

Florence 1 Schools  
Office of Procurement  
319 S. Irby St. Mark Wentzel  
Florence, SC 29506-2589 Email: mwentzel@fsd1.org

June 17, 2026

REQUEST FOR PROPOSALS (RFP)

The documents for this request are part of this Request for Proposals (RFP), the same as incorporated herein. This solicitation does not commit Florence 1 Schools to award a contract, pay any cost incurred in preparation of a proposal, or to procure any services that may be offered.

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This solicitation is issued in accordance with the South Carolina Consolidated Procurement Code, Title 11, Chapter 35, and applicable Florence One Schools procurement policies.

Contract Type – Indefinite Quantity Agreement (IQA). Any resulting contract shall be established as an Indefinite Quantity Agreement in accordance with Section 11-35-3100. Florence One Schools does not guarantee any minimum quantity of services, hours, assignments, or compensation. Services shall be authorized and issued on an as-needed basis through purchase orders, or other written service authorizations.

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Please return this document initialed with a formal quote.

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Florence 1 Schools is seeking proposals to provide comprehensive professional development, leadership coaching, and instructional support for school administrators and instructional coaches at Williams Middle School. The goal of this initiative is to strengthen instructional rigor and boost student engagement in mathematics. Florence One Schools reserves the right to add or remove sites as necessary throughout the term of the contract.

Offers will be received from qualified, properly licensed vendors. The offers will be opened by the Procurement Officer on **07/03/2026, at 11:00 AM EST**. Bids received after 11:00 AM will be rejected.

**RFP #: 26-18-MCL**

**Location: Florence 1 Schools**

**RFP Opening Date: 07-3-2026 @ 11:00 AM. EST**

**RFP Opening Location: Florence 1 Schools 319 S. Irby St. Florence, SC 29501**

**Mandatory Pre-Bid Conference: NA**

**Email Bids Via Bonfire to: <https://fsd1.bonfirehub.com/opportunities/241106>**

**Questions Due Date: 06/25/2026 by 11:00 am Est and must be submitted via Bonfire**

**RFP Contact Person: Mark Wentzel**

**\*\*\* All proposals must be submitted to: <https://fsd1.bonfirehub.com/opportunities/241106>**

**and received before 11:00 a.m. EST on 07/03/2026 \*\*\***

**\*\*Notes:**

*The District will not be responsible for any consulting and/or design fees.*

1. *The District reserves the right to deem the awarded bid/contract null and void at any time should the vendor become unable to comply with bid requirements.*

**\*\*PLEASE INITIAL THAT YOU HAVE READ AND UNDERSTAND THESE NOTES. NO BID WILL BE CONSIDERED WITHOUT THIS DOCUMENTATION. \_\_\_\_\_\*\***

