



THE PENNSYLVANIA CYBER CHARTER SCHOOL

REQUEST FOR INFORMATION

K-12 CURRICULUM

Release Date: September 12, 2018

Response Deadline: October 17, 2018

NOTICE TO VENDORS:

**** THIS IS NOT A REQUEST FOR PROPOSAL. **
A CONTRACT WILL NOT BE AWARDED BASED ON RESPONSES TO THIS
REQUEST FOR INFORMATION.**

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I. BACKGROUND: The Pennsylvania Cyber Charter School (“PA Cyber”) is a public charter school authorized by the Pennsylvania Department of Education (“PDE”). PA Cyber operates as a nonprofit entity incorporated in the Commonwealth of Pennsylvania and serves approximately 11,000 students in Kindergarten through Twelfth grade. PA Cyber is one of the largest, most experienced, and most successful online public schools in the nation.

II. PURPOSE: The purpose of this Request for Information (“RFI”) is for PA Cyber to solicit information from vendors providing digital curriculum for Kindergarten through Twelfth grade or for portions of those grade levels (“Vendors”). For its deliberative decision making, PA Cyber is seeking to increase its knowledge of current digital curriculums and gain information on potential Vendors it may select as PA Cyber’s next curriculum provider or providers. This RFI does not commit PA Cyber to select a new curriculum and/or provider.

The Vendor’s proposed curriculum should include a complete scope and sequence of courses for Kindergarten through Twelfth Grade, or for portions of those grade levels, including documentation that such courses align to Pennsylvania Core Standards. All courses must be aligned to the Pennsylvania Academic Standards where the Pennsylvania Core Standards are not applicable. The goal of the curriculum is that all students will meet or exceed all proficiency and competency standards as are applicable.

III. IMPORTANT DATES:

RFI Release Date:	September 12, 2018
Cut Off Date for Questions:	September 26, 2018
Response Due Date:	October 17, 2018

IV. RESPONSE INSTRUCTIONS: This RFI is for information only; it does not initiate a formal procurement process or present a commitment to issue a Request for Qualifications (“RFQ”), a Request for Proposals (“RFP”), or any other solicitation. PA Cyber will not pay for the preparation of any response or information submitted it or PA Cyber’s use of such information. PA Cyber may, in its sole discretion, use information provided in response to the RFI. It is not, however, obligated to use any information so received. Responses should be written in narrative form and numbered appropriately. Responses should include any appropriate samples, curriculum materials, links to websites and all other documents to properly support the Response. Responses should be submitted by 4:00 pm EST on October 17, 2018 to the following address:

The Pennsylvania Cyber Charter School
652 Midland Avenue
Midland, PA 15059
Email: curriculumRFI@pacyber.org
Subject/Attn: Curriculum RFI

Vendors may submit their curriculum Responses for all grade levels (Kindergarten through Twelfth) or only a portion of those grade levels. PA Cyber may request clarification of information submitted in a Response or additional information from one or more Vendors. Vendor may request a word version of Section VII of this RFI by sending an email to curriculumRFI@pacyber.org.

V. INQUIRIES: Vendors are encouraged to submit questions to curriculumRFI@pacyber.org if they require clarification of any portion of this RFI. All questions must be received no later than September 26, 2018 by 12:00 pm EST. PA Cyber will post all questions and answers to its website for all Vendors to view. These questions and answers can be found by clicking on Request for Proposals at www.pacyber.org/about. PA Cyber will not respond to any questions that are not submitted in accordance with this section.

VI. MEETINGS: If selected by PA Cyber, Vendors will be required to present at an in-person meeting at PA Cyber's Midland, PA office during the week of December 3-7, 2018. The purpose of the in-person meeting is for the Vendor to provide additional feedback, information and materials that may assist PA Cyber personnel in their decision making. Vendors will be solely responsible for all costs associated with travel to and attendance at the in-person meeting. PA Cyber reserves the right to meet with any or all Vendors.

