



**FINANCE and ACCOUNTING DEPARTMENT OF GREEN DOT PUBLICS SCHOOLS**

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**RFP TITLE: Request for Proposals (RFP) Middle School After School Programs**

**RFP #: 001-2018/19**

**DATE OF ISSUANCE: April 19, 2018**

**BIDDER's**

**QUESTIONS DUE: (if necessary) April 26, 2018 5:00 P.M.**

**BIDDER's QUESTIONS ANSWERED May 3, 2018**

**BIDS MAY BE SUBMITTED BY E-MAIL OR TIME RECORDED  
MAIL DELIVERY (UPS, FEDEX)**

**BID DUE DATE: May 17, 2018 5:00 P.M.**

**E-mail address david.nunez@greendot.org**

**SUBMIT TO: David Nunez  
Green Dot Public Schools  
1149 S. Hill Street Suite 600  
Los Angeles, CA 90015**

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## Section 1. INTRODUCTION AND ANNOUNCEMENT FOR SEALED PROPOSALS

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### **INTRODUCTION:**

The Education Department of Green Dot Public Schools, California (“GDPSCA”) is seeking proposals from firms, community based organizations, and other qualified entities to provide **After-School Programs through the Afterschool Education and Safety (ASES) grant** for two (2) middle schools, Animo Mae Jemison Charter Middle School and Animo Ellen Ochoa Charter Middle School, as delineated in the Statement of Work (SOW) in the After-School Programs throughout the District. **Please do not contact the schools directly regarding the RFP.** See section 2.4 for any questions about the RFP.

### **NOTICE TO BIDDERS:**

Copies of this RFP **Request for Proposals (RFP) Middle School After School Programs** (this “RFP”) may be obtained from the GDPS’s website at [www.greendot.org](http://www.greendot.org).

GDPS reserves the right to accept or reject any or all Proposals, and to waive any irregularities. GDPS also reserves the right to **further negotiate** with selected firms regarding pricing and fee structures. All information included in a Proposal may be incorporated, at GDPS’s sole option, into the contract for the **Request for Proposals (RFP) Middle School After School Programs** to be entered into between GDPS and the successful Bidder(s).

## Section 2. INSTRUCTIONS TO BIDDERS/GENERAL INFORMATION

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- 2.1 Form of Submissions.** Each person or entity submitting a response to this RFP (each “Bidder”) should prepare and submit their proposal in response to this RFP (“Proposal”) either in a sealed envelope or by e-mail. Hard copy proposals **shall include one (1) original copy and one (1) electronic copy.** The envelope shall be plainly marked as **Request for Proposals (RFP) Middle School After School Programs 001-2018/19**, along with the firm’s name and the package shall be addressed to:

**David Nunez  
Green Dot Public Schools  
1149 S. Hill St, Suite 600  
Los Angeles, CA 90015**

**E-mailed copies are to be sent to  
david.nunez@greendot.org**

- 2.2 Manner of Submission** – The sealed Proposal must be received at the address listed in Section 2.1 on or before **May 17, 2018 at 5:00 P.M.** Each Proposal date and time of delivery will be recorded at the GDPS’s Home Office. **Proposals received after the listed time on the due date will not be considered and will remain unopened.** Proposals must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the Proposal.
- 2.3 Format of Proposal** - Each Proposal must include the information required in Section 3. Each required response listed in Section 3 shall be included as a required document with Attachment B.
- 2.4 Questions About this RFP** - All questions regarding this RFP shall be made electronically via e-mail, directed to David Nunez at **david.nunez@greendot.org**. The subject line of the e-mail shall be QUESTION – RFP #001-2018/19 Request for Proposals (RFP) Middle School After School Programs. Any questions submitted after the questions deadline shall not be considered or answered. All questions submitted prior to the questions due date will be answered. Answers to all properly submitted questions will be posted on the GDPS’s website at [www.greendot.org](http://www.greendot.org) as addenda no later than seven (7) business days after the questions are due.
- 2.5 Addenda** – GDPS may revise this RFP by issuing written addenda. Addenda will be posted to the GDPS’s website at [www.greendot.org](http://www.greendot.org). Interested persons or entities are encouraged to check GDPS’s website frequently for addenda to this RFP. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty to communicate addenda to Bidders beyond the posting of addenda on its website.
- 2.6 Awards** – All Proposal selections must be approved by the Chief Academic Officer of GDPS prior to an award being final. Awards will be made to the **lowest RESPONSIBLE bidder** complying with the terms of these specifications; except that the right is reserved by GDPS to make such selection, as in its judgment, is best suited for the purpose intended. Notwithstanding anything contained herein to the contrary, a contract shall not exist between GPDS and the selected Bidder until: A) such agreement has been duly authorized and approved by the Chief Academic officer of GDPS.
- 2.7 Rejection of Proposals** – GDPS reserves the right to accept or reject any Proposal or any part of any Proposal.
- 2.8 Submitted Proposals are Considered Final after due date** – All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.
- 2.9 Form of Contract** – Each successful Bidder shall be required to enter a contract in the form prescribed by GDPS.

