



Request for Proposal

Before and After Care Services

Hope Community Public Charter School is seeking competitive proposals to provide Before and After Care Services for SY 2022-2023.

Proposals are due no later than Friday, June 24, 2022.

School Overview

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.

Contact Information

All communication regarding this RFP shall be delivered via email to operations@hopetolson.org. Please include your point of contact's email to get answers to questions, updates, etc.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (20) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

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 operations@hopetolson.org.

Scope of Work

Hope Community PCS is requesting proposals for the following services:

Service	Description & Requirements
Before and After Care Services	<ul style="list-style-type: none"> ● The vendor should provide a full service programming to serve students Pre-K -8 during the 2022-2023 academic school year. ● The vendor will design and deliver before and after care programming opportunities for students not limited to: academic enrichment, structured indoor/outdoor activities, project based learning activities, free healthy snacks ● The vendor, must operate before care hours from 6:00am- 7:45am Monday-Friday ● The vendor, must operate after care hours from 3:30pm-6:00pm Monday-Friday ● The vendor, must operate school half day hours from 12:00pm-6:00pm ● The vendor, shall submit a price proposal which indicted their full cost to provide the scope of services outlined in the proposal ● The vendor will collaborate with Hope Community PCS administrators to create and coordinate program delivery ● The vendor will supervise parent/guardian pick-up at Hope Community PCS following programming. ● The vendor will maintain staff-to-student ratios that comply with Office of the State Superintendent of Education (OSSE) compliance regulations. ● The vendor, as an independent contractor, shall request for Financing packages as necessary and Coordinate/assist in closing all financing.

Response Requirements

Responses will be accepted until Friday, June 17th and should include the following information:

1. Proposals are to be submitted in **PDF Format** via email to: **operations@hopetolson.org** Attn: Traci Milton-Porter
2. To be considered, each vendor must submit a complete response to this solicitation.
3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

Respondent Qualifications

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Hope Community PCS that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to Hope Community PCS are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Response Evaluation Criteria

Hope Community PCS will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of

Columbia, for provision of relevant services;

- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Hope Community PCS.

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.