VII. REQUEST FOR INFORMATION: Answers to the following questions are requested. In responding to all questions, please address the items listed on Exhibit A (“Critical Considerations”), where appropriate. For all questions to which a Vendor selects “yes” in this Section VII, the Vendor must provide a more detailed response in the “Explanation/Description” response box. A Vendor may, but is not required to, use the “Explanation/Description” response box to provide additional information for any question to which it responds “no”. Additional pages may be attached, if necessary.

A. CUSTOMIZATION/PERSONALIZATION CAPABILITIES

For the questions in this subsection, the following definitions apply:

“Customize” and/or “Customization” means the action of modifying or configuring items including, but not limited to: a master course and/or derivative courses, user roles and permissions, system features and functionality, course links, websites, assessments, rubrics, templates, content, and sequence, based the needs of the school and/or its teacher(s) to meet a particular need.

“Personalize” and/or “Personalization” means an action that can be taken for one (1) or multiple students/staff within a course or group in order to meet an individual or small group need.

1. Does your digital curriculum product give your customers the ability to Customize? If yes, please describe the Customization capabilities and related process(es).

Yes No

Explanation/Description:

2. Does your digital curriculum product give your customers the ability to Personalize? If yes, please describe the Personalization capabilities and related process(es).

Yes No

Explanation/Description:

B. TECHNICAL COMPONENTS

1. Do you have a proprietary Learning Management System (“LMS”)? If yes, please describe the LMS.

Yes No

Explanation/Description:

2. If you have a proprietary LMS, does it have single sign on capability with Genius Student Information System (“SIS”)? If yes, please describe this capability.

Yes No

Explanation/Description:

3. If you have a proprietary LMS, does it have single sign on capability and integration with Blackboard Collaborate? If yes, please describe the capability and integration process.

Yes No

Explanation/Description:

4. Can your customers choose to use their own LMS? If yes, please describe your curriculum integration process with the LMS.

Yes No

Explanation/Description:

5. What current LMS integrations currently exist for your product? Please provide the type(s) of integrations that exist.

Yes No

Explanation/Description:

6. What current SIS integrations currently exist for your product? Please provide the type(s) of integrations that exist.

Yes No

Explanation/Description:

7. Do you offer physical course textbooks and materials? If yes, please explain the business process options for selection, distribution, and tracking of these materials.

Yes No

Explanation/Description:

C. CONTENT COMPONENTS

1. Is your curriculum research based? If yes, what methodology was employed?

Yes No

Explanation/Description:

2. Do you offer core and elective courses?

Yes No

Explanation/Description:

3. Do you offer college and career readiness courses?

Yes No

Explanation/Description:

4. Do you offer Career and Technical Education courses?

Yes No

Explanation/Description:

5. Does your curriculum consider phonics as part of the reading program (Phonemic awareness, Systematic phonics instruction, methods to improve fluency, methods to improve comprehension)?

Yes No

Explanation/Description:

6. Does your curriculum consider the recommendations of the National Reading Panel regarding the combination of techniques for teaching children to read? (Phonemic awareness, Phonics, Fluency, Guided oral reading, teaching vocabulary words, reading comprehension strategies)

Yes No

Explanation/Description:

7. Do you supply teachers and students with printed materials?

Yes No

Explanation/Description:

8. Do you supply teacher resource guides?

Yes No

Explanation/Description:

9. Do you supply parent resources?

Yes No

Explanation/Description:

10. Do you supply kits and course manipulatives for all courses and grade levels?

Yes No

Explanation/Description:

11. Is your curriculum (content and assessments) aligned to the Pennsylvania Core Standards for mathematics and English Language Arts? If yes, please detail how your curriculum is aligned to Pennsylvania Core Standards.

Yes No

Explanation/Description:

12. If you answered no to question 11 above, is there a crosswalk available? If yes, please describe the crosswalk.

Yes No

Explanation/Description:

13. Is your curriculum (content and assessments) aligned to the Pennsylvania Academic Standards for science and social studies?

