

Proposals Requested by the:  
**Collaborative of Minnesota Partnerships to  
Advance Student Success (COMPASS)**

**RFP 06.26 – Community of Practice  
(CoP) Model Design and  
Implementation**

The Collaborative Minnesota Partnerships to Advance Student Success (COMPASS) is soliciting proposals from qualified Proposers to design and implement a Community of Practice model for school leaders and to build the capacity of COMPASS staff to support implementation.

<b>Due: 4:00 p.m. CT on June 29, 2026</b>
<b>Proposers will submit questions and proposals online via Public Purchase (<a href="http://www.publicpurchase.com">www.publicpurchase.com</a>).</b>

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## 1. Introduction & Solicitation Description

The Minnesota Service Cooperatives (MSC) is a Joint Powers organization comprised of Minnesota's regional service cooperatives. The nine regional service cooperatives are geographically distributed across the state and serve members by providing collaborative initiatives and programs, in accordance with their enabling statute, M.S. 123A.21, subd. 7.

The Collaborative Minnesota Partnerships to Advance Student Success (COMPASS) is Minnesota's statewide system for continuous improvement created through a collaboration between MSC and the Minnesota Department of Education (MDE).

COMPASS is soliciting proposals from qualified Proposers to support COMPASS staff in designing and implementing a Community of Practice (CoP) model for school leaders and to build the capacity of COMPASS staff to support CoP implementation.

The purpose of the CoP model is to provide opportunity for school leaders to engage in collective learning and collaboration to effectively:

- Address persistent barriers to improvement by focusing on root causes connected to a school's identification category (e.g., graduation, literacy, mathematics)
- Strengthen school leadership capacity for sustained implementation of evidence-based practices (EBPs)
- Promote collaboration across schools and regions through shared learning, structured consultancy protocols, and reflection on implementation progress
- Provide structured opportunities for technical assistance, peer learning, and professional development

CoPs are intended to strengthen school leadership capacity to support sustained school improvement, particularly in schools identified for support under federal accountability systems. While CoPs may incorporate multiple topic areas, they should be designed as integrated learning experiences that support application in practice and peer-to-peer learning. Potential areas of focus include:

- High-quality Tier 1 instruction
- Instructional leadership
- Turnaround leadership
- Data-based decision making
- Inclusive education

Highly qualified Proposers are ones that can partner with COMPASS staff to co-design and implement a coherent, sequenced CoP model for school leaders that centers peer-to-peer learning and networked improvement. They should demonstrate the ability to develop facilitation-ready tools and materials for adult learning that address persistent barriers to school improvement—specifically in areas like graduation, literacy, and mathematics—while simultaneously building the internal capacity of COMPASS staff to independently facilitate these models over time. Furthermore, they must be able to strengthen school leadership capacity for the sustained implementation of evidence-based practices, with a particular focus on high-quality Tier 1 instruction, instructional and turnaround leadership, and data-based decision making.

COMPASS reserves the right to award this solicitation to one or more Proposers based on evaluation factors and the greatest benefit for COMPASS. Proposers must adhere to the terms outlined in this solicitation.

The total value of work awarded under this solicitation shall not exceed \$500,000.

## 2. Responding Minimum Qualifications

All proposals must contain answers, responses, and/or documentation to the information requested herein. Any proposal failing to provide the required information and/or documentation will be considered non-responsive. A proposal considered non-responsive may result in possible disqualification for consideration of a solicitation award.

Proposers must clearly demonstrate their experience, capabilities, capacity, and available resources to effectively deliver the products and/or services requested under this solicitation. MSC reserves the right to accept or reject any proposal submitted under this solicitation that fails to demonstrate ability or capacity solely based on information provided in the solicitation proposal and/or its own investigation of the Proposer.

## 3. General Terms & Conditions

1. Awarded Proposer(s) shall be responsive to COMPASS' needs and communications. It is an expectation that an initial response to inquiries, requests, issues, and concerns be made in a prompt manner.
2. All materials provided will be reviewed and given final approval by COMPASS staff before they are distributed or implemented. Awarded Proposer(s) will give COMPASS staff adequate time for review and allow COMPASS to provide feedback.
3. Pricing on all services must be held firm during any resulting contract period.
4. Awarded Proposer(s) and their personnel, as well as all materials (flyers, PowerPoints, etc.) are expected to be sensitive to the cultural, generational, gender, and ethnic diversity represented by the intended audience.
5. COMPASS will retain ownership of all final materials created by the Awarded Proposer(s) under this RFP.
6. Payments shall be made after satisfactory performance, following all provisions thereof, and upon receipt of a properly completed invoice.
7. COMPASS will follow M.S. §471.425 regarding prompt payment of local government bills.

## 4. Proposal Requirements & Deliverables

Proposals must include a description of the foundational methodology or framework that guides your proposed services. Please provide evidence of how this methodology is grounded in current, peer-reviewed educational research. Include examples of past work and how it effectively met or exceeded the scope of work requested.

