



REQUEST FOR PROPOSALS

Bonnet Springs Park Field Trip Curriculum

Request for Proposals Issued:
September 20, 2022

Deadline for Submittal of Lesson Plan Concept:
October 11, 2022

If Lesson Plan Concept is selected...
Deadline for Submittal of Final Lesson Plan:
November 8, 2022



Instructions

[BSP](#) is seeking proposals from qualified individuals to assist in the development of field trip lesson curriculum.

Interested individuals are invited to submit one original *Lesson Plan Concept* through the provided submission form. The proposal shall be made in the format provided and the complete proposal, together with all additional materials, shall be submitted through the following form:

[*LESSON PLAN CONCEPT PROPOSAL FORM LINK*](#)

Lesson Plan Concepts will be selected to move to the *Final Lesson Plan* phase based on their connection to the mission and features of BSP. Selection to move to this phase will be at the sole discretion of BSP.

This Request for Proposals (RFP) does not commit BSP to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request, and further reserves the right to accept proposals that are considered to be in the best interest of BSP.

All requirements must be addressed within your proposal. Non-responsive and unrelated proposals will not be considered. If a proposal is accepted and *Final Lesson Plan* is completed, its contents will become the property of BSP.

Request additional information. Questions related to this RFP should be submitted in writing to fieldtrips@bonnetspringspark.com no later than October 9, 2022.

Scope of Work

BSP is seeking to obtain 30 unique lesson plans to be used during field trips for students in grades 4-12. BSP is looking for collaboration and assistance from qualified community members who can satisfactorily provide the following:

- One completed *Lesson Plan Concept Proposal* that connects to the mission and features of BSP.
- One completed *Final Lesson Plan* that is fully completed and satisfies all required criteria (Selection to move to this phase will be at the sole discretion of BSP).



Contents for Lesson Plan Concept Proposals

The proposal shall be organized in the format listed below and shall be limited to one digital form submission (excluding attachments). Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with BSP requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

Contact Information. Individuals must submit their name and basic contact information.

Qualifications. Individuals should share their background and experience as it relates to creating lesson plans, in paragraph form. Preference will be given to individuals who have experience in Florida public education, informal education, and industry-relevant knowledge.

Category of Lesson. Individuals must identify which category their lesson plan concept ties to:

- Wild Florida: flora/fauna, energy flow, ecology, geology, etc.
- Waters of Florida: water cycle, aquatic pollution, algae, watersheds, etc.
- Sustainable Florida Living: anthropology, STEM, renewable energy, gardening, etc.

Grade Levels. Individuals must identify which grade levels their lesson plan concept is best suited for:

- 4th-5th grade
- 6th-8th grade
- 9th-12th grade

Florida State Standards. Individuals must identify a minimum of 3 standards (cross-curricular preferred) that will be explored in this lesson plan concept.

Description of Lesson Plan. In 1-2 paragraphs, individuals should describe their lesson plan concept. Include information about activity types, lesson objectives, and how the lesson would be implemented by our volunteer team.

Required Supplies. Explain the kinds of supplies that would be necessary to complete all aspects of the lesson plan concept.



Selection Criteria

Individuals submitting proposals are advised that all proposals will be evaluated to obtain lesson plans that most closely align with the mission and features of BSP. Selection will be based on, but not limited to, the items below:

- A complete *Lesson Plan Concept* that is selected to move to the *Final Lesson Plan* phase
- Demonstrated understanding and responsiveness to the RFP
- Qualifications of the individual submitting a proposal, including experience in Florida public education, informal education, and/or industry-relevant knowledge
- A clear understanding of diverse learning styles and inclusive education
- Completeness and quality of the proposal
- Supply use that incorporates reusable supplies more than consumable products

Process for Selecting Proposals

Members of BSP staff will serve as a selection committee to determine the highest quality and most applicable *Lesson Plan Concepts* to be moved forward into the *Final Lesson Plan* phase. Individuals that are not selected to move into this final phase will be notified by email after the conclusion of the selection process.

Award

Individuals who participate in this RFP are not guaranteed compensation or recognition. Individuals must be selected to complete a *Final Lesson Plan* to receive compensation. Payment in the amount of \$100 will be distributed to individuals who are selected to complete and submit a *Final Lesson Plan* deemed successful by the selection committee. To receive payment, individuals must submit a W-9 to Bonnet Springs Park.

Contents for Final Lesson Plan

BSP will select individuals to complete a *Final Lesson Plan* based on the quality and potential of their *Lesson Plan Concept*. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with BSP requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

Recap of Lesson Plan Concept. Individuals will be asked questions that connect their *Final Lesson Plan* to their *Lesson Plan Concept* submission.

ENGAGE - Before the Students Visit. Describe how the teacher will capture the student's interests about this topic at their home location of study. What kinds of activities and questions should the students ask themselves about this topic before they arrive at BSP?



EXPLORE - Station/Activity-Based Learning. List “big idea” concepts/questions that the facilitator will use to focus exploration. Describe in detail the hands-on/minds-on activities (1- 3 activities that last 10 minutes each, for a total of 30 minutes) that students will be doing.

EXPLAIN - Connecting Exploration to Understanding. What questions/techniques will the facilitator use to help students connect their learning to Bonnet Springs Park and their daily lives? List higher order thinking questions that could guide student comprehension.

ELABORATE - After the Students Visit. How will the teacher summarize the student’s experiences after they return to their home location? What topics could students explore next to expand their understanding of this topic?

EVALUATE - Tracking Growth. What are 5-10 questions that could be used as a pre- and post-assessment to determine learning gains?

Required Supplies. List the exact supplies that would be necessary to complete this lesson plan for 40 students at a time.