Yes No

Explanation/Description:

14. Do you supply your customers with printed versions of your curriculum maps?

Yes No

Explanation/Description:

15. Is your curriculum sequenced according to assessment anchors and eligible content? If yes, please describe your curriculum sequencing.

Yes No

Explanation/Description:

16. Is your curriculum National Instructional Materials Accessibility Standard (“NIMAS”) compliant? If yes, please describe how your curriculum is NIMAS compliant.

Yes No

Explanation/Description:

17. Does your curriculum address the needs of English Learners? If yes, please describe how your curriculum addresses the needs of English Learners.

Yes No

Explanation/Description:

18. Does your curriculum address the needs of students with a Gifted Individualized Education Plan (“GIEP”)? If yes, please describe how your curriculum addresses GIEPs.

Yes No

Explanation/Description:

19. Does your curriculum address the needs of students with an Individualized Education Plan (“IEP”)? If yes, please describe how your curriculum addresses IEPs.

Yes No

Explanation/Description:

20. Does the program/course design reflect a clear understanding of student needs and incorporate varied ways to learn and multiple levels of mastery of your curriculum?

Yes No

Explanation/Description:

21. Is your curriculum designed into themes or lessons that clearly state a suggested completion timeframe for a 180 day school year which takes into account breaks, holidays, etc.?

Yes No

Explanation/Description:

22. Do you have full year and semester courses? Please provide a list of all course offerings with associated timeframes and/or credits.

Yes No

Explanation/Description:

23. Do lessons include an overview, content, activities, enrichment, remediation, and assignments and assessments to provide multiple learning opportunities for students to master the content?

Yes No

Explanation/Description:

24. Does your curriculum provide measurable course goals and objectives that clearly state what the participants will know or be able to do at the end of the lesson/course?

Yes No

Explanation/Description:

25. Does your curriculum take into account different learning styles of students?

Yes No

Explanation/Description:

26. Are there opportunities for students to engage in higher-order thinking, critical reasoning activities and thinking in increasingly complex ways? Please describe these opportunities.

Yes No

Explanation/Description:

27. Do you provide writing instruction within all subject areas and at all grade levels for which you provide curriculum?

Yes No

Explanation/Description:

28. Does your curriculum include interactive pieces (games, online labs, videos, etc.) for the student? If yes, please describe the interactive pieces.

Yes No

Explanation/Description:

29. If you answered yes to question 28 above, are the interactive pieces HTML5 compliant?

Yes No

Explanation/Description:

30. Does your course content reflect multicultural education that is accurate, current, and free of bias?

Yes No

Explanation/Description:

31. Can teachers adapt learning activities and assignments/assessments on a continual basis to accommodate students' needs? If yes, please describe the adaptation process.

Yes No

Explanation/Description:

32. Can course sequences be adjusted based on the needs and requests of your customers? If yes, please describe the adjustment process.

Yes No

Explanation/Description:

33. Can objectionable material be removed from a course at the request of your customers? If yes, please describe the removal process.

Yes No

Explanation/Description:

34. Do your customers have rights to edit the provided curriculum, including assessments? If yes, please explain the extent of the rights and the editing process.

Yes No

Explanation/Description:

35. Are the readability levels, written language assignments, and mathematical requirements appropriate for the course content and the students?

Yes No

Explanation/Description:

36. Does your curriculum provide opportunities for appropriate instructor-student and student-student interaction to foster mastery and application of the material? If yes, please describe these opportunities.

Yes No

Explanation/Description:

37. Are the course objectives matched to content requirements and to the grade and skill levels of the intended student audience?

Yes No

Explanation/Description:

38. Are the content and assessments of sufficient rigor, depth, and breadth to teach the standards being addressed?

Yes No

Explanation/Description:

39. Are extended resources and activities provided within lessons to increase achievement levels? If yes, please describe the extended resources and activities and how they increase achievement levels.

