



REQUEST FOR INFORMATION

RFI # 163-07272023KS

Biology, Chemistry, Physical Science and Earth Environmental Science  
Course Curriculum

**PROCUREMENT SERVICES**

**4421 Stuart Andrew Blvd, Suite 210  
Charlotte, NC 28217**

# REQUEST FOR INFORMATION

## Biology, Chemistry, Physical Science and Earth Environmental Science Course Curriculum

RFI # 163-07272023KS

### A. INTRODUCTION

The Charlotte-Mecklenburg Schools (CMS) Learning & Teaching department is seeking information from potential vendors that can provide a comprehensive Biology, Chemistry, Physical Science and Earth Environmental Science core curriculum solution that aligns with the:

- [North Carolina Draft Standard Course of Study](#) (NCSCOS)
- [NGSS SEPs and DCIs](#)

### B. BACKGROUND

North Carolina is introducing new Biology, Chemistry, Physical Science and Earth Environmental Science standards for the 2024-25 school year and beyond.

CMS is seeking outside potential vendors that will provide a full suite of curricular resources to support instruction that is aligned to the standards, promotes educational equity and culture, empowers educators, and helps all students meet the challenges of more rigorous standards. These principles bolster CMS's vision, mission, [Goals and Guardrails](#) and four pillars of excellence.

Responses must address how the resulting curriculum will focus on the instructional core: the participation of **students** in their own education, the knowledge and skill of the **teacher**, and the level and complexity of the **content** students are asked to learn.

All spending will directly support these goals, guardrails, and strategies to ensure all students within our school system are provided with effective core instruction that is standards aligned and rigorous.

### C. OBJECTIVES OF THIS RFI

**Objective 1: Instructional materials are aligned and support the NC Shifts for SCIENCE and CMS Programs.**

For each criteria, describe, to what extent, your curriculum meets/does not meet the criteria.

**Criteria 1:** Curriculum shall meet the the four lenses of the [NextGen TIME](#) rubric or have been reviewed by Ed Reports Science and received minimally, Partially Meets Expectations in Alignment .

#### NextGen Time 4 Lenses

- Presence of key components: Phenomena/Problems, Three Dimensions, and Logical Sequence (Foundations).
- Quality of learning experiences for phenomena/problems, three dimensional conceptual framework, prior knowledge, metacognition, and equitable learning opportunities (Student Thinking).
- Evidence of three dimensional performances, variety of measures, measure of student progress over time, and equitable access (Student Progress).
- Evidence of the support for teachers across all aspects of Foundations, Student Thinking, and Student Progress (Teacher Support).

<p>EdReports Science Alignment</p> <ul style="list-style-type: none"> <li>Gateway 1: Designed for NGSS</li> <li>Gateway 2: Coherence and Scope</li> </ul> <p>*Please note that CMS will only evaluate instructional resources that meet either of these two requirements.</p>	
Justification/Comments with Examples (include Evaluation):	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
<p><b>Criteria 2:</b> Potential vendor shall review-the <a href="#">Draft North Carolina Standard Course of Study (NCSCOS)</a> and certify that their curriculum is compatible and compliant as evidenced by a submitted Crosswalk document.</p>	
Justification/Comments with Examples:	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
<p><b>Criteria 3:</b> Potential vendor will supply science texts and materials ( both consumable and non-consumable) that are aligned to the curriculum and/or are available from a secondary vendor.</p>	
Justification/Comments with Examples:	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
<p><b>Criteria 4:</b> Potential Vendor provides curriculum in multiple languages (German, Chinese, Spanish, and French).</p>	
Justification/Comments with Examples:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Span ish <input type="checkbox"/> French <input type="checkbox"/> Ch inese <input type="checkbox"/> Japanese <input type="checkbox"/> Germ an
<p><b>Criteria 5:</b> Curricular support for instruction</p> <p>Potential vendor shall describe how its curriculum:</p> <ul style="list-style-type: none"> <li>A) supports teachers to internalize content, to plan for instruction, and to use materials in the classroom</li> <li>B) facilitates active student engagement and participation in learning</li> </ul>	
Justification/Comments with Examples:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<p><b>Criteria 6:</b> Ability to address diverse learning needs for specialized populations (i.e., Exceptional Children, Multilingual Learners, Advanced Learners) and for students not yet reading on grade level in order to provide all students with grade-level instruction</p>	
Justification/Comments with Examples:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

