



Fremont County School District #25
Riverton High School
<https://rhs.fremont25.org/>

**Request for Proposals for
Professional Services: Comprehensive School Improvement
Consulting and Coaching**

Issued on: September 1, 2026

Deadline for Proposals: September 22, 2026

District Contact:

Roy B. Brown
Native American Education and Federal Programs Director
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307-856-9407 ext. 5023

Fremont County School District #25 (FCSD #25) invites qualified organizations (“Respondents”) to submit proposals in response to this Request for Proposals (“RFP”). Proposals should comply with the requirements set forth below. The requested services are aligned with the FCSD #25 1003(a) School Improvement Grant priorities and application and will be isolated to Riverton High School. This RFP integrates the challenges, goals and targets established by the Riverton High School (RHS) School Improvement Plan.

I. Project Purpose and School Background

The District is seeking an expert partner to provide high-intensity, job-embedded coaching and strategic implementation support rather than passive technical assistance or standalone workshops. The goal is to build sustainable, long-term internal capacity among RHS School building administrators, instructional leaders, teachers and staff to directly address and overcome historic and new barriers to student success.

Riverton High School, home of the Wolverines, is a comprehensive public 9-12 high school operating under Fremont County School District #25 in Riverton, Wyoming. It is located in central Wyoming and is serviced by the Central Wyoming Airport (RIW) located in Riverton (less than 5 miles from the school campus). It offers daily United Express commercial jet service connection flights operating out of Denver International Airport (DEN).

Riverton High School Demographics (based on Oct. 1, 2025 Student Count Report):

Student Body Population: 662

Economically Disadvantaged: 42.4%

Graduation Rate (24-25): 67.3%

Ethnicity: White: 60.27%; American Indian: 18.58%;
Hispanic: 12.54%; Two or More Races: 7.7%

II. Timelines

<u>Activity</u>	<u>Date</u>
Release of Request for Proposals	September 1, 2026
Questions from Respondents Due	September 15, 2026
Deadline for Proposals	September 22, 2026
Proposal Selection by:	September 28, 2026
Duration of Services	The term of the resulting agreement shall begin on the date of the executed contract and shall end on or before June 30, 2028 unless otherwise amended.

III. Scope of Services

The selected partner must provide targeted training, implementation planning, support teachers and staff, building administrators, and instructional and leadership teams, and help all staff apply evidence-based practices. Services that involve collaboration with District personnel must include in-person methodologies. Those services may be designed to be a hybrid approach of virtual and in-person but *cannot* be exclusively virtual services. Support must align with the district's mission and values to execute the following school improvement priorities:

1. Multi-Tiered System of Supports (MTSS) & Behavior
 - a. Review and refine the current MTSS protocol to ensure high-need students are accurately identified and addressed.
 - b. Assist the Building Leadership Team (BLT) in establishing, posting, and consistently reinforcing common school-wide expectations for student learning and behavior.
 - c. Maximizing the effectiveness of the newly implemented modified-block schedule to allow high-impact student support and success strategies.
2. Professional Learning Communities (PLCs) & Data
 - a. Scaffolding the four core questions of a PLC during weekly department collaboration times.
 - b. Train teams to regularly collect, analyze, and track student achievement data via Common Formative Assessments (CFAs) and proficiency trackers.
3. Standards-Based Grading
 - a. Train and coach staff to consistently apply research-based explicit instruction across all classrooms, verifying that every lesson contains:
 - b. Standard-Aligned Targets: Learning targets physically posted in the classroom and reviewed at the start of every lesson.
 - c. Short-Cycle Assessments: At least one daily short-cycle assessment administered to dynamically monitor student learning.
 - d. Bell-to-Bell Engagement: Maximized instructional time from bell-to-bell, finishing with a clear summary and preview of the next lesson.
4. School Climate and Student Engagement
 - a. Equip teams with evidence-based strategies to cultivate trust, psychological safety, and positive interpersonal relationships within and across departments.
 - b. Deliver actionable frameworks to counter severe student disengagement and attendance drops through supportive, restorative classroom connections.
 - c. Coach teachers to transition away from passive lecturing during Tuesday/Wednesday extended block periods, replacing it with innovative, student-led workshops and collaborative peer support.
 - d. Guide staff to use the extended class blocks for real-time, comprehensive, and differentiated interventions to support struggling students before they fall behind.