Yes No

Explanation/Description:

40. Is the content and assessments designed for use in a virtual environment, blended learning environment, and asynchronous environment?

Yes No

Explanation/Description:

41. Can lesson content and activities be manipulated and/or altered by your customers and/or individual teachers? If yes, please describe the alteration process for your customers and/or individual teachers.

Yes No

Explanation/Description:

42. Does your curriculum incorporate and prescribe real-time adaptive interventions based on student performance? If yes, please describe the real-time adaptive interventions.

Yes No

Explanation/Description:

43. Are your lessons accompanied by offline material (i.e. textbooks, novels, workbooks, kits, etc.)? If yes, please describe the offline material.

Yes No

Explanation/Description:

44. Do you have a curriculum review cycle? If yes, please describe the curriculum review cycle.

Yes No

Explanation/Description:

45. Do you have a process for your customers to submit and/or make content and assessment edits? If yes, please describe the editing process and completion timeline.

Yes No

Explanation/Description:

46. Do you notify your customers when changes are made within a course? If yes, please describe the notification process.

Yes No

Explanation/Description:

47. Are resource guides available, particularly at the elementary grade levels, to assist parents in instructing their student? If yes, please describe the resource guides.

Yes No

Explanation/Description:

48. Are teacher resource books available to assist the instructor with lesson planning and content development? If yes, please describe the resource books.

Yes No

Explanation/Description:

49. Are age appropriate manipulatives provided to students to assist with the learning process?

Yes No

Explanation/Description:

50. Can your customers select alternate or additional course materials to coincide with your classes and have those materials sent to students? If yes, please describe the process.

Yes No

Explanation/Description:

51. Do you have a book/material procurement process? If yes, please describe the process.

Yes No

Explanation/Description:

52. Does your program allow for content to be read aloud to students via a narrator feature or voice technology?

Yes No

Explanation/Description:

53. Do you provide a customizable gradebook? If yes, please describe the customization process.

Yes No

Explanation/Description:

54. Can teachers finalize individual student grades throughout the course of the year? If yes, please describe the process.

Yes No

Explanation/Description:

55. Do you have a course transfer process for student grades? If yes, please describe the course transfer process.

Yes No

Explanation/Description:

56. Do your customers have the ability to implement forced progression? If yes, please describe the forced progression process.

Yes No

Explanation/Description:

D. ASSESSMENT COMPONENTS

1. Do you use a points-based gradebook?

Yes No

Explanation/Description:

2. Do your courses include adequate and appropriate methods and procedures to assess students' mastery of content? If yes, please describe the methods and procedures.

Yes No

Explanation/Description:

3. Is a student continuously aware of his/her progress in class and mastery of the content beyond letter grades?

Yes No

Explanation/Description:

4. Do the assessment materials provide the teacher with the flexibility to assess students in a variety of ways?

Yes No

Explanation/Description:

5. Are grading rubrics provided to the teacher?

Yes No

Explanation Description:

6. Do you use placement exams to evaluate students by skill and or grade level? If yes, please describe the examination process.

Yes No

Explanation/Description:

7. Can teachers and administrators see the assessment and assignment answers and explanations for assessment questions?

Yes No

Explanation/Description:

8. Are various assessment types utilized to evaluate students? If yes, please explain how each assessment type is assigned a value/score.

Yes No

Explanation/Description:

9. Do the assessments include a combination of both auto-graded and teacher graded questions?

Yes No

Explanation/Description:

10. Are test banks available? If yes, please explain the process for accessing the test banks.

Yes No

Explanation/Description:

11. Is there an ability to give multiple versions of the same assessment?

Yes No

Explanation/Description:

12. Can your customers modify assessments and assignments? If yes, please describe the modification process.

Yes No

Explanation/Description:

13. Can your customers insert their own assessments into the already provided assessments/gradebook? If yes, please describe the process.