**Objective 2: Instructional materials are culturally responsive.**

<b>Prompt:</b> Review the <a href="#">Culturally Responsive-Sustaining Steam Scorecard</a>  To what extent (low, medium, high), does your curriculum align to the criteria within the scorecard? What makes your curriculum exceptional in relation to this scorecard?	
<b>Justification/Comments with Examples:</b>	<input type="checkbox"/> High ( 47-62) <input type="checkbox"/> Medium (28-46) <input type="checkbox"/> Low (2 -27)
<b>Criteria 2:</b> Ability to infuse Culturally Relevant and Sustaining strategies into curriculum and/or professional learning	
<b>Justification/Comments with Examples:</b>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

**Objective 3: Professional Learning Expertise**

<b>Prompt 1:</b> To assist NC educators to choose the most effective learning experiences, the State Board of Education adopted the Learning Forward Standards for Professional Learning. These standards make explicit that the purpose of professional learning is for educators to develop the knowledge, skills, practices, and dispositions they need to help students perform at higher levels. Review the <a href="#">Learning Forward's Standards for Professional Learning</a> . To what extent (low, medium, high), does the professional learning and support provided by your organization align to these standards for professional learning? What makes your curriculum exceptional in relation to these standards?	
<b>Justification/Comments with Examples:</b>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

**Objective 4: All CMS accessibility standards are met.**

Assure materials are accessible to all students, including students identified as blind, visually impaired or print disabled. Assurance that materials are compliant with the standards, recommendations, and guidelines specified to assist educators in the selection and use of accessible versions of materials that can be used with all students, including those with different kinds of challenges and assistive devices. For each criterion, describe, to what extent (yes, no), your organization can provide:

Criteria	Yes/No	
All materials are available in languages that meet the needs of our Magnet language schools	YES	NO
• Spanish	YES	NO
• German	YES	NO
• French	YES	NO
• Chinese	YES	NO
• Japanese	YES	NO

Materials are available to be read aloud including all languages that meet the needs of our Magnet language schools	YES	NO
Materials are available in PDF Format	YES	NO
Materials in <a href="#">ePUB Format</a>	YES	NO
Materials are available in an accessible media format and includes alternate text or subtitles	YES	NO
Materials includes alternate text (image)	YES	NO
Materials includes closed captions and subtitles (video)	YES	NO
Materials include functionality that provide accessibility	YES	NO
Materials work with screen readers on iPads and Chromebooks	YES	NO
Materials comply with <a href="#">W3C</a> recommendations for web pages	YES	NO
Is a <a href="#">508 compliant</a> website	YES	NO
Available in the <a href="#">National Accessible Instructional Materials Standard Format - Accessible XML</a>	YES	NO
Complies with National Center for Accessible Media (NCAM) <a href="#">Guidelines</a> for Movies, Web and Multimedia	YES	NO

**Objective 5: The technology platform and high-level architectural design integrates effectively with Canvas, Clever, and other standard CMS technology programs.**

For each criterion, describe what your curriculum can provide and any additional information related to the technical specification of the curriculum in an organized and easily read format.

<b>Criteria 1:</b> Potential vendors shall describe how their product handles authentication including Classlink capabilities. A description of all supported Classlink capabilities offered should be included in the response.
<b>Justification/Comments with Examples:</b>
<b>Criteria 2:</b> Potential vendors shall describe how the product handles authorization. This should include a description of the authorization/security model as well as how role/group/scope changes can be automated.
<b>Justification/Comments with Examples:</b>
<b>Criteria 3:</b> Potential vendors shall describe the capabilities of the application/service to automate rostering of students/teachers/staff. This description should include data formats and file transmission options.

Justification/Comments with Examples:
<b>Criteria 4:</b> Potential vendors shall describe how their product handles account creation, additions and deletions for both student and staff users.
Justification/Comments with Examples:
<b>Criteria 5:</b> Potential vendors shall describe how administrative functions are separated into different roles such as district, school, teacher, etc.
Justification/Comments with Examples:
<b>Criteria 6:</b> Potential vendors shall describe how the methods and means by which the security of CMS data is ensured. Describe the methods and practices in place to protect against unauthorized access, destruction, use, modification and disclosure of CMS data.
Justification/Comments with Examples:
<b>Criteria 7:</b> Potential vendors shall describe all personally identifiable information that is collected through use of the application, site or service and describe the method(s) by which that data is secured.
Justification/Comments with Examples:
<b>Criteria 8:</b> Potential vendors shall describe the method by which a parent may exercise the right to inspect and amend a student's educational records stored in the application, site or service.
Justification/Comments with Examples:
<b>Criteria 9:</b> Potential vendors shall fully describe technical requirements if application, site or service is hosted on-premises. Potential vendors shall describe cloud-hosted delivery options for application, site or service.
Justification/Comments with Examples:
<b>Criteria 10:</b> Potential vendors shall describe in detail all system and network requirements. This description shall include internet browser compatibility, third-party browser plug-in requirements, and end-user workstation minimum specifications.
Justification/Comments with Examples:
<b>Criteria 11:</b> Potential vendors shall describe the capabilities of the application/service to be used on mobile tablet and smartphone devices, whether native or hybrid apps are available and for which mobile operating systems and versions.
Justification/Comments with Examples:
<b>Criteria 12:</b> Potential vendors shall describe the product(s) support model for both technical and functional district support needs.
Justification/Comments with Examples:

