

Request for Proposals

Multiple SERVICES

June 2023



Kingsman Academy Public Charter School is seeking competitive proposals for multiple services.

Proposals are due no later than **5:00 PM on Wednesday, June 1, 2023.**

The last day for questions is Friday, **June 27, 2023** No phone calls, please.

School Overview

Kingsman Academy is an open-enrollment public charter school that serves approximately 320 students in grades 6 through 12 in a project-based academic program that emphasizes a therapeutic approach to personalized learning. Kingsman Academy welcomes all students, especially those who are over-aged and under-credited, who have attendance problems, or who have behavioral or emotional challenges.

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

Timeline

Responses must be received by 5:00 pm on Wednesday, **June 01, 2023**. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

This schedule reflects anticipated dates but may be modified by Kingsman Academy at any time in its sole discretion.

Contact Information

All communication regarding this RFP shall be delivered via e-mail only (no telephone calls) to rfp@kingsmanacademy.org. Please include your point of contact's email to get answers to questions, updates, etc.

Site Visits, Walkthroughs, and Presentations

Request appointments for site visits, walkthroughs, and presentations by email to rfp@kingsmanacademy.org. Presentations and site visits will be at the discretion of the school.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

To submit a response to the RFP:

- Upload the response (in PDF format only, 100GB limit) via ShareFile at <https://kingsmanacademy.sharefile.com/r-rb443ae06fd2488da>

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Submission of response in manners other than through the upload link provided above.
- Inquiries/questions regarding this RFP or RFP that are directed to any other Kingsman Academy representative, vendor, agent, or email address other than rfp@kingsmanacademy.org

Scope of Work

Kingsman Academy is requesting proposals for the following services:

Service	Description & Requirements
Computers and Electronic Devices	<ul style="list-style-type: none"> • Description: Provide all-in-one, built-in high-speed wireless desktops, mobile electronic tablets, and portable devices to be used to support teaching and learning. The equipment should contain proper features to allow for integration with future technologies. Provide recommended specifications and optimal configurations of all hardware and software. Provide suggested equipment and pricing in accordance with specifications and requirements. • Requirements: Experience supporting schools required. At least one reference must be a school. Proposal price should include all costs related to delivery and installation. • Preference: Preference for one vendor to provide all services. Proposal should including pricing for 25, 50, 75, and 100 desktops, laptops, chromebooks, tablets, and mobile/portable devices. • Timeline: July 1 anticipated purchase date
Related Services for Students	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> ○ <i>Counseling</i>: Provide counseling and psychological services for approximately 10-20 students with intensive psychological counseling needs, for an average of 60 minutes per week, pursuant to students' individualized education programs (IEPs). Complete documentation for IEPs and quarterly progress reports. Attend IEP meetings. ○ <i>Occupational Therapy</i>: Provide occupational therapy

	<p>services for approximately 10 to 20 hours per month pursuant to students' IEPs. Conduct comprehensive occupational therapy evaluations. Complete documentation for IEPs and quarterly progress reports. Attend IEP meetings.</p> <ul style="list-style-type: none"> ○ <i>Psychological Evaluations:</i> Conduct approximately 50 psychological evaluations, including psychoeducational, clinical, and comprehensive evaluations, with the majority being comprehensive evaluations. Attend meetings to discuss evaluations. ○ <i>Speech Language Therapy Services:</i> Provide speech language therapy services for approximately <ul style="list-style-type: none"> ■ 15 students receiving speech services pursuant to their IEPs for an average of 30 minutes per week. Conduct speech evaluations. Complete documentation for IEPs and quarterly progress reports. Attend IEP meetings. <ul style="list-style-type: none"> ● Requirement: Experience supporting public charter schools in Washington, D.C. required. References must include at least one D.C. public charter school. ● Preference: Preference for 1-year contract with renewal option. ● Timeline: Full school-year services begin July 17
<p>General Contractor/Construction and Maintenance</p>	<ul style="list-style-type: none"> ● Description: Provide general construction services. Work includes, but is not limited to, carpentry, framing, drywall, masonry, flooring, ceilings, plumbing, and electrical. Provide all necessary testing/inspections in accordance with current codes and repair services laws and all rules and regulations of health, public, and/or other authorities controlling or limiting the methods and materials to be used, or the actions of those engaged in this kind of work. ● Requirements: Sufficient licensing for repairs to warranted systems and repair equipment needed to perform the work. ● Timeline: Services to begin by July 1. ● Please Note: Please contact rfp@kingsmanacademy.org to request a walkthrough.
<p>School and Classroom Furniture</p>	<ul style="list-style-type: none"> ● Description: Work with school management to recommend furnishings for therapeutic learning spaces. Furnishings to include tables, chairs, sofas, lighting, desks, etc.es for schools. At least one reference must be a school. ● Requirement: Proposal price should include all costs related to delivery and installation.