- 2.10 Taxes** – Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, and/or STATE RETAIL TAX in the Proposal.
- 2.11 Compensation** – Bidders are cautioned that items and/or services must be furnished at the price submitted. No increase in price will be permitted during the term of the contract.
- 2.12 Grievances** - Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to GDPS Home Office Attn. Patricia Wu 1149 S. Hill Street Suite 600, Los Angeles, CA 90015

### Section 3. THE PROPOSAL

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- 3.1** The Scope of Services for this RFP is set forth in **Attachment A**.
- 3.2 Part I – Qualifications/Certifications/Resume and Operations Plan**  
The following information should be provided in Part I of the Proposal. The documents should be clearly marked: **“Part I – Qualifications”**
- 3.2.1** Bidders should provide detailed information addressing each of the following areas:
- 3.2.1.1** Licensing and certification in the field of the requested services;
- 3.2.1.2** The firm and/or subcontractor must have at least **FOUR** years of experience operating comprehensive academic and educational enrichment after-school programs at a K-8 school.
- 3.2.1.3** The Project Manager (individual who will be principally responsible for the firm’s performance) must have at least **TWO** years of experience running a comprehensive academic and educational enrichment after-school programs in a K-8 school. In addition, the Project Manager must have experience operating in a major urban community and understand the community’s diverse needs.
- 3.2.1.4** The firm certifies that if selected, it will have access to and maintain current technology that allows them to interface with District and collaborating agencies to prepare and transmit the reports required for this program including but not limited to hardware and software.
- 3.2.1.5** The firm certifies that if selected, it will be able to operate and maintain its program for at least four months before it receives any funding from the District and have a funding source other than the District of at least 15% of its proposed budget for the after-school programs including in-kind contribution.

3.2.1.6 The firm must demonstrate it has the ability to receive Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Reports for Live Scan Fingerprinting Clearances of employees, and receives subsequent notices from DOJ and FBI.

3.2.2 Bid Response Elements

3.2.2.1 Entity Qualifications and experience providing the requested services

3.2.2.2 References (other school districts where possible)

**3.3 Part II – Cost/Pricing Proposal**

The following information should be provided in Part II of the Proposal. The Proposal should be clearly marked: **“Part II – Cost/Pricing Proposal”**

3.3.1 Attachment B – Cost/Pricing Proposal must be used as the first page for this Part II.

3.3.2 List the cost/pricing **only** as requested in Attachment B should give GDPS a clear picture of overall costs.

**3.4 Part III –Required Documents**

The following information should be provided in Part III of the Proposal. The Proposal should be clearly marked: **“Part III – Required Documents”**

3.4.1 Attachment C - Bidder Checklist

**Section 4. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD**

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**4.1 Evaluation Criteria** - The following criteria will be used with the weighted values below to evaluate each Proposal received. GDPS reserves the right to request clarification to the Proposal in order to evaluate all proposals.

<b>Evaluation Criteria</b>	<b>Points</b>
Program Components	30
Firm Experience	25
Budget and Funding Sources	25
Staffing	10
Community Partnerships and Relationships in positive standing with Green Dot	10

a. Program Components (30 Points Maximum)

The firm's program components outlined in the proposal shall be evaluated in accordance with the following sub-criteria listed below with each being given equal importance:

1. The proposer shall be evaluated for its program plan to provide the Academic Enrichment, Educational Enrichment, Nutrition, and Physical Fitness/recreational activity components of the Statement of Work, and its curriculum to provide a well- rounded program.
2. The proposer shall be evaluated for its marketing plan to achieve maximum after- school attendance, its special strategies to retain students, and its plan to attract English Learners.
3. The proposer shall be evaluated for its needs assessment plan on the student population and the community to produce a responsive and effective after-school program.
4. The proposer shall be evaluated for its evaluation plan to collect data, interpret results, improve its program and disseminate the findings.
5. The proposer shall be evaluated for its ability to demonstrate readiness to operate a comprehensive after-school program that entails the utilization of staff and technical resources, including provision for staff uniforms.

b. Firm Experience (25 Points Maximum)

The firm's experience shall be evaluated according to the following sub-criteria listed below. The sub-criteria are of equal importance.

