommendations, and areas for growth.

3.4 FTE Compliance Support

- Support FTE Survey data verification.
- Support student schedule reviews.
- Support student placements for accuracy.
- Identify documentation deficiencies.
- Support corrections before submission.

FTE support shall include the 2026–2027 Survey 2, Survey 3, Survey 4, and Survey 5 periods identified in Section 3.6, as applicable to the contract term. Support should include data accuracy checks, grouping/intervention validation, mid-year data review, end-of-year validation, and reporting accuracy as applicable to each survey.

3.5 Expanded Data Analysis, Intervention, Instructional Planning, and Coaching

- Support Pace staff in verifying assessment scheduling accuracy
- Develop and maintain a KPI framework or comparable performance-monitoring structure to track student-performance indicators.
- Provide data for effective intervention and instructional practices and provide recommendations for sustainability.
- Conduct monthly IXL analysis and evaluate student growth, including trend analysis and identification of effective practices.
- Provide virtual coaching and actionable guidance to the Academic Manager to support data-driven instruction and implementation.
- Provide bi-weekly IXL monitoring, where appropriate to the school's implementation model, and adjust groups and interventions based on progress.
- Provide ongoing data analysis and reporting to support the SIP team and leadership decision-making.
- Design and support tiered interventions aligned to demonstrated student need.

3.6 FOCUS Student Information Management System Support

- Document identified data discrepancies and recommended corrections or follow-up actions.
- Support leadership in interpreting FOCUS-derived information for accountability, and FTE-related decision-making.
- Cross-reference FOCUS information with IXL and FAST data and other approved sources to identify discrepancies, data-quality issues, and students requiring intervention or placement review.
- Use FOCUS, as authorized by Pace and applicable district requirements, to support validation of student schedules, placements, and other records relevant to the contracted scope.
- Demonstrate working knowledge of the FOCUS student information management system and its use in student information, scheduling, enrollment/placement, course, and related data review.

3.7 Florida FTE Survey Support During Contract Period

The proposed contract period is October 5, 2026 through June 30, 2027. The successful proposer shall provide support for the Florida 2026–2027 FTE survey periods that occur during the contract term.

FTE Survey	Survey Week	Due Date	Final Update / Amendment	Required Support Focus
Survey 2	October 5–9, 2026	October 16, 2026	December 15, 2026	Pre-survey validation, schedule alignment, student placement/service review, data verification, deficiency identification, correction support, and post-submission follow-up.
Survey 3	February 8–12, 2027	February 19, 2027	April 15, 2027	Pre-survey validation, schedule/placement review, data

				verification, deficiency identification, correction support, and post-submission follow-up.
Survey 4* and 5**	June 14–18, 2027	July 2, 2027*	August 15, 2027*	Pre-survey validation, schedule/placement review, data verification, deficiency identification, correction support, and transition/final documentation before contract expiration.

**Survey 4 occurs during the contract term, but its state due date and final amendment date extend beyond June 30, 2027. Consultant will ensure Pace staff are provided with all documents pertaining to Survey 4 prior to the end of the contract period.*

***Survey 5 preparation will also begin during the contract period.*

Final decisions regarding student placement, intervention assignments, scheduling, and instructional implementation remain the responsibility of Pace staff.

4. Deliverables

- Data analysis reports and summaries.
- Student skill-gap and intervention identification documentation.
- Intervention lists and small-group structures.
- SIP-aligned recommendations.
- FTE verification and review documentation.
- Documentation of identified deficiencies and corrective actions.
- Leadership recommendations will be quantified based on an ROI dashboard completed by Pace leaders.
- FOCUS data validation and/or review documentation, as applicable.
- Monthly presentation to leadership.
- Quarterly Growth Report and Trend Analysis.
- Intervention Logs documenting implementation and changes.
- Progress Reports and Intervention Adjustment Plans.
- KPI Framework or comparable performance-monitoring framework.
- Intervention organization and updated intervention schedules/groups.

5. Performance and ROI Measurement

Pace intends to evaluate performance on a monthly basis. Proposers should explain how they will support measurable performance and provide evidence of value.