1. All bid/proposal sheets and this form must be executed and submitted via Bonfire: <https://fsd1.bonfirehub.com/opportunities/241106> proposals not submitted on Bonfire will be rejected unless other instructions are specifically specified in this document. Florence 1 Schools assume no responsibility for incorrect submissions.
2. All amendments to and interpretations of this solicitation shall be in writing. Any amendment or interpretation that is not in writing shall legally bind neither the procurement officer nor the school district. Should an Offeror find discrepancies or ambiguities in or omissions from the bid/proposal documents, or should he be in doubt as to their meaning, he shall at once, and in any event not later than seven (7) days prior to the bid/proposal due date, notify Florence 1 Schools who will send written addenda to all Offerors. Should an Offeror desire any explanation regarding the meaning or interpretation of the bid/proposal documents, request should be made in writing at least seven (7) days before the date established for submission of bid/proposal schedule. It shall be the responsibility of the Offeror to make inquiry as to the addenda issued. All addenda shall become a part of the bid/proposal document, and all Offerors shall be bound by such addenda whether or not received by the Offeror.
3. All prices and notations shall be submitted via Bonfire. No bid/proposal shall be altered or amended after the specified time for opening.
4. Unless otherwise required, submit only one copy of each bid/proposal.
5. Offerors are to visibly mark as "confidential" each part of their bid/proposal which they consider to be proprietary information.
6. Bid/proposals, amendments thereto, or withdrawal requests received after time advertised for bid/proposal opening will be void regardless of when they were mailed.
7. The school district reserves the right to call for representative samples. Sample(s), when required, must be submitted at the conditions and instructions in the body of this bid/proposal notice.
8. Unless otherwise indicated in this bid/proposal, it is understood and agreed that any item offered or shipped on the bid/proposal shall be new and in first class condition, that all be new and suitable for storage or shipment, and that prices include standard commercial packaging.
9. Delivery must be via Bonfire or otherwise specified herein. Cost delivery will be included in unit prices.
10. Unless otherwise indicated in the bid/proposal notice, prices must be firm, if accepted by the school district.
11. Unit prices will govern over extended prices unless otherwise stated.
12. All taxes, other than South Carolina sales tax on any item that the school district may be required to pay must be shown separately and not included in the bid/proposal prices.
13. The school district reserves the right to reject any bid/proposal that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices on the same or other bid/proposals, if such action would be in the best interest of the school district. Ambiguous bid/proposals, **which are uncertain as to terms, delivery, quantity or compliance with specifications, may be rejected or otherwise disregarded.** The right is reserved to reject any bid/proposal in which the delivery time indicated is considered sufficient to delay the operation for which the project or service is intended.
14. Award(s) will be made to the highest ranked, responsive and responsible offeror whose proposal is determined to be most advantageous to the District, taking into consideration the evaluation factors set forth

in this solicitation. Award will be posted on the District website and in the Florence One Schools District Administrative Office at 319 South Irby Street, Florence, SC 29501. <https://www.f1s.org/Domain/3242>

15. In the event that identical bids/proposals are received, the bid/proposal shall be awarded by lot in a method determined by officials of Florence 1 Schools. All involved parties shall be invited to witness the procedure.
16. Offerors must, upon request of the school district, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Officials of Florence 1 Schools may make such investigations as deemed necessary to determine the ability of the Offeror to perform such work. The School District reserves the right to make the final determination as to the Offeror's ability to provide the products or services requested herein and to reject any Offeror if evidence fails to indicate that the Offeror is qualified to carry out the requirements of the bid/proposal documents.
17. Each Offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid/proposal. It is expected that this will sometimes require on-site observation. The failure or omission of any Offeror to acquaint himself with existing conditions shall in no way relieve him of any obligations with respect to this bid/proposal or to the contract.
18. All applicable laws, regulations, ordinances, etc. shall be deemed to be part of these specifications, and the specifications shall be read and enforced as though they were included.
19. Upon award of a contract under this bid/proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which require such person or entity to be authorized and/or licensed to do business in the state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Offeror from requirements that is to be authorized and/or licensed to do business in this state, by submission of this signed bid/proposal, the Offeror agrees to subject itself to the jurisdiction and process of the courts of South Carolina as to all matters, and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
20. The successful Offeror shall indemnify and save harmless Florence 1 Schools and all its agents and employees, from all suits or claims of any character brought by reason of infringing on any patent, trademark or copyright.
21. The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason or race, color, religion, sex, national origin or physical handicap. The District operates under the S. C. Illegal Immigration Reform Act effective January 1, 2009, and does not condone the use of non-documented persons to work in or on our facilities. Should the vendor have employees who are illegal aliens, it is the responsibility of that vendor to make that known immediately to our Superintendent or Procurement Officer. Please read, date and sign the provision at the end of this document.
22. No contract may be assigned, sublet, or transferred without the written consent of the School District.
23. In the case of default of the contractor, the school district reserves the right to purchase any or all items in default in the open market, charging the contractor with any excessive cost. Should such charge be assessed, no subsequent bid/proposals of the defaulting contractor will be considered until the assessed charge has been satisfied.
24. Any actual or prospective bidder/proposal, Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest. The protest shall be submitted in writing, setting forth the grounds and facts applicable thereto for the protest within ten (10) days of the issuance of the invitation or other solicitation documents, whichever is applicable, or any amendment thereto if the amendment is at issue. A protest must be filed ten (10) days from the date of notification of award and is posted in accordance with this policy. The filing of a protest shall not stay the solicitation or award of a contract unless fraudulent.

