# Scope of Work (SOW)

Schoolwide Culture, Leadership Development, and Implementation Support Services

## 1. Purpose

The purpose of this Scope of Work is to obtain comprehensive professional development, leadership development, culture-building, and implementation-support services designed to equip staff with research-based relational, social-emotional, and behavioral practices that improve overall school culture and student outcomes. The selected contractor must provide an integrated system that includes training, coaching, curriculum resources, behavioral assessments, implementation guidance, and data-driven culture-survey tools.

## 2. Background

Riverside Indian School seeks a provider capable of delivering a unified, schoolwide framework that strengthens staff–student relationships, promotes positive classroom culture, enhances leadership capacity, and supports sustainable implementation across the campus. The school requires a partner offering a comprehensive and research-supported system that integrates professional development, character-education curriculum, leadership behavior assessment, implementation coaching, and multi-year culture and climate evaluation.

## 3. Scope of Work

### 3.1 Professional Development Training

The contractor shall provide a multi-day professional learning experience for educators that includes:

- Skill-based processes for building relational capacity and positive school culture.
- Research-driven strategies for creating emotionally safe, student-centered classrooms.
- A structured model for classroom interactions, communication, and engagement.
- Follow-up tools and digital resources that reinforce the training and support long-term implementation.

### 3.2 Curriculum and Classroom Resources

The contractor shall provide curriculum and classroom activity resources that:

- Support student development in areas such as leadership, communication, character-building, and interpersonal skills.
- Align with the behavioral and relational practices introduced in the professional development training.
- Include materials for consistent use by staff across grade levels.

### 3.3 Implementation Coach / Strategist Support

The contractor shall assign a qualified implementation coach or strategist to:
• Support campus leadership teams in executing the chosen school-culture framework.
• Provide on-site or virtual coaching, observations, modeling, and fidelity monitoring.
• Assist the school in creating implementation plans and tracking progress over time.
• Offer expertise in the contractor's training methodology and framework.

3.4 Leadership Behavioral Assessment & Development Planning

The contractor shall provide leadership-development tools that include:
• Behavioral or leadership assessments based on a validated research model.
• Individualized development or improvement plans for school leaders using data from the assessments.
• Coaching or guidance designed to strengthen leadership practices and support professional growth.

### 3.5 Culture and Climate Survey (Multi-Stakeholder)

The contractor shall administer a multi-year, evidence-based culture/climate survey that:
• Collects input from staff, students, families, and applicable stakeholder groups.
• Measures campus culture, climate, relational experiences, and implementation fidelity.
• Provides data visualizations, reports, and analysis to guide leadership decision-making and program adjustments.

### 3.6 Technology & Digital Platforms

The contractor shall provide access to digital platforms necessary for:
• Staff training modules, videos, or supplemental learning materials.
• Leadership assessment reports and development planning tools.
• Survey administration, reporting, dashboards, and data analytics.
• Implementation tracking or progress-monitoring systems.

All materials, digital tools, and training resources must be fully licensed for use by Riverside Indian School.

## 4. Deliverables

The contractor shall deliver:
• Multi-day professional development training sessions.
• Curriculum materials and classroom activity resources.
• Scheduled implementation-coach visits (in-person or virtual).
• Leadership assessment results and individualized development plans.
• Annual campus culture/climate survey reports.

• Implementation documentation and fidelity-support materials.
• Continuous access to required digital platforms.

**5. Performance Requirements**

The contractor shall:
• Provide personnel who are trained, certified, or otherwise qualified in the contractor's methodology.
• Deliver services consistent with the contractor's established research-based practices.
• Monitor fidelity and implementation progress throughout the contract period.
• Provide regular updates to school leadership.
• Comply with all licensing and intellectual-property requirements for provided materials.

**6. Period of Performance**

The period of performance shall align with the school year and include professional development, leadership support, implementation coaching, survey administration, and ongoing monitoring across the full contract year.

**7. Contractor Qualification Requirements**

To be eligible for award, the contractor must meet the following minimum qualifications. These requirements ensure that the selected vendor is responsible, capable, and able to deliver a comprehensive school-culture, leadership-development, and implementation-support system.

**7.1 Organizational Experience**

**The contractor shall have:**

• A minimum of five (5) years of experience providing professional development and school-culture improvement services to K–12 institutions.
• Demonstrated experience delivering integrated systems that include staff training, classroom-level implementation support, leadership coaching, curriculum resources, and climate-survey tools.
• A proven record of implementing research-supported behavioral, relational, or culture-building frameworks across multiple schools or districts.

**7.2 Personnel Qualifications**

Contractor personnel assigned to the project shall have:

• Demonstrated expertise in the contractor's school-culture or relational-practices framework.
• Experience providing coaching, training, or implementation support to teachers and administrators.

• Knowledge of data-driven improvement practices, including interpreting culture/climate survey results and guiding leadership teams.

### 7.3 Leadership-Assessment Capability

**The contractor shall provide:**

• A validated leadership or behavioral assessment tool suitable for K–12 educational settings.
• Individualized development or improvement plans derived from assessment results.
• Qualified personnel capable of coaching leaders in applying those results.

### 7.4 Curriculum Development Capacity

The contractor shall provide:

• Student-facing curriculum or instructional resources that reinforce communication, character-building, interpersonal skills, and leadership development.
• Curriculum aligned to the relational, behavioral, or culture-building practices presented in the training.

### 7.5 Survey and Data Analytics Capability

The contractor shall demonstrate:

• The ability to administer a multi-stakeholder (staff, students, families, leadership) school-culture and climate survey.
• Expertise in data analysis, reporting, and presentation of findings for use in continuous school improvement.
• A secure digital system for survey distribution and reporting.

### 7.6 Digital Platform Requirements

The contractor shall provide digital tools or platforms that support:

• Training resources and supplemental materials.
• Leadership-assessment reporting and development-planning tools.
• Survey dashboards and implementation-tracking systems.

Access must be fully licensed for use by Riverside Indian School.

### 7.7 Compliance with Federal Standards

The contractor shall meet all federal requirements for a responsible vendor, including but not limited to financial stability, adequate business resources, satisfactory performance history, ethical business practices, the ability to meet delivery schedules and pass all required background checks.