



**RFP #2026-13**  
MATH COACH/CONSULTANT  
STRATFORD SCHOOL DISTRICT  
SCHOOL IMPROVEMENT GRANT

SEALED submissions are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Stratford.

Released: Thursday, 4<sup>th</sup> December, 2025

Phillip Ryan, Purchasing Agent

Bidder:

\_\_\_\_\_  
Doing Business As (Trade Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Town / State / Zip

\_\_\_\_\_  
Title (Mr /Ms)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

Sealed bids will be received by the Purchasing Department at the office of the Purchasing Agent, 2725 Main Street, Room 104, Stratford, Connecticut 06615, up to:

**10:00AM, Wednesday, 7<sup>th</sup> January, 2026**

**NOTE:**

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page with their bid proposal.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Stratford upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Stratford.
3. Submissions are to be submitted in a sealed envelope and clearly marked “RFP #2026-13” on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.

## REQUEST FOR PROPOSAL

The Town of Stratford (“Town”) on behalf of its Board of Education (“BOE”) is seeking qualifications from prospective candidates to provide the services of a contracted Math Coach/Consultant for the Stratford School District (“District”) Flood School Improvement project funded by a School Improvement Grant (SIG) from the Connecticut State Department of Education (CSDE).

The contracted Math Coach/Consultant, under the supervision of the Building Principal, will provide support for teachers working with high needs students.

At a minimum, the successful candidate must possess the following:

- A. State certification in secondary math with a minimum of five years of successful teaching experience.
- B. Experience coaching or leading staff in teaching and learning.
- C. Demonstrated ability to work effectively as part of a team.
- D. An understanding of the Connecticut Core Standards of Mathematics.
- E. An understanding of best practices in the teaching of mathematics.

### *Preferred Qualification*

- F. Special education background.

## REQUESTS FOR INFORMATION (RFI) / ADDENDA

Direct all requests in writing to:

Town of Stratford, Purchasing Department  
Attention: Phillip Ryan, Purchasing Agent  
E-mail: [PRyan@townofstratford.com](mailto:PRyan@townofstratford.com)

NOTE: Verbal requests for information will NOT be accepted.  
All requests must be received in writing prior to 12:00PM on Thursday, 18<sup>th</sup> December, 2025.

Response will be in the form of an addendum that will be posted approximately Wednesday, 24<sup>th</sup> December, 2025 to the Town of Stratford, Purchasing Department website: <https://www.stratfordct.gov/page/purchasing-department>

It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Stratford employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above. Addenda will not be mailed, e-mailed or faxed out.

## SCOPE OF WORK

### Overview:

The Stratford Public Schools (SPS), through the Town of Stratford, seeks a consultant to serve as Math Coach/Consultant for the Stratford School District (“District”) Flood School Improvement project funded by a School Improvement Grant from the Connecticut State Department of Education (CSDE).

The position includes summer work and runs until 30<sup>th</sup> September, 2026 with the potential for renewal if a second grant is secured. The contracted Math Coach/Consultant, under the primary supervision of the building principal, will coach teachers and provide consultation services in the area of math.

### Background:

The Stratford Public Schools have received a School Improvement Grant for Flood Middle School to focus on math instruction. Scores for students who are high needs are disproportionately lower than scores for the rest of the student population. Stratford Public Schools seeks an instructional coach/consultant to support teachers so that they can support students.

### Job Duties:

- Provide collaborative, ongoing, and job-embedded coaching.
- Coach teachers in groups and individually in best practices related to Tier 1 math instruction.
- Use data-and evidence-informed learning when coaching teachers.
- Support teachers in differentiating for a variety of needs, including students who are English learners and who are identified as needing special education services.
- Observe instruction and provide non-evaluative feedback to teachers.
- Construct opportunities for groups of teachers to observe each other.
- Structure time for teachers to discuss their learning from classroom observations, modeled lessons, etc.
- Model particular instructional strategies for individuals or groups of teachers.
- Facilitate teacher meetings during professional development time, common planning time, etc.
- Work with teachers in the summer to continue coaching and provide support during curriculum writing.
- Collaborate with administration to support teachers' growth and to analyze trends in data.