IV. Proposal Specifications, Proposal Evaluation, and Service Review

Each Respondent must submit a proposal that contains all of the applicable required items listed in this section. Any proposal that does not include all required items may be disqualified from consideration but the District may elect to consider proposals which do not meet all requirements. Proposals should not be longer than 20 pages, including resumes of identified personnel.

A. Proposal Specifications:

1. Cover Letter

2. Scope of Project with Costs and Fees

The proposal must include a section that addresses all parts of the RFP. All proposed tasks and subtasks must be addressed.

Provide a monthly breakdown of the proposed fees and costs for the project. The total monthly and annual fees and costs must be stated as a “not to exceed” amount.

3. Description of Respondent

Include the name and contact information for your organization (address, telephone number, fax number), as well as the name and contact information (telephone number and email address) of the principal contact for your application.

4. Provide a brief history of the organization, including:

- i. Number of years in business/practice
- ii. Senior member(s) and length of association
- iii. Whether the organization may have been known by a different name while under substantially the same management
- iv. Location of office where project team members will design and oversee the evaluation program
- v. List of basic services generally provided by the organization

5. Organizational Capacity (including previous relevant experience)

Describe the Respondent's capacity and ability to perform and administer all activities related to this project. This includes a demonstration of the Respondent's experience in the development of instructional and/or organizational leadership.

Additionally, unless detailed in the cover letter, describe previous relevant experience providing the services outlined in the proposed scope of work for public school District partners particularly emphasising experience in 9-12 high

schools.

6. Qualifications of Respondent Personnel

Please include the name of all individuals proposed by the organization to perform the proposed duties described above, including the qualifications of each and what each would be doing. Current résumés for each individual may be included as attachments to the submitted proposal and will be counted in the page limits.

7. References (optional) Provide a list of client(s) (to include organization name, contact person, address, email address, telephone number, and a brief description of services performed) that may provide a relevant perspective to assist in evaluating the proposed services.

B. Evaluation Criteria

The District I screen and evaluate all proposals utilizing criteria outlined in our Title I School Improvement Grant application. These criteria include:

1. Proposal alignment with the identified needs including whether the proposed services are:
 - i. Practical for implementation in the local context,
 - ii. Responsive to the needs of high school students and staff,
 - iii. Aligned with intended for uses of Section 1003(a) School Improvement Grant funds,
2. Cost-effectiveness,
3. Capacity to provide high-quality support within the required timeframes and,
4. Demonstration of relevant expertise including a strong record supporting school improvement.

C. Service Performance

Any agreement resulting in this RFP will include the district's ability to monitor the vendor's performance and fulfillment of contract services on an ongoing basis using at least the following metrics:

1. Staff Feedback: Reviewing educator feedback regarding the quality of professional development sessions and coaching value.
2. Milestone Progress Tracker: Continuous monitoring of the consultant's adherence to agreed-upon deliverables and timelines.
3. School Improvement Impact: Measuring direct vendor impact on student attendance data, failing lists, and WYTOPP proficiency metrics.

VI. Proposal Submission

A. Submission Deadline and Method

Proposals must be submitted electronically in PDF format no later than September 22, 2026, at 5:00 PM MDT. Late submissions may not be considered for evaluation.

Proposals must be emailed directly to the District Contact: Roy B. Brown, Native American Education and Federal Programs Director at robrown@fremont25.org. Emails should include the following subject line: RFP Submission: RHS Comprehensive School Improvement Consulting – [Respondent Name]

B. Proposal Format and Requirements

1. Page Limit: Proposals must not exceed 20 pages, including resumes, appendices, and attachments.
2. File Format: Submissions must be combined into a single, searchable PDF document.
3. Signatures: The cover letter must be signed by an authorized officer of the responding organization capable of legally binding the firm.

C. Right to Reject and Award

Fremont County School District #25 reserves the right to reject any or all proposals, to waive any informality or technicality in any proposal received, and to accept any proposal deemed to be in the best interest of the District. Issuance of this RFP does not obligate the District to award a contract or pay any costs incurred in the preparation of a response.

D. Questions and Clarifications

All questions regarding this RFP must be submitted via email to robrown@fremont25.org no later than September 15, 2026. Answers to questions will be compiled and distributed to all known prospective respondents.