25. The School District reserves the right to waive any instruction, condition, or minor specification when considered to be in the best interest of the School District.
26. Should sufficient funds not be available, no award will be made. However, with the contractor's consent and available funding, the School District reserves the right to extend said bid award for an additional year for a period up to five years.
27. Any solicitation under this code may be canceled, or any or all bids/proposals or proposals may be rejected in whole or part as may be specified in the solicitation, when it is in the best interest of the District. Any determination to cancel or reject any or all bids/proposals or proposals shall be final and conclusive.

**AWARD CRITERIA – PROPOSALS:**

Award will be made to the highest ranked, responsive and responsible offeror(s) whose offer is determined to be the most advantageous to the District.

**AWARD TO ONE OFFER:**

The District reserves the right to make one or more award(s).

No minimum quantity of work is guaranteed to any awarded vendor

**EVALUATION FACTORS - PROPOSALS:**

**CRITERIA TO BE USED IN THE EVALUATION OF PROPOSALS**

The District will evaluate each proposal independently and may consider both objective and subjective criteria in determining the most advantageous offer(s) for the District. Consideration will be given to the proposer (s) demonstrated ability to provide the services.

Final selection and approval will be made by the District's evaluation committee in accordance with applicable procurement policies and the South Carolina Consolidated Procurement Code.

**Term of Contract**

The contract term shall be:

- Initial term: **One (1) year**
- Renewal: Up to **four (4) additional one-year terms**

Subject to:

- Vendor performance
  - Annual appropriation of funds
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**Instructions to Offerors**

All proposals must be submitted electronically through the District’s Bonfire procurement portal. Vendors are solely responsible for reviewing all addenda and ensuring timely submission of proposals. Late submissions will not be accepted under any circumstances.

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**Right to Reject / Cancel Solicitation**

The District reserves the right to reject any or all proposals, waive minor informalities or irregularities, and to cancel this solicitation in whole or in part when it is determined to be in the best interest of Florence One Schools.

**Evaluation Criteria (Total = 100 Points)**

Proposals will be evaluated based on the criteria outlined below. The District reserves the right to award to the responsive and responsible Offeror(s) whose proposal is determined to be most advantageous to the District.

**Rubric: Math Coaching / Instructional Leadership**

Description	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Alignment to instructional vision and standards/District Goals/Needs - 25				
Proposed Services Offered - 25				
Most Cost Effective- 30				
References / Reputation of Vendor- 20				
<b>Total Points Available: 100</b>				

**Certification by Contractors Under the South Carolina Illegal Immigration Reform Act**

The Contractor (meeting the applicable employee threshold and holding a covered contract involving the performance of manual labor) hereby certifies that it complies with the South Carolina Illegal Immigration Reform Act and agrees to register and participate in a federal work authorization program to verify the employment eligibility of all new employees.

The term "employee" as used herein means any person who is hired to perform work within the State of South Carolina.

The term "status verification system" means:

- (a) The E-Verify employment eligibility verification program, or any successor program, operated by the United States Department of Homeland Security in partnership with the Social Security Administration; or
- (b) Verification that each employee possesses a valid South Carolina driver's license or identification card, or a valid driver's license or identification card issued by another state whose requirements are at least as strict as those of South Carolina.

The Contractor further certifies that any subcontractor or sub-subcontractor performing services under this contract and meeting the applicable employee threshold shall also comply with the requirements of the South Carolina Illegal Immigration Reform Act.

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

Authorized Representative: \_\_\_\_\_

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

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

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**Certification by Contractors Under the South Carolina Iran Divestment Act**

By submission of this proposal, the Offeror certifies that, to the best of its knowledge and belief, the Offeror is not listed on the State Treasurer's list of persons or entities engaged in investment activities in Iran, as described in Section 11-57-310 of the South Carolina Code of Laws.