Evaluation Category	Weight	Performance Focus
Deliverable Completion	30%	Timeliness, accuracy, usability, responsiveness, implementation support
Data Analysis Effectiveness	25%	Skill gaps, intervention students, reporting, subgroup analysis, instructional decisions
Intervention Planning	20%	Lists, groups, schedules, staff understanding, implementation, instructional efficiency
FTE Compliance Support	15%	Verification, schedule/placement review, documentation, corrections, risk reduction

Leadership Efficiency	10%	Administrative workload reduction and measurable efficiency gains, including reduction in manual data-processing tasks, reporting time, and intervention-grouping efforts.
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Proposed operational 1–5 scoring scale:

Score	Rating	Operational Definition
5	Exceptional	Far exceeds expectations; outcomes consistently exceed targets and create substantial measurable value.
4	Strong	Exceeds expectations; requirements are consistently met and often exceeded; only minor correction may be needed.
3	Acceptable	Meets expectations; requirements are generally met and expected value is provided.
2	Limited	Partially meets expectations; significant gaps or additional staff correction are required.
1	Unsatisfactory	Does not meet expectations; major requirements are missed or work is not usable.

Determinations are: 4.0+ as Continue as Planned; 3.0–3.99 as Corrective Action Plan; below 3.0 as Formal Review; and below 2.5 for two consecutive periods as a basis to consider termination or scope revision.

6. Minimum Proposer Qualifications

- Experience working with Clay County School District or experience with a Florida school district.
- Demonstrated experience providing education consultation, academic data analysis, intervention planning, or comparable services.
- Demonstrated ability to analyze IXL, FAST, or comparable student performance data.
- Demonstrated knowledge of intervention planning and instructional scheduling.
- Experience supporting school leadership and translating data into actionable recommendations.
- Ability to provide accurate, timely, usable reports and documentation.
- Ability to meet applicable Pace contract, insurance, confidentiality, background screening, and other compliance requirements.
- Ability to demonstrate FOCUS competency during the proposal evaluation process through a practical demonstration, scenario-based exercise, interview, or other verification method established by Pace.
- Ability to use FOCUS data in conjunction with IXL, FAST, and other approved data sources to validate student placement, schedules, intervention assignments, and related records.
- Demonstrable, working knowledge of the FOCUS student information management system, including relevant student information, scheduling, enrollment/placement, course, and related data elements necessary to support FTE validation and instructional decision-making.
- Description of the proposer's approach to FTE Survey 2, 3, 4, and 5 support and coordination with the applicable school district.
- Description of the proposer's approach to virtual coaching, teacher/leadership support, data integrity, academic integrity, and testing practices.
- Detailed contract-period work plan showing how services will be delivered from October 5, 2026 through June 30, 2027.

7. Proposal Requirements

FOCUS demonstration / competency verification, if requested by Pace, including the proposer's experience using FOCUS and examples of how FOCUS data would be used to support the Scope of Services.

- Cover letter and consultant/firm overview.
- Qualifications and relevant experience.
- Proposed approach and methodology.
- Detailed work plan addressing each scope area.
- Proposed deliverables and delivery schedule through June 30, 2027.
- Proposed staffing and key personnel.
- Data security, confidentiality, and student-information protection approach.
- Performance measurement and ROI methodology.
- Three relevant references, preferably for comparable education consultation services.
- Disclosure of exceptions to RFP requirements.

8. Pricing

Pace anticipates a contract term of October 5, 2026 through June 30, 2027. For budgeting purposes, Pace has an anticipated level of effort of up to 20 hours per week; based on the proposed contract period of thirty-eight (38) weeks, the estimated maximum value is *approximately* \$30,000. This amount is a budgetary reference and does not constitute a guaranteed price, minimum number of hours, or award. Because this procurement is structured as a fixed-price engagement, Pace's evaluation will focus primarily on qualifications, technical approach, demonstrated competency, capacity, and ability to achieve the required deliverables within the established budget.

