



Request for Quote

Specification No. : 26-1362

Chief Procurement Officer Request Advertisement Date: May 13, 2026

**Response Due Date: May 28, 2026 at 1:00 P.M CST.
THROUGH THE FOLLOWING LINK:**

<https://www.cps.edu/procurement/contracting-opportunities/>

Board of Education of the City of Chicago "CPS"
Department Name: Office for Students with Disabilities
CPS Contact Name: Ricardo Trujillo
42 W Madison St
Chicago, Illinois 60602
Phone:(773) 553-1484
Fax: [000-000-0000]
Email: RCTrujillo@cps.edu

To:

Chicago Public schools
42. W Madison St
Chicago, Illinois, 60602
Phone: 773-242-5475
Fax: [000-000-0000]
[Company Contact
Email: [E-mail address]
Vendor Number: [_____]

Performance Period: _October_1, 2026 to _September 31, 2027 Option to Renew: 3

(*CPOR standard terms are 12 months original term, with no more than 3 options to renew for 1 year each).

Project Overview and Deliverable information to be completed by CPS - attach additional sheets if necessary.

Project Overview/Scope /Timeline

Background Information:

Vendor will support Chicago Public Schools (CPS) leadership to explore Vendor’s framework for Equity-based MTSS with a specific focus on Rightful Presence and how to lead both the understanding and implementation of Rightful Presence within their teams and within their scope of work in schools. Vendor facilitators will utilize current tools and resources to assess and support the district, and will provide professional learning and executive coaching to support leaders to extend their understanding of the concept of Rightful Presence for students and adults embedded within the 10 Point Paradigm and integrated through the levers of implementation.

Scope of Services: (Specific requirements)

I. Expert Technical Assistance for Rightful Presence Implementation

- **District Leadership Technical Residency:** Applied professional learning and expert guidance to deepen the Leadership Team's mastery of **Rightful Presence**, the **10 Point Paradigm**, and the specific levers of systemic implementation.
- **Systemic Implementation Strategy:**
 - Direct expert support in developing/enhancing a district implementation plan anchored in the **District Capacity Assessment (DCA)** and Rightful Presence benchmarks.
 - Development of a formal **Rightful Presence Implementation Guide** for district-wide scaling.
 - Strategic design of a capacity-building roadmap for the initial network of schools, ensuring alignment between policy and classroom-level "presence."
 - Expert audit of existing district policy and guidance to identify and remove barriers to student belonging and equity.
 - Strategic development of a **Rightful Presence Communication Plan** to align stakeholder language with the defined paradigm.



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- **Targeted Leadership Capacity Building:** Intensive, framework-specific support for key leaders (Chief Officer, Executive Director of Instructional Operations, Office of Network Supports) focused exclusively on their roles as stewards of Rightful Presence.

II. Technical Assessment & Fidelity Monitoring

Annual District Capacity Assessment (DCA): Expert-facilitated assessment conducted each Spring to measure the system's structural readiness.

- **Vendor Fidelity Integrity Assessment (FIA):** Formal evaluation of the district’s adherence to the core components of the Rightful Presence model.
- **Environmental Engagement Indicators (EEI):** Technical training for district staff on the use of EEI tools to measure real-time student engagement and belonging.
- **Biannual Equity & Outcome Snapshots:** Comprehensive data analysis integrating DCA capacity, FIA equity metrics, and specific student outcomes (LRE, achievement gaps, and identification rates) to ensure the framework is yielding measurable results for students with disabilities.

III. Advanced Professional Learning

- **Specialized Pedagogy for Leaders:** High-level learning opportunities designed to move CPS leadership from conceptual understanding to operational mastery of **Rightful Presence, Equity-based MTSS**, and the specific **Levers of Implementation**.
- **National Leadership Consortium (NLC) Engagement:** Facilitated participation in the Vendor Education Center’s NLC to align CPS practices with national experts and peer districts successfully implementing the 10 Point Paradigm.

Timeline: (When are services needed?)

Services to be rendered from October 1, 2026 through September 30, 2027. Invoicing will occur monthly.