### Outcomes:

1. Increased teacher competency in Tier 1 instructional practices.
2. Systematic measurement of work and impact (data and evidence documentation).
3. Develop teachers' skills and strategies for working with small groups (Tier 2) within the classroom.
4. Student growth in math.

### Reporting:

The Math Coach/Consultant will report primarily to the Building Principal, in addition to consultation with the Math Department Head, Assistant Superintendent, and Grant Supervisor.

### Employment Conditions:

The Math Coach/Consultant will contract:

- January 2026 through September 2026.
- Mostly in person at Flood Middle School with remote possible for organizational meetings.
- Total contract amount is expected to be approximately \$131,289.00.

### **FORMAT OF SUBMISSION**

1. Submit one (1) printed and signed "original" and one (1) copy, including one (1) electronic USB in "pdf" format.
2. Provide a general description of the type of organization (i.e. corporation, partnership, consultant); number of years in business; size of firm; personnel qualifications and experience. Include the cover page with your proposal.
3. Include resumes and relevant experience of all personnel to be assigned to the project, including any sub-consultants.
4. Submit details of any additional services to be provided, and identify estimated timelines and deliverables.
5. Identify any resources and/or assistance you will require from the Town or BOE.
6. Provide information on the circumstances and status of any disciplinary action taken or pending against you or the firm during the past three (3) years with State regulatory bodies or professional organizations.
7. If your firm has engaged in a recent peer review (i.e. industry publication or article) please include a copy.
8. In addition to the above requirements, respondents may include additional factors or strengths that would assist in assessing their ability to meet the Town/BOE needs. This information need only be one page.
9. All submissions shall remain firm for a period not less than (90) days from the qualifications (RFP) due date, unless such period is extended in writing and agreeable to both parties.
10. Respondents are strongly encouraged to verify the scope of services prior to submitting a proposal. The BOE reserves the right at all times to increase or decrease the project scope as deemed in its best interest.
11. Provide full details of any exceptions. The Town retains the right to accept or reject any or all exceptions.
12. Provide references for equal scope projects performed during the past three (3) years.
13. Submit a maximum cost, an estimated number of hours for the project, and a cost per hour.
14. Explain your qualifications for the project, including facilitating focus groups and experience with education topics.
15. Submit minimum three (3) references.
16. Outline your project plan and timeline.
17. Please submit all relevant and direct information as requested in order to minimize page count. Submissions should be printed on 8.5"x 11" pages, double sided.

## **STATEMENT OF QUALIFICATIONS**

The consultant Math Coach/Consultant shall provide the following information:

- Cover letter citing proven experience with math coaching/consulting.
- Resume.
- Approach to math coaching/consulting.
- Three (3) references for similar work completed. Provide contact name, email, and phone number.

Proposer shall disclose any professional or personal financial interests which could be a possible conflict of interest in representing the Town/BOE/District.

## **EVALUATION CRITERIA**

- Suitability of the proposer's plan.
- Demonstrated ability to satisfy Job Duties.
- Experience supporting teachers working with high needs students.
- Professional qualifications, including academic coaching or similar experience.
- Responsiveness of Proposal.
- References.
- Budget Proposal including hourly rate and maximum cost.

## **SELECTION PROCESS**

The Board of Education, SIG Committee, will review all proposals submitted to this solicitation for conformity with the qualifications sought in connection with this engagement. Upon evaluation of all submissions received, qualified candidates/firms may be invited to interview with various Town/BOE/District officials, department heads or committee members prior to award of contract. Interviews may be requested at the Town/BOE own discretion. Proposals will be reviewed per the evaluation criteria stated above.

The SIG Committee shall recommend contract award/acceptance. Upon award, the candidate will be expected to enter into a contract. The Town reserves the right to reject any and all proposals in response to this solicitation.

