

**SERIAL 05077 RFP GIFTED EDUCATION WORKSHOPS –MCSOS  
ENGINE-UIY -Contract**

**DATE OF LAST REVISION: May 05, 2008**

**CONTRACT END DATE: August 31, 2008**

**CONTRACT PERIOD THROUGH AUGUST 31, 2008**

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **GIFTED EDUCATION WORKSHOPS –MCSOS**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **August 11, 2005 (Eff. 08/04/05)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

SF/mm  
Attach

Copy to: Clerk of the Board  
Kimbarley Meyer, Schools  
Mirheta Muslic, Materials Management



## **DRAFT CONTRACT CONTRACT PURSUANT TO RFP**

**SERIAL 05077-RFP**

This Contract is entered into this 4th day of August, 2005 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Engine-Uity, Ltd., ("Contractor") for the purchase of providing gifted educations workshop services.

### **1.0 TERM**

- 1.1 This Contract is for a term of three (3) years, beginning on the 4th day of August, 2005 and ending the 31st day of August, 2008.
- 1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional one (1) year terms up to a maximum of three (3) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

### **2.0 PAYMENT**

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made as set forth in the RFP and or the Best and Final Offer.
- 2.2 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: purchase order number, item numbers, description of supplies and/or services, sizes quantities, unit prices, and extended totals and applicable sales/use tax. The County is not subject to excise tax.

### **3.0 DUTIES**

- 3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B."
- 3.2 Contractor shall perform services at the location(s) and time(s) stated in Exhibit "B," or in the purchase order requesting such services.
- 3.3 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

## 4.0 TERMS &amp; CONDITIONS

## 4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 **INDEMNIFICATION**4.1.2 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.1.3 **Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

4.1.4 Insurance Requirements.

**CONTRACTOR**, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

**CONTRACTOR'S** insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with

respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

**COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.1.4.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

4.1.4.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

4.1.4.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than

\$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

**CONTRACTOR** waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

4.1.5 Certificates of Insurance.

4.1.5.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.1.5.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

4.1.5.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.2 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County  
Department of Materials Management  
Attn: Director of Purchasing  
320 West Lincoln Street  
Phoenix, Arizona

For Contractor:

Engine-Uity, Ltd. Inc.  
Mary Cole  
8900 N. Central Avenue Suite #107  
Phoenix, Arizona 85020

**4.3 REQUIREMENTS CONTRACT:**

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made. Orders will only be placed when County identifies a need and issues a purchase order.

Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written purchase order to Contractor requesting that work be performed or product be delivered.

County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order.

Contractor agrees to accept verbal cancellation of purchase orders.

**4.4 ESCALATION:**

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

**4.5 TERMINATION:**

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than ten (10) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

**4.6 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.7 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.8 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.9 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.10 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.11 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.12 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.13 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.14 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.15 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

**CONTRACTOR**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

**MARICOPA COUNTY**

BY: \_\_\_\_\_  
DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
DATE

BY: \_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
DATE

ATTESTED:

\_\_\_\_\_  
CLERK OF THE BOARD

\_\_\_\_\_  
DATE

APPROVED AS TO FORM:

\_\_\_\_\_  
MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
DATE

**EXHIBIT A**  
**PRICING**

SERIAL 05077 - RFP

PRICING SHEET S083402/B0602716 (NIGP 92416)

BIDDER NAME: Engine-Uity, Ltd.  
 F.I.D./VENDOR #: 86-0386999/W000004052  
 BIDDER ADDRESS: 8900 N. Central Avenue Phoenix, AZ 85020  
 P.O. ADDRESS: PO Box 9610 Phoenix, AZ 85068  
 BIDDER PHONE #: (602) 997-7144  
 BIDDER FAX #: (602) 997-0974  
 COMPANY WEB SITE: www.engine-uity.com  
 COMPANY CONTACT (REP): Mary E. Cole  
 E-MAIL ADDRESS (REP): engine-uityltd@qwest.net

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL:  YES  NO

ACCEPT PROCUREMENT CARD:  YES  NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:  YES  NO  % REBATE  
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY:  YES  NO  % DISCOUNT

OTHER GOVT. AGENCIES MAY USE THIS CONTRACT:  YES  NO

PAYMENT TERMS: BIDDER IS REQUIRED TO **SELECT** ONE OF THE FOLLOWING.  
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.  
FAILURE TO **SELECT** A TERM WILL RESULT IN A DEFAULT TO NET 30.  
BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 \_\_\_\_\_  
 NET 15 \_\_\_\_\_  
 NET 20 \_\_\_\_\_  
 NET 30 MAC \_\_\_\_\_  
 NET 45 \_\_\_\_\_  
 NET 60 \_\_\_\_\_  
 NET 90 \_\_\_\_\_  
 2% 10 DAYS NET 30 \_\_\_\_\_  
 1% 10 DAYS NET 30 \_\_\_\_\_  
 2% 30 DAYS NET 31 \_\_\_\_\_  
 1% 30 DAYS NET 31 \_\_\_\_\_  
 5% 30 DAYS NET 31 \_\_\_\_\_