Deliverables	Delivery Date / Milestone	Expected Outcome
Executive Coaching and Assessment (District Leaders)	Oct 2026 – Sept 2027	Enhanced district implementation plan; Policy review; Communication plan development; Completed DCA and FIA



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<p>Includes onsite and virtual sessions.</p> <p>(9 partial virtual days x 3 facilitators)</p> <p>(6 full onsite days x 3 facilitators)</p>		<p>assessments; Biannual data snapshots.</p>
<p>Individualized Executive Coaching</p> <p>(Equivalent of 9 partial virtual days x 1 facilitator)</p>	<p>Oct 2026 – Sept 2027</p>	<p>Coaching for Chief Officer, Executive Director of Instructional Operations, and key Network Support leaders to position them for building a culture of Rightful Presence.</p>
<p>Professional Learning</p> <p>(3 full onsite days x 3 facilitators)</p>	<p>Oct 2026 – Sept 2027</p>	<p>Increased leadership understanding of Rightful Presence, Equity-based MTSS, and 10 Point Paradigm.</p>

<p>MBE/WBE Goals (to be completed by Office of Bus. Diversity) - E-mail page 1 to: mharris179@cps.edu</p>	<p>MBE: 30%</p>	<p>WBE: 7%</p>	<p>N/A</p>
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Key Performance Indicators to assess supplier performance	Definition	Target
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Performance /Quality of Services: Supplier rating, other key metrics determined by User Group (add more rows if necessary).	(e.g. supplier rating is a 1 – 5 rating; 1 is poor and 5 is excellent)	(e.g., supplier rating above 4)
Financial: Proactive Cost Monitoring, Cost Control and timely invoicing.	(e.g. timely invoices – invoices must be submitted within 30 days after rendered services)	(e.g., invoices submitted within 30 days after services rendered)
Compliance with Diversity Goals: Does vendor meet the required business diversity goals (if applicable)?	(e.g., diversity goals are 30% MBE and 7% WBE)	(e.g., 30% MBE and 7% WBE)
Continuous Improvement: Value add ideas, waste elimination, cost savings initiatives.	(e.g., provide value add ideas to keep improving district services)	(e.g., 3 ideas annually)



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This page must be completed and signed by Vendor - attach additional sheets if necessary, including cost breakdown.

Describe the Qualifications and Experience of Vendor as related to this project:

M/WBE SOLICITATION FORMS: If the total compensation exceeds \$75,000, please complete a set of the M/WBE Solicitation Forms and submit them along with this Request for Quote. The forms can be found at:
http://cps.edu/SiteCollectionDocuments/OBD_MBE_WBE_Forms.pdf

COST BREAKDOWN: Please provide a cost breakdown in a separate attachment that lists the component parts of the price on a cost per unit basis (e.g., per service provided, per school, or per student, with hourly rates of services broken down by level of experience of consultant, etc.). If a range of services is requested, provide the costs and totals per unit per range.

Finally, provide a total compensation (not-to-exceed price) below.

Total Compensation (not-to-exceed price):	
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Name / Title of Project Manager, Key Personnel, and Person to Receive Contract Notices	Address, Telephone #, Fax #, Email address, and Qualifications (attach resume if necessary)	Hourly Rate (or other basis of compensation)

Submittal Documents Checklist (submit the following documents with your Quote):

- MBE/ WBE Compliance Affidavit (required if total compensation exceeds \$75,000)
- Contractor’s Disclosure Form
- Tax Form W-9
- Insurance Certificate (evidence of current insurance)
- Interrogatories (if applicable)

Response Prepared By: _____ Name Date: _____

_____ Title

_____ Signature

_____ Vendor Name



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Insurance requirements:

General Liability	Excess Liability	Auto (conditional statement)	Workers Compensation & Employers Liability (conditional statement)
\$1,000,000/\$2,000,000	\$2,000,000	\$1,000,000	\$1,000,000

*Excess must follow form of underlying policies and may be reduced upon review of underlying limits