1. The proposer shall be evaluated for its experience in operating an after-school program at full attendance and its ability in raising student scores, its experience in serving students from target groups such as English language learners, Special Needs students or students attracted to gangs, and its plan in raising attendance and meeting its attendance goals.
2. The proposer shall be evaluated based upon the school principal's feedback, via the Reference Letters, specifically on program management, program effect on student scores and generating attendance.
3. The proposer shall be evaluated based upon other Objective Evidence, Proposers shall include in the Proposal, which may include Commendation Letters, Community Awards, as well as Parent Support Letters.

c. Budget and Funding Sources (25 Points Maximum)

The firm's budget and non-District funding sources shall be evaluated in accordance with the following sub-criteria with each being given equal importance:

1. The proposer shall be evaluated for its budget plan demonstrating financial stability, and its ability to maintain programming at each site for at least 4 months without District funding support.
2. The proposer shall be evaluated for its ability to obtain funds from other sources (including in-kind contributions) other than the District including the time period during which the firm expects those funds to be available.

d. Staffing (10 Points Maximum)

The firm's staffing shall be evaluated by the following sub-criteria with each being given equal importance:

1. The proposer shall be evaluated for its Project Manager demonstrating the qualifications and experience in operating an after-school program, and its staff for defined roles and responsibilities to produce a successful operation of the program.
2. The proposer shall be evaluated for its recruitment plan, retention plan, supervision and safety-training plans to provide qualified staff to the program, and its strategies for professional development.

e. Community Partnerships and Relationships in positive standing with Green Dot (10 Points Maximum)

The firm's community partnerships and relations shall be evaluated by the following sub-criteria.

1. The proposer shall be evaluated for its experience in community partnerships and collaborative activities, its plan to involve parents, private sector, community and governmental agencies in the performance of the program.
2. The proposer shall be evaluated for its strategies to build community and private sector partnerships resulting in long-term sustainability of the program.
3. The proposer shall be evaluated for its ability to commit these community partners to its program, provide additional resources and matching funds.



- a. **Evaluation** – The GDPS will assemble a review committee to assist in evaluating all Proposals (the “Evaluation Team”). From this evaluation, GDPS may select a Bidder solely based on submittals, or may additionally identify a short list of Bidders for possible interviews. GDPS may contact any or all respondents to clarify submitted information.
- b. **Contracting** – Upon selection of a Bidder(s), GDPS will negotiate a scope of services and other terms and conditions of an agreement with the selected Bidder(s). If such negotiations are not successful, the District reserves the right to begin negotiations with other respondents.

## **Section 5. RESERVATIONS / STIPULATIONS**

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- 5.1 GDPS reserves the right, at its sole discretion, to A) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; B) waive minor informalities of a submittal; C) cancel, revise, or extend this solicitation; D) request additional information deemed necessary; and E) extract, combine, and delete elements of individual proposals and to negotiate jointly or separately with individual respondents with respect to any or all elements of the proposal.
- 5.2 This RFP does not obligate GDPS to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFP prior to the issuance of a valid contract. Such exemption from liability applies whether such costs are incurred directly by the Bidder or indirectly through the Bidder’s agent, employees, assigns or others, whether related or not to the Bidder.
- 5.3 Bidders acknowledge and agree, by submitting a Proposal, that:
  - 5.3.1 Once a Bidder is selected for the engagement, all electronic, written and printed materials developed by such Bidder as a result of this engagement shall become the property of GDPS, and GDPS shall be entitled to use any and all such materials in any way desired by GDPS, in its sole and unfettered discretion.
  - 5.3.2 Adherence to the scope of work is of critical importance to GDPS as time is of the essence, and agrees to dedicate the personnel listed in the Proposal to completing the work in accordance with the schedule outlined in this RFP.
  - 5.3.3 GDPS, and any consultants retained by GDPS, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent’s submission, and authorize the release to GDPS and/or GDPS’s consultants of any and all information sought in such inquiry or investigation.
  - 5.3.4 The Proposal is made in good faith. The prices in the Proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting

competition as to any matter or agreement for the purpose of restriction competition as to any matter relating to such prices with any other Bidder, or any other competitor.