Yes No

Explanation/Description:

14. Does your curriculum include both formative and summative assessment types? Please explain.

Yes No

Explanation/Description:

15. Can students retake an assignment/assessment without access to the previous attempt?

Yes No

Explanation/Description:

16. Are assessment answer keys provided to the teacher?

Yes No

Explanation/Description:

17. Can teachers provide individualized comments for every assessment question? If yes, please describe the commenting process.

Yes No

Explanation/Description:

18. Can teachers view and print assessments?

Yes No

Explanation/Description:

19. Can students upload multiple documents for an assignment?

Yes No

Explanation/Description:

20. Can teachers create personalized rubrics to be included with Vendor created assessments?

Yes No

Explanation/Description:

21. Can your customers create their own assignments/assessments to be included within the curriculum? If yes, please describe the process.

Yes No

Explanation/Description:

22. Can assessment questions be randomized? If yes, please explain.

Yes No

Explanation/Description:

23. Can students submit assessments without all questions being answered?

Yes No

Explanation/Description:

24. Can students review selected answers for all assessment questions prior to submission?

Yes No

Explanation/Description:

25. Do assessments include open-ended questions and writing prompts in all grade level and core subject area courses?

Yes No

Explanation/Description:

26. Do you use text dependent analysis questions with an accompanying writing process?

Yes No

Explanation/Description:

27. Can teachers upload questions from an outside test bank/poll via txt files or QTI packages? If yes, please describe the uploading process.

Yes No

Explanation/Description:

28. Are voice recording assessment options available? If yes, please describe the options.

Yes No

Explanation/Description:

29. Can customers adjust Vendor created assessments based on the needs and accommodations of students with an IEP, GIEP, 504 Plan and/or English Learners? If yes, please describe the adjustment process.

Yes No

Explanation/Description:

30. Are fluency assessments available for elementary students allowing teachers to hear student speaking, pronunciation, and reading?

Yes No

Explanation/Description:

VIII. PROPRIETARY INFORMATION: All materials submitted by Vendors under this RFI will be subject to (i) Pennsylvania's Right to Know Law (65 P.S. §§ 67.101, *et seq.* ("RTKL")) and (ii) any other laws or regulations applicable to the disclosure of documents submitted under this RFI. By submitting a Response, a Vendor certifies that it has familiarized itself with the RTKL and made its own determination as to whether any of the information contained in its Response will be subject to public disclosure at any point during or after the RFI process. Any Vendor that determines it must divulge confidential proprietary information or trade secrets in its Response must (a) submit the form and signed written statement attached to this RFI as Exhibit B, and (b) provide a redacted version of its Response, which removes only the confidential proprietary information and trade secrets, for required public disclosure. Any information not identified as confidential proprietary information and/or trade secrets in accordance with the requirements of this paragraph will not be considered by PA Cyber to be exempt under the RTKL. In no event shall PA Cyber or any of its representatives, consultants, or employees be liable to Vendor for the disclosure of any materials or information submitted by a Vendor in response to this RFI. All materials submitted in response to this RFI shall be considered the property of PA Cyber and may be returned to Vendor at PA Cyber's sole discretion. Notwithstanding any copyright designations in Vendor's Response, PA Cyber will have the right to (i) reproduce and distribute Vendor's Response internally, and (ii) comply with the RTKL and other disclosure requirements under the laws, statutes and regulations of the Commonwealth of Pennsylvania and/or the United States of America or rule or order of any court of competent jurisdiction.

IX. PROHIBITED CONTACT. REGISTERED AND NON-REGISTERED LOBBYING OF PA CYBER STAFF OR BOARD MEMBERS WITH RESPECT TO THE RFI IS PROHIBITED. ANY CONTACT (WHETHER BY WRITING, TELEPHONE, E-MAIL OR OTHERWISE) BETWEEN VENDOR AND/OR VENDOR'S REPRESENTATIVES AND PA CYBER STAFF OR BOARD MEMBERS RELATING TO THIS RFI, OTHER THAN AS INTENDED AND INITIATED BY A PA CYBER STAFF OR BOARD MEMBER, SHALL BE GROUNDS FOR DISQUALIFICATION FROM THE RFI PROCESS. BY SUBMITTING A RESPONSE, THE VENDOR REPRESENTS AND WARRANTS THAT IT HAS NOT MADE, AND WILL NOT MAKE, ANY CONTACT PROHIBITED BY THIS PARAGRAPH. VENDOR CERTIFIED THAT NO PA CYBER BOARD MEMBER, STAFF MEMBER, OR EMPLOYEE HAS A FINANCIAL OR BENEFICIAL INTEREST IN THE VENDOR.