Proposals must include biographies of company principals and/or biographies of consultants who may be assigned to this project.

Proposals must describe how the Proposer(s) will approach the following:

- Partnering with COMPASS Continuous Improvement staff to co-design a coherent and sequenced CoP experience
- Developing facilitation-ready materials and tools that support adult learning, application, and reflection
- Designing CoPs that center peer learning, co-construction of knowledge, and networked improvement
- Building internal capacity so that COMPASS staff can independently facilitate CoPs over time

Proposals may include a combination of in-person workdays and training, with intermittent virtual sessions as needed to complete the work. In-person workdays will be held in the Twin Cities metro area.

Project timeline: 7/2026-6/30/2027. Key dates:

- Content Development and Team Training completed by 10/1/2026
- Community of Practice Kickoff 11/2026

Deliverables must include but are not limited to a multi-session scope and sequence; facilitation guides; participant materials; protocols for collaboration and reflection; and a plan for building internal facilitation capacity.

Proposers must include a structured cost plan in their proposal that is clearly aligned with their proposed deliverables and accounts for any additional expenses necessary to perform the requirements of the contract.

## 5. Timeline

Date/Time	Event
Wednesday, June 17, 2026 Wednesday, June 24, 2026	Legal Notice Publication
Wednesday, June 17, 2026 12:00 p.m., central	Release of Solicitation
Friday, June 26, 2026	<b>Deadline for Proposers to Submit Questions</b>
4:00 p.m., central Monday, June 29, 2026	<b>Deadline for Submission</b>
Within 10 days after submission deadline	Supplier Presentations (if necessary); Location TBD
Within 15 days after submission deadline	Contact Supplier/Award(s) Made
Same day as award made	Initial Start of Resulting Contract Term

## 6. Evaluation and Award Methodology

Proposals determined to be responsive to the requirements of this RFP will be evaluated by an Evaluation Committee. Committee members will independently review and evaluate each proposal prior to participating in a consensus evaluation meeting.

Following the individual review period, the Evaluation Committee will convene to discuss each proposal and evaluate responses against the published evaluation criteria. Through committee discussion, the Evaluation Committee will reach a consensus score for each evaluation criterion and assign points accordingly. Consensus scores will represent the collective judgment of the Evaluation Committee and will replace any preliminary individual evaluator assessments.

Evaluation Criteria	Point Value
Overall quality of the proposal	20
Demonstrated experience and qualifications	10
Implementation approach	15
COMPASS and staff support capabilities	10
Pricing	65
<b>Total Points</b>	<b>120</b>

The consensus scores assigned for each evaluation criterion will be totaled to determine a final score for each proposal. Proposals will be ranked based on their final scores, with the highest-scoring proposal considered the highest-ranked proposer. Based on the results of the evaluation process, COMPASS reserves the right to make a single award, multiple awards, or no award, as determined to be in its best interest.

Award decisions will be based on the final consensus scores and any other factors expressly identified in this RFP.

As a part of the process of determining responsible Proposers, the evaluation committee may request reports that describe the financial soundness of a Proposer's organization. Accepted financial reports may include balance sheets and Profit & Loss statements for the past three years, a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, or a complete Annual Financial Report (for publicly traded companies).

**Best and Final Offer (BAFO):** A BAFO may be requested if additional information or modified terms are necessary for the evaluation committee to complete its evaluation. A date and time will be set for the submission of BAFO proposals. The BAFO will be limited to specific sections of the RFP or proposal. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed Proposers or, if the short-list process is not used, all qualified Proposers will be provided an opportunity to submit a modified proposal. Only one BAFO request will be issued. The information received from the BAFO will be used by the evaluation committee to re-evaluate the Proposers. If a Proposer does not submit a BAFO proposal or a notice of withdrawal, the Proposer's previous proposal is considered the Proposer's BAFO. MSC reserves the right to proceed directly to negotiations with one or more Proposers determined through the evaluation process to provide the best overall value.

**Contract Development:** Following the final evaluations, contract offer and award, and contract negotiations, a Master Contract Agreement(s) will be developed with the most highly qualified Proposer(s). If a satisfactory contract(s) cannot be developed with the most highly qualified Proposer(s), the next most qualified Proposer(s) may then be approached to develop a contract.

## 7. Solicitation and Submittal Procedures

**Public Purchase:** To facilitate the electronic distribution of solicitation documents and receipt of proposals, Cooperative Purchasing Connection is providing COMPASS with access to its Public Purchase platform. All solicitation activity is time-stamped and logged as part of the solicitation process.

Cooperative Purchasing Connection's role is limited to providing the electronic procurement platform and related administrative support. COMPASS is solely responsible for the solicitation, evaluation of proposals, award determination, contract administration, and all decisions related to this procurement.