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

Authorized Representative: \_\_\_\_\_

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

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

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any of the individuals described above in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit **Standard Form LLL – “Disclosure of Lobbying Activities”**, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in all award documents for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction is entered into. Submission of this certification is a prerequisite for making or entering into this transaction pursuant to **31 U.S.C. § 1352**, as amended by the Lobbying Disclosure Act of 1995. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. The Contractor further understands and agrees that the provisions of **31 U.S.C. § 3801 et seq.** apply to this certification and disclosure, if applicable.

**Certification Selection (Check One)**

No non-Federal funds have been used or are planned to be used for lobbying activities in connection with this contract.

Standard Form LLL – “Disclosure of Lobbying Activities” , disclosing the use (past or planned) of non-Federal funds for lobbying in connection with this contract.

**Contractor Information**

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

Authorized Representative (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

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

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

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(For Purchases Exceeding \$25,000)

Pursuant to Executive Orders 12549 and 12689, and in compliance with 2 CFR Part 180 and 2 CFR 200.214 (Suspension and Debarment), the vendor hereby certifies, to the best of its knowledge and belief, that neither it nor any of its principals and/or affiliates:

(a)  Have  Have Not within a three-year period preceding receipt of this statement been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b)  Have  Have Not within a three-year period preceding receipt of this statement been convicted of or had a civil judgment rendered against them for:

- Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction;
- Violation of Federal or State antitrust statutes;
- Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c)  Are  Are Not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in Paragraph (b) above.

(d)  Have  Have Not within a three-year period preceding receipt of this statement had one or more public transactions (Federal, State, or Local) terminated for cause or default.

This certification is a material representation of fact upon which reliance is placed when entering into transactions with Florence One Schools. If it is later determined that the vendor knowingly rendered an erroneous certification, the contract may be terminated for default, and the vendor may be subject to additional penalties as prescribed by law.

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Vendor Information & Certification

Business Name: \_\_\_\_\_

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

By: \_\_\_\_\_

*(Signature of Authorized Representative)*

Name & Title of Authorized Representative: \_\_\_\_\_

Email: \_\_\_\_\_

**MINIMUM MANDATORY REQUIREMENTS:**

**Scope of Services Minimum Mandatory Requirements:**

- The services must align with the current programs/resources the school/district has in place: South Carolina College and Career Ready Standards for Mathematics, the F1S math curriculum.
- The services must help students increase their performance on SC state assessments (Math).
- Must be able to shift focus throughout the year in response to the school/district's needs.
- These services must provide school-based coaching and instructional support through monthly in-person services
- The solution should provide in-person tailored coaching support for school instructional staff, on topics ranging from but not limited to instruction/content development, intervention, systems feedback, providing teacher support, and student work analysis.
- Evaluate current academic trends and map out strategic recommendations for sustained progress.

Preference will be given to solutions that:

- On-site coaching service providers
- Have knowledge and experience in South Carolina public school districts

**Requirements:**

- Strategies and leadership practices centered on elevating mathematical rigor and student engagement.
- Provide targeted, job-embedded leadership coaching for administrators and instructional coaches.

**VENDOR CERTIFICATION**

Vendor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

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

References

Company Name:

Contact:

Email Address:

Company Address:

Telephone Number:

Date Services Provided:

Company Name:

Contact:

Email Address:

Company Address:

Telephone Number:

Date Services Provided:

Company Name:

Contact:

Email Address:

Company Address:

Telephone Number:

Date Services Provided:

*All bidders must provide up to three recent references*



Statement of Acceptance

The undersigned, has read the solicitation and do fully understand all of the requirements stated therein and affirm that the above pricing is representative of an acceptable performance level which would fully meet expectations of the District.

Proposal Preparer (please print)

Company Name:

Proposal Preparer (signature):

Company Address:

Email Address:

Telephone Number:

Authorized Representative

I, the undersigned, certify that the information provided above is accurate and that I am authorized to submit this proposal on behalf of the vendor.

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

Title: \_\_\_\_\_

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

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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