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EXHIBIT A

PA Cyber has identified the following items as critical to their needs relating to curriculum and curriculum providers. Vendors should address these items in their Responses to the questions in Section VII, where appropriate.

I. LEARNING MANAGEMENT SYSTEM (“LMS”)

- PA Cyber’s ability to select its own LMS.
- Vendor must provide detailed descriptions of LMS and Student Information System (“SIS”) integrations, including the types of integrations that exist.
- If PA Cyber must use Vendor’s proprietary LMS, Vendor’s LMS must have single sign on capabilities with Genius SIS and single sign on capabilities and integration with Blackboard collaborate.

II. CURRICULUM

- Curriculum and course alignment with Pennsylvania Core Standards, including math course alignment with Mathematical Practice Standards
- Vendor must provide detailed descriptions and explanations of Vendor’s plan to rollout its curriculum to PA Cyber.
- PA Cyber’s ability to (i) use its own content and assessments; (ii) adapt Vendor’s content and assessments; (iii) change the sequence of course content if necessary to comport with Pennsylvania’s standardized testing window; and (iv) customize gradebooks.
- Curriculum and courses that are interactive, engaging and take into consideration PA Cyber’s students’ multiple learning styles.
- PA Cyber’s ability to use courses in asynchronous, blended and virtual classrooms.

III. MATERIALS

- Vendor’s ability to offer physical course textbooks and materials, and a detailed description of the options for selection, distribution, and tracking of these materials.
- If Vendor does not offer physical textbooks and materials, Vendor must provide a detailed description of the electronic textbooks and materials it does provide, a detailed description of the options for selection, distribution, and tracking of these electronic materials.
- Student and teacher materials that correspond with courses, course textbooks, printed materials, and workbooks.
- Vendor’s ability to provide parent resource guides.

EXHIBIT B

TRADE SECRET/CONFIDENTIAL
PROPRIETARY INFORMATION NOTICE

Please provide a list detailing the portions of the Response being submitted that Vendor believes constitute trade secrets or confidential proprietary information (collectively, "CPI"), along with an explanation of why it believes the information constitutes CPI. Vendor's Response and all other materials submitted with the Response must be marked in such a way to allow PA Cyber to easily identify the portion which Vendor alleges constitutes CPI. It is the responsibility of the Vendor to ensure that all statements and assertions made on this form are legally defensible and accurate.

Name of Vendor: _____

Vendor Contact Information: _____

Page No.	Description of CPI	Explanation

*Attach additional pages, if necessary.

EXHIBIT B

TRADE SECRET/CONFIDENTIAL
PROPRIETARY INFORMATION NOTICE

Acknowledgment

Vendor hereby agrees that it has read and completed this form and has marked its Response in accordance with the instructions above. Vendor agrees that PA Cyber is not liable for the use or disclosure of CPI that has not been marked and accompanied by a specific explanation and/or supported by a valid legal basis. Vendor agrees to defend any action seeking release of materials it believes to be CPI and indemnify and hold harmless PA Cyber, its agents, officers and employees from any judgments awarded against PA Cyber in favor of a party requesting the materials, and any and all costs connected with that defense. Vendor acknowledges that PA Cyber reserves the right to reject Vendor's claim of CPI if PA Cyber determines that Vendor has not met its burden of establishing that the information constitutes CPI.

Signature:

Name: _____

Title: _____

Date: _____