<b>Criteria 13:</b> Potential vendors shall describe their approach to converting and migrating data into and out of their solution.
Justification/Comments with Examples:
<b>Criteria 14:</b> Potential vendors shall describe the reporting features for district and school-based administrators, teachers, and students. (Sample reports may be attached)
Justification/Comments with Examples:
<b>Criteria 15:</b> Potential vendor shall describe the reporting feature on an individual student level including how the student is compared to like peers. (Sample reports may be attached)
Justification/Comments with Examples:
<b>Criteria 16:</b> Potential vendors shall describe compliance with website accessibility requirements.
Justification/Comments with Examples:
<b>Criteria 17:</b> Potential vendors shall describe how it complies with IMS Global standards for content including Common cartridge, QUI, and any unique integration solutions for learning management systems (Specifically Canvas)
Justification/Comments with Examples:
<b>Criteria 18:</b> Potential vendors shall describe the methods or plans for data deletion upon termination of the agreement.
Justification/Comments with Examples:
<b>Criteria 19:</b> Potential vendors shall describe copyright details as it relates to the sharing of data in a district shared drive.
Justification/Comments with Examples:
<b>Criteria 20:</b> Potential vendors shall describe, in detail, the experience a student and staff member will have upon accessing the site/service for the first time.
Justification/Comments with Examples:
<b>Criteria 21:</b> Potential vendors shall follow the North Carolina Data Security Standards for Third-Party Data Integration, has reviewed the DPI Vendor Readiness Assessment Report (located here <a href="https://it.nc.gov/documents/files/vendor-readiness-assessment-report-non-state-hosted-solutions/open">https://it.nc.gov/documents/files/vendor-readiness-assessment-report-non-state-hosted-solutions/open</a> ), and can answer "yes" to all questions in sections 3.1 and 3.2.
Justification/Comments with Examples:
<b>Criteria 22:</b> Potential vendors shall follow the <u>North Carolina Data Security Standards for Third-Party Data Integration</u> , including a completed third-party assessment such as the Federal Risk and Authorization Management Program (FedRAMP) authorization, SOC2 Type 2 audit, ISO 27001 certification, or HITRUST certification and can make it available to CMS for inspection.

## Objective 6: PARTNERSHIP REQUIREMENTS

The following requirements shall be provided by the vendor in an organized and easily identifiable manner that allows for quick reference. For each criterion, describe, to what extent, your organization can provide:

<b>Criteria 1: Partner Plan for Implementation</b> Describe your implementation methodology and approach to resources including options to train district implementation staff to the end user including any learning videos, handouts and other implementation resources that may be made available online. Include a plan for teacher development of your defined resources that meets the diverse strengths and needs of our teachers.
<b>Comments with Examples:</b>
<b>Criteria 2: Partner Profile</b> Potential vendor shall provide company profile information (company background, number of employees, type of company, financial information, capacity for handling services, location of company). Include a list of school districts that are currently using your curriculum..
<b>Comments with Examples:</b>
<b>Criteria 3: Partner Experience</b> Potential vendor shall demonstrate experience with public sector clients with similar or greater size and complexity to the Charlotte Mecklenburg School district. Potential vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.
<b>Comments with Examples:</b>

## D. RFI Process

Potential vendors are requested through this RFI to provide information regarding a comprehensive High School Biology, Chemistry, Physical Science and Earth Environmental Science curriculum as listed under the “Objectives of this RFI” section above. Certain vendors will be requested as a result of this RFI to engage in deep discussion and demonstration of their proposed solution. These discussions will be scheduled during summer 2023 through the 2023-2024 school year. **This RFI does not obligate CMS to any purchase or to any action as a result of the information received.** If selected for the demonstration (vendor review) process, identified potential vendors will receive additional follow-up questions and information to be addressed during their scheduled demonstration.