9. Proposal Evaluation

Pace anticipates evaluating proposals using the following factors, subject to Contracts Administration review and finalization:

Factor	Weight	Focus
Qualifications and Relevant Experience	20%	Comparable education consulting experience and expertise
Technical Approach / Scope Alignment	20%	Ability to address required scope and deliverables
FOCUS / Data-System Competency	30%	Demonstrable working knowledge of FOCUS and ability to integrate FOCUS data with other approved sources
Performance Measurement / ROI	15%	Ability to demonstrate measurable value and outcomes
Key Personnel / Capacity	15%	Qualifications, availability, capacity

9.1 Professional Performance Expectations

- Communicate proactively with internal and external stakeholders.
- Support a consistent and accountable testing culture.
- Support high-quality, standards-aligned classroom instruction.
- Reinforce academic integrity and appropriate testing practices.
- Align recommendations to Florida accountability metrics, including Achievement, Learning Gains, and Lowest 25%.
- Maintain accurate, consistent, and reliable data practices.
- Provide clear, actionable guidance to teachers and the leadership team.

9.2 Data Security and Compliance Expectations

- Instructional recommendations should be driven by data trends and patterns while minimizing unnecessary use of personally identifiable information (PII).
- Aggregated and de-identified data should be used where appropriate to inform decisions and minimize FERPA exposure. Consultant shall access only the minimum student information necessary to perform services and shall comply with FERPA and all applicable district data-security requirements.
- Proposer shall adhere to applicable district data-governance policies and confidentiality standards.
- All student data shall be accessed and analyzed remotely using secure, approved platforms, unless otherwise authorized by Pace.

10. Contract and Compliance Requirements

The successful proposer will be required to execute a Pace-approved contract. Contracts Administration will review and/or draft contracts as applicable.

- Required insurance documentation must be provided. Pace policy generally requires \$1 million per occurrence and \$2 million aggregate general liability, subject to applicable exceptions or approvals.
- Applicable workers' compensation/employer's liability, professional liability, automobile liability, or other coverage shall be addressed based on the services and policy.
- Applicable confidentiality protections are required for PII; a Business Associate Agreement is required where applicable to PHI.
- Conflict-of-interest disclosure requirements apply on a case-by-case basis before execution.
- Because services involve access to student information, successful proposer must comply with applicable Level 2 background screening and required training requirements.
- Automatic renewals involving expenditure of funds are not permitted absent an applicable exception.
- The final contract will include Pace-required terms, conditions, and termination provisions.

11. Schedule

Milestone	Date
RFP Issued	September 1, 2026
Deadline for Questions	September 8, 2026
Pace Response to Questions	September 10, 2026
Proposal Due	September 17, 2026
Evaluation Period	September 18 – 22, 2026
Notice of Award	September 24, 2026
Anticipated Contract Start	October 5, 2026
Contract End	June 30, 2027

12. Submission Instructions

Submit proposals electronically to: Compliance@Pacecenter.org **and** Genelle.Thomas@Pacecenter.org

Proposals must be received no later than the date and time identified above. Late proposals may be rejected.

13. Pace Rights and Reservations

- Pace reserves the right to reject any or all proposals, request clarification, waive minor irregularities, or cancel/modify the solicitation as permitted by applicable policy.
- Pace does not guarantee a minimum number of hours or expenditure unless expressly stated in the executed agreement.
- Pace may request additional information, references, interviews, demonstrations, or pricing clarification.

- Pace may conduct due diligence and obtain additional market information to determine whether proposed costs are appropriate.
- No proposer is selected until required approvals are obtained and a contract is fully executed by authorized Pace representatives.

No Contact or Lobbying

Vendors shall not contact, directly or indirectly, any Pace employee, officer, representative, or member of its Board of Trustees or local Boards of Directors, for the purposes of influencing or attempting to influence an award or other final decision. A vendor may, as an exception to this prohibition, contact the Compliance Department at Compliance@Pacecenter.org . The provisions of this section shall begin on the release date of this RFP and continue until Pace renders an award for this RFP. Any contact prohibited by this section will disqualify a vendor from further consideration.