



Request for Proposals (RFP)

Title: Before and Aftercare Services for Hope Community Charter School

SECTION A - INTRODUCTION

Hope Community is an open-enrollment project-based learning public charter school that serves approximately 300 students in grades Pre-K through 8th grades that provides personalized and rigorous curriculums to develop skills essential for school, work, and life success. At Hope, we have a growth mindset that encourages our scholars in their continuous pursuit of excellence.

Additional information on the school is available at www.Phalenacademies.org.

SECTION B - DESCRIPTION OF GOODS, SERVICES, OR SCOPE OF WORK

Hope Community Charter School requires before and aftercare services for our students during the academic year. The scope of work includes, but is not limited to, the following:

1. The vendor should provide a full-service program to serve students Pre-K-8 during the 2023-2024 academic school year.
2. The vendor will design and deliver before and after care programming opportunities for students, including but not limited to academic enrichment, structured indoor/outdoor activities, project-based learning activities, and free healthy snacks.
3. The vendor must operate before care hours from 6:00 am to 7:45 am, Monday to Friday
4. The vendor must operate after care hours from 3:30 pm to 6:00 pm, Monday to Friday.
5. The vendor must operate school half day hours from 12:00 pm to 6:00 pm.
6. The vendor shall submit a price proposal which indicates their full cost to provide the scope of services outlined in the proposal.
7. The vendor will collaborate with Hope Community PCS administrators to create and coordinate program delivery.
8. The vendor will supervise parent/guardian pick-up at Hope Community PCS following programming.
9. The vendor will maintain staff-to-student ratios that comply with Office of the State Superintendent of Education (OSSE) compliance regulations.
10. The vendor, as an independent contractor, shall request financing packages as necessary and coordinate/assist in closing all financing.

SECTION C - CONTRACT DELIVERY SCHEDULE

The contract delivery schedule should align with the academic calendar of Hope Community Charter School. Variations in the delivery schedule may be permitted after consultation with the school administration.

SECTION D - SPECIAL QUALIFICATION REQUIREMENTS

Contractors must satisfy the following special qualification requirements:

1. Licensing and Certification: Contractors must possess all necessary licenses, certifications, and permits required by local and state authorities to operate a before and aftercare program.
2. Experience: Contractors should demonstrate a proven track record of providing high-quality before and aftercare services to students in educational settings.
3. Background Checks: All staff members involved in the program must undergo appropriate background checks in compliance with state and federal regulations.
4. Insurance: Contractors must provide proof of liability insurance coverage for their operations.

SECTION E - EVALUATION CRITERIA AND THEIR RELATIVE IMPORTANCE

The evaluation of proposals will be based on the following criteria, listed in order of importance:

1. Experience and Qualifications of the Contractor (30%)
2. Quality and Variety of Activities and Enrichment (25%)
3. Staff-to-Student Ratio and Supervision Plan (20%)
4. Cost and Affordability (15%)
5. Compliance with Licensing and Safety Regulations (10%)

SECTION F - DEADLINE FOR PROPOSAL SUBMISSION

Proposals must be submitted no later than **08/17/2023 at 4:00pm Eastern Standard Time**. Late proposals will not be considered.

SECTION G - METHOD(S) FOR SUBMITTING PROPOSALS

Proposals must be submitted electronically in PDF format to [Insert Email Address]. The subject line of the email should state: "RFP Proposal - Before and Aftercare Services - [Contractor's Name]".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP or RFP that are directed to any other HOPE COMMUNITY school's representative, vendor, agent, or email address other than tsavoy@hopetolson.org

SECTION H - INFORMATION TO BE PROVIDED IN THE PROPOSAL

Proposals must include the following information:

1. **Company Overview:** Provide an overview of your organization, including its history, mission, and experience in providing before and aftercare services.
2. **Qualifications and Experience:** Describe your qualifications and experience in providing before and aftercare services, including any relevant certifications and licenses.
3. **Staffing and Supervision Plan:** Outline your staffing plan, including staff-to-student ratios, qualifications of staff members, and the plan for supervision during the program.
4. **Activities and Enrichment:** Describe the activities and enrichment programs you will offer to students, emphasizing their educational, social, and physical benefits.
5. **Pricing:** Provide a detailed pricing structure for your services, including any additional fees or charges.
6. **References:** Include references from at least three current or previous clients who have utilized your before and aftercare services.
7. **Subcontracting Plans:** If you plan to subcontract any part of the work, provide details of the subcontractors, their qualifications, and the scope of work they will perform.

SECTION I - ADDITIONAL INFORMATION

If you have any questions or need clarification regarding this RFP, please contact **Tamiko Savoy** at **tsavoy@hopetolson.org** or **202-832-7370**.

The contract will be awarded to the firm, which in Hope Community PCS judgment, best represents the interests of Hope Community. Hope Community Public Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.

We look forward to receiving your proposal.

Sincerely,

Tamiko Savoy