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: \_\_\_\_\_%

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION

NEWSPAPER ADVERTISEMENT  
 MARICOPA COUNTY WEB SITE  
 PRE-SOLICITATION NOTICE  
 OTHER (PLEASE SPECIFY)

1.0 PRICING:

<u>ITEM DESCRIPTION</u>	<u>Fee/Compensation</u> <u>Per Workshop</u>
1.1 Workshop dedicated to training on "Differentiated Instruction", in full accordance with Section 2.1 of the Scope of Work.	
1.1.1 Fee/Compensation for workshop, 35-50 participants	<u>\$35/65*</u> /each
1.1.2 Fee/Compensation for workshop, 51-100 participants	<u>\$30/60*</u> /each
1.1.3 Fee/Compensation for workshop, 101-150 participants	<u>\$25/55*</u> /each

\*This price includes a copy of Manipulating Bloom's Taxonomy for each participant; recommended, but not required.

**EXHIBIT B**  
**SCOPE OF WORK**

2.1 *Differentiating Instruction Using Bloom's Taxonomy*

It is obvious to most educators that there is a need to differentiate curriculum; they would like to accommodate the readiness, learning profiles, and interests of every student. However, how to actually *do* the differentiation is the major concern of classroom teachers. Without practical, easy-to-implement strategies, most teachers fall back on the “one size fits all” mode of instruction.

There are four approaches to differentiation: (1) acceleration, (2) enrichment, (3) extensions, and (4) remediation. This workshop addresses extensions: activities tied to the regular curriculum that expand or broaden it in some way. Students explore facets of a lesson or unit in greater depth *and at higher levels of thought* and often share what they have learned with their classmates.

This is a how-to, hands-on, theory-into-practice workshop for classroom teachers who need easy-to-implement strategies that will provide differentiated, tiered learning experiences for gifted students. It is offered by Engine-Uity's Vice-President, Mary F. Cole and, alternately, by its President, Patricia A. Leadbeater. The résumés of both presenters will be found in the Qualifications section.

The workshop has four parts: (A) a brief explanation of the theoretical basis of differentiating, (B) a hands-on activity using writing instruments that introduces participants to Bloom's Taxonomy, (C) the step-by-step creation – involving the entire group – of a set of six learning activities keyed to the Taxonomy, and (D) small groups working with provided, user-ready copies of *Manipulating Bloom's Taxonomy* in order to create questions and learning experiences in any content area and at any grade level.

The page numbers cited below refer to the workshop handout, which may be found at the end of this Proposal section.

- (A) The presenter refers to *The Principles of a Differentiation* (pg. 1) to provide the theoretical basis for including higher level thinking skills within the differentiated curriculum, pointing out that two of the thirteen principles (numbers six and nine) support this inclusion.
- (B) Participants then are introduced to Bloom's Taxonomy. The presenter gives each a pencil and asks the group to *name* this writing instrument.
- The presenter writes “Pencil” on the transparency worksheet (pg. 2) and then asks the group to *describe* the pencil, writing their responses on the worksheet. When all of the blank spaces are filled with descriptive words, participants are asked to *use* the pencil to sign their legal names.

The presenter next gives each participant a red ballpoint pen and asks the group to *name, describe,* and *use* as before. When the second column on the worksheet is complete, the presenter asks participants to look at the descriptions they have generated and to *compare* the pencil and the pen.

When the comparison is complete, the presenter points out that they have just operated at the first four levels of Bloom's

Taxonomy: Knowledge, Comprehension, Application, and Analysis. At this time, emphasis is given to the use of the verbs *name*, *describe*, *use*, and *compare* – verbs that are recognized as belonging to these four levels of the Taxonomy – as the means of eliciting response at those levels.

Next, each participant receives a blue erasable ballpoint pen, and the process is repeated with all three writing instruments being compared at the Analysis level. The participants are asked which two are most alike (the two pens) and in what ways they differ (one is erasable, the other is not). The presenter then points out that the erasable pen is an example of Synthesis: it has been *created* by combining parts of two types of writing instruments in order to form a third, new kind writing instrument.

Finally, participants are asked to Evaluate: to *decide* which of the three writing instruments they prefer to use when signing their legal names.

Most importantly, each must give two reasons why he/she has chosen this writing instrument for this task.

- (C) At this point, participants are introduced to the verbs associated with the six levels of Bloom's Taxonomy. For primary teachers and teachers of students with limited English proficiency, the set of verbs on page four of the handout is recommended. For all others, the Bloom's Taxonomy tool – *Verbs and Products for Independent Study* – is appropriate. (All participants will receive a copy.)

The presenter now asks the group to brainstorm facts, concepts, and/or ideas in response to a simple topic (e.g. "mice") and writes the responses on a blank transparency. Once a generous number of responses have been collected, the group is ready to work together to complete the Basic Six-task Grid (pg. 5). The presenter asks for a volunteer to put together a verb from the Knowledge list, with a single fact/concept/idea about the topic ("mice"), in order to form a small task or learning activity. Proceeding one level at a time, the first two columns of the grid are filled in this way.