### Submission of Proposals:

1. All proposals must be submitted electronically via Public Purchase. Hard copy proposals are invalid and will not receive consideration.
2. It is the Proposer's responsibility to completely upload and submit a response by the submission deadline, as described in the solicitation.
  - a. If the proposal has not completed its upload to Public Purchase by the submission deadline, the Public Purchase system will not accept the proposal.
  - b. If any issues occur during the upload of the proposal, Proposers should contact Public Purchase for immediate technical support.
  - c. The data included in the submission will not be password protected.
3. COMPASS will not consider any information submitted in the General Notes section of Public Purchase when evaluating. Any general comments or notes relating to a submission must be provided within the proposal documents.

Document Title	Instructions
<b>Part 1: 06.26 Community of Practice (CoP) RFP</b> <i>Provided as a PDF.</i>	Retain for Proposer's records.

<b>Part 2: 06.26 – CoP Proposer Information &amp; References</b> <i>Provided as a Word document for completion.</i>	<b>1. Complete and submit as one (1) PDF file.</b> 2. Include proposer name in the file title. 3. Include business certifications/proof of classification, if applicable.
<b>Part 3: 06.26 CoP Exceptions &amp; Deviations</b> <i>Provided as a Word document for completion.</i>	<b>1. Complete and submit as one (1) PDF file.</b> 2. Include proposer name in the file title.
<b>Part 4: 06.26 CoP Forms &amp; Signatures</b> <i>Provided as a PDF for completion.</i>	<b>1. Complete and submit as one (1) PDF file. <u>Signatures are required.</u></b> 2. Include proposer name in the file title.
<b>Proposal &amp; Cost Plan</b> Provided to COMPASS by Proposer. <i>Proposals submitted must include documentation as described in “4. Proposal Requirements &amp; Deliverables”.</i>	<b>1. Submit as one (1) PDF file.</b> 2. Include proposer name in the file title.
<b>Certificate of Insurance (COI)</b> <i>Provided to COMPASS by Proposer.</i>	<b>1. Submit as a PDF file.</b> 2. <u>MSC must be identified as a certificate holder.</u> 3. Include proposer name in the file title.

**Questions:** Requests for additional information, clarifications, interpretations, or questions shall be promptly asked via Public Purchase. All questions submitted will be addressed via Public Purchase as laid out in the solicitation documents.

**Addenda:** Addenda are written instruments which modify or interpret the solicitation documents by additions, deletions, clarification, or corrections. All addenda issued by shall become a part of the specifications and will be made part of the contract. Addenda will be sent automatically through Public Purchase; being logged and tracked within the system. Interpretations, corrections, or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

**Late Submittals:** Submittals will not be allowed to be submitted or uploaded after the due date and time. It is the Proposer’s responsibility to ensure that submittals are received by the due date and time listed.

**Modifications or Withdrawal of a Proposal:** A proposal may not be modified, withdrawn or canceled by the Proposer for a period of one hundred twenty (120) days following the submission deadline of the proposal, as each Proposer so agrees in submitting a response. Prior to the submission deadline, any proposal submitted may be modified or withdrawn within Public Purchase. Withdrawn proposals may be resubmitted within Public Purchase prior to the submission deadline provided that they are in full conformance with this solicitation.

**Rejection of Any or All Proposals:** MSC reserves the right to reject any or all proposals, waive informalities or minor irregularities in proposals received, and make award(s) in whole or in part, as determined to be in the best interest of COMPASS.

**Opening of Proposals (Opening Record):** Proposals that have been submitted on time will be opened after the submission deadline. An opening record of the proposals received will be made available upon request.

## 8. Solicitation Terms and Conditions

**Insurance:** Awarded Proposer(s) shall, at their own costs and expense, maintain the following insurance coverage in full force and effect throughout the term any resulting contract(s) and provide a Certificate of Insurance:

- Workers' Compensation Insurance, as may be required from time to time under applicable federal laws and the laws of the State(s) or country in which services are performed.
- Employers Liability Insurance, with limits of not less than \$500,000 each accident.
- Commercial General Liability Insurance (including contractual liability to cover the indemnity provisions set forth) with limits of not less than \$1,000,000.00 each occurrence (including personal and advertising injury).

MSC reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

**Binding Contract:** A response to this solicitation is an offer to contract with MSC based upon the terms, conditions, the scope of work, and specifications contained in the solicitation. The Proposer acknowledges that the Contract Offer and Award binds the party to all terms and conditions stated in the proposal.

**Notification of Intent to Award:** An award notification will be made as outlined in the solicitation documents. The actual award(s) are subject to the successful negotiation of a mutually accepted Master Contract Agreement(s) and approval by the MSC Board of Directors.

**Contract Term:** The term of any resulting contract(s) from this solicitation will begin immediately upon award and end on June 30, 2027, and may be renewable at that time at the discretion of both parties. Any resulting contract(s) may be terminated by either party without cause, with 30 days' written notice, and may be terminated by MSC for cause at any time, with or without notice.