### E. Proposed Schedule

The table below shows the ***intended*** schedule for this RFI. CMS will make every effort to adhere to this schedule. This schedule is subject to change based on the preferences and needs of the Charlotte Mecklenburg Board of Education (CMBOE).

Event	Responsibility	Date
Issue RFI	CMS	July 27, 2023
Submit Written Questions	Vendors	August 3, 2023
Provide Responses to Questions	CMS	August 10, 2023
Submit Information	Vendors	August 17, 2023

### F. Cost for Proposal Preparation

**THIS IS A REQUEST FOR INFORMATION ONLY.** This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue a RFP in the future. **This request for information does not commit Charlotte Mecklenburg Board of Education (CMBOE) to contract for any service whatsoever.** Invitees are advised that CMBOE will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

Compliance with Regulation DJ-R Purchasing/Contracting. Appendix 1. Federal Fund Requirements. III General Procurement Standards and Procedures.

<https://my.cms.k12.nc.us/departments/finance/Documents/Purchasing%20Regulation-DJ-Rwith%20appendix%20JD1nohighlightupdate.pdf>

### G. Reference to Other Data

Only information received, in response to this RFI, will be evaluated; reference to information previously submitted shall not be evaluated.

### H. CMS Facts

Charlotte Mecklenburg Schools (CMS) is the nation's eighteenth largest school district in the nation and the second largest district in the state of North Carolina, with 118 elementary schools, 49 middle schools, and 33 high schools. CMS offers an extensive range of magnet programs in 37 of these schools to nurture the talents of students who have interest and ability in specific areas. CMS serves over 140,000 students throughout the cities and towns of Mecklenburg County.

CMS is proud of its diverse mix of students who represent 187 different countries and various cultural and ethnic backgrounds. Of these 150,000+ students, 37% identify as African American, 27% identify as white, 25% identify as Hispanic, 7% identify as Asian. Of these students, 29% are identified as English Learners, 9% are identified as Students with Disabilities and 10% are identified as Academically Gifted.

## **I. Proposal Questions**

Upon review of the RFI documents, potential vendors may have questions to clarify or interpret the RFI in order to submit the best information possible. To accommodate questions, potential vendors shall submit any such questions by August 3, 2023.

Emailed questions shall be directed to the following using “**Biology, Chemistry, Physical Science and Earth Environmental Science core curriculum RFI Question**” from <Potential Vendor name>” in the subject line to: [korie.sietmann@cms.k12.nc.us](mailto:korie.sietmann@cms.k12.nc.us). **Only emailed correspondence is allowed so that a written record of communication is created and shared openly. No phone communication.**

# EXECUTION OF RFI #163-07272023KS

## INSTRUCTIONS TO RESPONDERS:

1. Potential Vendors should provide information by 3:00pm on August 17, 2023 for furnishing services described herein. Electronic versions should be emailed to [korie.sietmann@cms.k12.nc.us](mailto:korie.sietmann@cms.k12.nc.us) with **"Biology, Chemistry, Physical Science and Earth Environmental Science core curriculum solution RFI Submission from <Potential Vendor name>"** in the subject line.

**Do not mail in hard copies.**

**Faxed copies will not be accepted.**

2. CMS will review all information supplied and schedule a discussion session if it is determined that your solution suits the needs of CMS.

3. Discussions and demonstrations will be scheduled as needed to cover all areas specified in the general requirements.

## CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS

During the RFI period, each Potential Vendor submitting information (including its representatives, sub-contractors and/or suppliers) is *prohibited* from having any communications with any person inside or outside of CMS (this includes school-based personnel). CMS personnel have been notified that a "quiet period" has been put in place and have been instructed to reach out if any attempt at communication is made.

Please fill out the below Acknowledgement Form and email to [korie.sietmann@cms.k12.nc.us](mailto:korie.sietmann@cms.k12.nc.us) by, August 1, 2023.

### ACKNOWLEDGEMENT FORM

RFI #163-07272023KS, Biology, Chemistry, Physical Science and Earth Environmental Science Core Science Curriculum Solution

Date: \_\_\_\_\_

A. The undersigned service provider hereby certifies receipt of the Request for Proposals package for the Charlotte-Mecklenburg Board of Education, Charlotte, North Carolina RFI # \_\_\_\_\_.

Authorized Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

B. Please check the appropriate space provided below and provide the requested information:

\_\_\_\_\_ We plan to submit a Proposal in response to RFI # \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

\_\_\_\_\_ We do not plan to submit a Proposal in response to RFI # \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_