- 5.4 Any misrepresentations or false statements contained in a response to this RFP or to any request for additional information related to this RFP, whether intentional or unintentional, shall be sufficient grounds for GDPS to remove respondents from competition for selection at any time.
- 5.5 Bidders shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Bidder, any employee, officer, director, or principal of the Bidder or GDPS and any other party.
- 5.6 Bidders agree that they will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements that apply to the scope of work in this RFP, including, but not limited to, all reporting and registration requirements. Bidders further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of California.

## **Section 6.0 BACKGROUND CHECKS**

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### **6.1 Education Code 45125.1**

(a) Except as provided in subdivisions (b) and (c), if the employees of any entity that has a contract with a school district, as defined in Section 41302.5, to provide any of the following or similar services may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the department for its costs incurred in processing the application:

(1) Janitorial. (2) Administrative. (3) Landscape. (4) Transportation. (5) Food-related.

[Emergency Contracts - Exempt]

(b) This section shall not apply to an entity providing services to a school district in an emergency or exceptional situation, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable.

[Limited Pupil Contact - Exempt]

(c) This section shall not apply to an entity providing services to a school district when the school district determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee has limited contact with pupils, the school district shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the

contractors will be working by themselves or with others. In these cases, the school district shall take appropriate steps to protect the safety of any pupils that may come in contact with these employees

**ATTACHMENT A**  
**SCOPE OF SERVICES**

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Service providers interested in partnering with GDPSCA after school programs will be responsible for planning, implementing and administering safe and effective after school academic and educational enrichment programs at one or more GDPS school sites using the California Department of Education's (CDE) Federal Program Monitoring (FPM) Instrument as their guide to ensure successful program operation.

\* Academic Enrichment: activities utilize GDPSCA's identified Core Subjects (i.e., Math, English, Reading, Science, etc.) to help students meet state and local academic standards.

Educational Enrichment: activities utilize GDPSCA's identified Core Subjects to provide activities that are designed to reinforce and complement the regular academic program. Through disguised learning/scaffolding of subjects, Project Based learning, students participate in activities such as Music, Art, Theatre, Dancing, Leadership, Cooking, Physical Education/Recreational, and Technology.

Physical Education/Recreational Activities are considered Educational Enrichment activities GDPSCA expects Community Based Organizations (CBOs) operating under the grant(s) to offer a physical education/recreational activity daily.

Contractor (CBO) shall provide students an opportunity to receive core and categorical program services that meet their assessed needs pursuant to the California Education Code, as well as Program Leadership/Development services.

State requires that the programs have measurable positive effects on student in-school day attendance and on academic achievement.

**ATTACHMENT B  
BUDGET/OPERATIONAL PROPOSAL**

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1. **The following describes our Budget/Operational proposal to provide services specified in Attachment A – Scope of Services.** Proposer shall provide a sample annual program budget for one school; assuming that there are 111 Middle School students in attendance per day. Each school has a full ASES grants for \$163,800. **Please note that Green Dot Public Schools keeps a portion of the grant (within 10%-15%) to cover operating costs.**

**Proposed Budget**

Total Grant Amount	\$ 163,800.00
	<b>Budget</b>
Personnel Expenses	\$
Equipment and Supplies	\$
Staff training	\$
Contractual and Consultant Services	\$
Other Program Operating Costs	\$
Total	\$

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**

**ATTACHMENT C  
BIDDER CHECKLIST**

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**RFP TITLE: Request for Proposals (RFP) Middle School After School Programs**

**RFP #: 001-2018/19**

- ( ) Submitted all information as requested.
- ( ) Received \_\_\_\_\_ number of addendum(s).
- ( ) Submitted one electronic copy, by email, CD, or flash drive.
- ( ) Signed and dated Cost / Pricing Proposal.
- ( ) No conditions or restrictions have been placed by the company on this Proposal that would declare it non-responsive.
- ( ) Prepared to provide the insurance required.
- ( ) Submitted a copy all certificates and license including, but not limited to, the license (to conduct business in the State of California).
- ( ) Submitted state tax identification number. \_\_\_\_\_

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**Signature of Authorized Official**

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**Date**

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**Company Name**