**PROPOSAL**

**Provide hourly rates per discipline:**

*Description:*

\_\_\_\_\_ \$ \_\_\_\_\_ /hour

\_\_\_\_\_ \$ \_\_\_\_\_ /hour

\_\_\_\_\_ \$ \_\_\_\_\_ /hour

*Attach all rates and disciplines that shall apply on separate paper if needed.*

**Provide costs for reimbursable expenses, such as, but not limited to, meetings, reports, travel, deliverables:**

Meetings: \$ \_\_\_\_\_ /hour

Travel: \$ \_\_\_\_\_ /mile

Reports: \$ \_\_\_\_\_ /service

*Attach all reimbursable expenses that shall apply on separate paper if needed.*

In the event that the Contractor does not perform the work in accordance with the specifications and/or scope of services, the Town reserves the right to terminate the contract upon (10) days' written notice.

**Provide information regarding number of years in business, size of firm, and location.**

Number of years in business: \_\_\_\_\_ Number of employees: \_\_\_\_\_ (full time) \_\_\_\_\_ (part time)

*The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions where identified in the Bid Documents, of which he/she is aware, either directly or by notification from any sub-bidder, are listed herewith in this Bid Form.*

*Name* \_\_\_\_\_

*Title* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Company* \_\_\_\_\_

*Address* \_\_\_\_\_

## **TERMS & CONDITIONS**

### **Guarantee**

All submissions shall remain firm for a period not less than (90) days from the qualifications (RFP) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

### **Bid Bond / Payment and Performance Bonds**

Bonds are not required to be submitted.

### **Deadline**

Submissions not sealed and/or received later than the due time and date will not be considered. No exceptions.

### **Submissions**

Bid proposals are to be submitted in a sealed envelope and clearly marked "RFP #2026-13" on the outside of the envelope or package, including all outer packaging, such as, DHL, FedEx, UPS, etc. All prices and notations must be printed in ink or typewritten. No erasures are permitted.

Bid proposals are to be in the office of the Purchasing Agent, 2725 Main Street, Room 104, Stratford, Connecticut, prior to date and time specified.

### **Right to Accept / Reject**

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE TOWN OF STRATFORD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.

### **Power of Rejection**

The Mayor shall have the power to reject all bids and to advertise again.

### **Questions / Requests for Information**

All questions concerning conditions and specifications should be directed in writing to:

Phillip Ryan, Purchasing Agent: [PRyan@townofstratford.com](mailto:PRyan@townofstratford.com)

Inquires must reference date of RFP opening, requisition or contract number, including the responding firm's name and address, and must be received no later than the time and date as stated in the bid document. Failure to comply with these conditions will result in the candidate waiving the right to dispute the specifications and conditions.

### **Prices**

Price proposals shall remain firm for a period not less than (90) days from the qualifications (RFP) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

### **The Contractor/Firm**

The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made, will not be recognized.

### **Assignment of Contract**

No contract may be assigned or transferred without the prior written consent of the Town of Stratford.

**OSHA**

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the Town of Stratford for any and all damages that may be assessed against the Town.

**Life Cycle Costing**

Where applicable, Life Cycle Costing will be used as a criterion for awarding bids. This is a method of calculating total cost of ownership of an item, which may include operation and maintenance expenses, transportation, salvage value, and/or disposal costs.

**Insurance Coverage**

The successful bidder will be required to furnish a Certificate of Insurance naming the Town of Stratford, its employees, officers and agents, as the additional insured, and be provided by companies licensed in the State of Connecticut.

**Indemnification**

In addition to providing insurance, the successful bidder shall indemnify and hold the Town, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this Bid/RFP and any resulting contract or purchase order issued pursuant to it.

**Federal, State and Local Laws**

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

NOTE: The Town will be reviewing proposals to ensure contractors/individuals/suppliers/vendors are not debarred or suspended.

**Conflict of Interest**

No officer or employee or member of any elective or appointive board, commission or committee of the Town, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer/ employee/ member have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

**Scope of Work / Site Inspections**

The Bidder/Candidate/Respondent declares that the scope of the work and/or specifications has been thoroughly reviewed and any questions resolved, and further declares that the site has been inspected if requested for in the specification.

**Exception to Specifications**

No protest regarding the validity or appropriateness of the specifications or of the Invitation will be considered, unless the protest is filed in writing with the Purchasing Agent, prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

**Unless Otherwise Noted**

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the submission.

**Tax Exempt**

The Town of Stratford is exempt from all State and Federal taxes.