At this point, the presenter discusses the importance of offering gifted students opportunities to share learning using a wide variety of products: oral, visual, written, kinesthetic, and technological. *Verbs and Products for Independent Study* offers 172 products to help participants complete the grid by adding products to each of the six tasks, listing them in the third column.

The presenter introduces three types of materials that may be created using the Basic Six-Task Grid: *Prima Cards* (for K-3, pgs.8 &9), *Mini-Centers* (for 3-8, pgs. 6 & 7), and *First Sheets* (for 7-12, pgs. 10, 11, & 12). Emphasis is placed upon the Content-Process-Product formula that is the basis of each of these types of materials; the differences are in format and sophistication only. At this point, the presenter gives additional consideration to products: how to create them (to teach or not to teach) and assessing the end results (pgs.13-18).

- (D) Participants are divided into groups of 4-6, depending upon the grade levels they teach. Primary teachers will create *Prima Cards*, Intermediate and Middle School teachers (in separate groups) will create *Mini-Centers*, and High School teachers will create *First Sheets*.

In order to facilitate development of these teaching materials, each group will be given a ready-to-use copy of *Manipulating Bloom's Taxonomy*. Although this graphic organizer was created for students to use in developing their own projects for independent studies, it has been found to be a highly successful tool when training teachers to create questions, tasks, lessons, and units based on Bloom's Taxonomy. A copy of *Manipulating Bloom's Taxonomy* is included with this proposal.

The grade level groups will be directed to select an age-appropriate topic and to follow the same brainstorming and grid completing procedure used previously. This time, facts/concepts/ideas will be written on individual content cards, and group members will try placing different combinations of verb, content, and product cards on the vinyl grid in order to create their tasks. Once group members are satisfied that they have six good tasks, they will copy their tasks in proper format onto paper, using the handout models for *Prima Cards*, a *Mini-Center*, or a *First Sheet*. Their completed tasks will then be shared with all participants. If possible, we will reproduce on site all of the materials developed so that each participant will leave the workshop with his/her own copy.

Before introducing the final materials development activity, the presenter will briefly discuss managing a differentiated classroom. The chart in the handout (pg. 19) is a simple device for keeping track of students who are pursuing individual projects and is particularly useful with the type of materials participants have been creating.

For the final materials development activity, participants will maintain their grade level groups and will extend the six-task format to one that requires thirty-six tasks (*Prima Activity Center*), seventy-two tasks (*Learning Center*), or ninety tasks (*Rats Pack*) and that provides the basis for student independent studies. Complete descriptions of these materials are included in the handout (pgs. 21-31). Beginning with a webbing grid (pg. 20), the presenter shows how to break down a topic into subtopics in order to create one of these age-appropriate formats. While it is not likely that a group will be able to complete a *Prima Activity Center*, *Learning Center*, or *Rats Pack*

within the time available, each participant will gain enough insight into the process in order to be able to finish the project on his/her own. Once again, the groups will use *Manipulating Bloom's Taxonomy* to aid them in creating their materials.

At all times during the workshop, the presenter focuses on teaching the Taxonomy as a tool for differentiating instruction; there is little theory and much practice. Participants experience the meanings and interrelationships of the levels, learn the basic techniques for creating questions and activities, and walk away with a skill that will enhance their abilities to provide appropriate curriculum for gifted students.

### **Recommendations for Related Services**

Because professional development must be continuous and graduated in content, Engine-Uity, Ltd. recommends a second level of grade-level-specific workshops for those teachers who have completed the introductory training described above. Engine-Uity's Primary Specialist, Nancy J. Mocroft, Intermediate Specialist, Patricia A. Leadbeater, and High School Specialist, Mary F. Cole would offer this training. The résumés of all are included in the Qualifications section.

These workshops would extend the learning gained in the introductory training to include more in-depth exploration of (1) materials development, (2) differentiated classroom management, (3) assessment criteria and methods, and (4) differentiating existing units and lessons. Attendance at the introductory workshop would be a prerequisite for any second level presentation.

Follow up coaching will be available for any workshop offered by Engine-Uity consultants. We offer coaching by phone and email at no charge. On-site consulting is available at a negotiated fee.

**ENGINE-UIITY, LTD INC, 8900 N. CENTRAL AVENUE SUITE 107, PHOENIX, AZ 85020**

PRICING SHEET: NIGP CODE 9241603

Terms: NET 30

Vendor Number: W000004052 X

Telephone Number: 602/997-7144

Fax Number: 602/997-0974

Contact Person: Mary Cole

E-mail Address: [engine-uityltd@qwest.net](mailto:engine-uityltd@qwest.net)

Company Web Site: [www.engine-uity.com](http://www.engine-uity.com)

Certificates of Insurance Required

Contract Period: To cover the period ending **August 31, 2008.**