	<ul style="list-style-type: none"> ● Timeline: July 1 anticipated purchase date
Special Education Case Management Support	<ul style="list-style-type: none"> ● Description: Support the design and implementation of a special education service delivery model. Work with staff to ensure training, development and monitoring of effective service delivery to students with disabilities. Case management evaluation and quality improvement support may be provided through a combination of on-site and off-site work. ● Requirement: Experience supporting public charter schools required. References must include at least one public charter school. ● Timeline: July 1 anticipated service date. Preference for 1-year contract with renewal option.
Tutoring Services and Contracted Instruction	<ul style="list-style-type: none"> ● Description: Provide personalized and innovative tutoring to remove barriers and help students achieve academic goals. Provide targeted instruction in reading and mathematics for high school students Monday - Wednesday from 10 am - 12 pm. Facilitate 1:1 and 2:1 in-person and virtual individualized or small group reading and mathematics classes in a personalized competency-based academic program, participate in intervention meetings, trainings, and special education meetings, administer assessments and collect data to track student progress ● Requirements: Experience providing tutoring services to schools in Washington, D.C. required. Degreed professional teachers. References must include at least one D.C. school. ● Preference: Preference for 1-year contract with renewal option. Experience working with students with disabilities and students identified as at-risks. ● Timeline: Services to begin July 17
Student Transportation	<ul style="list-style-type: none"> ● Description: Provide daily door-to-door transportation, Monday through Friday between locations throughout the city and to the school for approximately 100 students. Provide transportation to post-secondary related sites such as work sites and local college campuses. Provide occasional transportation for field trips during the school day and on weekends. Be available for emergency transportation. ● Requirements: Technology system to facilitate transportation logistics, including pick-up and drop off requests and notifications. Experience providing transportation services to schools in Washington, D.C. required. References must include at least one D.C. school. ● Timeline: Services to begin July 17

<p>Integrated School - Community Partnerships</p>	<ul style="list-style-type: none"> ● Description: Address gaps in interrupted learning by developing or expanding relationships between the school and community-based organizations. Seeking strong school-community partners to deliver research-based programming to students in the following areas: student health and wellness, physical health, team building, integrated arts, job placement, social-emotional learning, mental health, life readiness, career exploration and development, and college readiness ● Requirements: Project services and activities that incorporate low student to staff ratios, experience working with students identified as at-risk. ● Timeline: Services to begin July 17
<p>IP-Based PA System</p>	<ul style="list-style-type: none"> ● Description: Remove existing PA system and install new IP-Based PA System including servers, software, amplifiers, and any other necessary hardware required for a complete and fully functioning PA system. Provide design, equipment, installation, system implementation, maintenance, and service of a new IP-Based PA System. Test and verify location, functionality and delivered audio quality including qualitative assessment of paging zones and speakers. Provide a pre-construction report including zone locations with functionality of speakers within each zone. Responsible for supplying all software, hardware. Provide onsite training of new PA system software and hardware and include documentation that can be distributed to users of the system so minimal training is required. Provide minimum three years of warranty and maintenance service on all parts, software, and labor installed as a part of the scope. ● Timeline: October 1 anticipated purchase date
<p>Contracted Experiential Learning Course Designers</p>	<ul style="list-style-type: none"> ● Description: Design real-world learning experiences to effectively bridge the gap between required course competencies and post-secondary experiences. Design experiential learning expeditions to increase student engagement with local, regional and global communities while providing credit earning opportunities in core courses and elective classes. Design experiential learning opportunities such as field expeditions (1 day, 3 day, 1 week local, regional, and global expeditions) for small groups of students (3 to 5 students) aligned to required course competencies. Facilitate and coordinate co-op placements opportunity, internships placement, research projects, interactive simulations, seminars, labs, performance-based learning and service learning opportunities aligned to required course competencies. ● Requirements: Knowledge of competency-based academic programs, experience working with students with disabilities and students designated as at-risk. Experience working with 11 to 24 year old students in middle and/or high school. Seeking

	<p>individuals/agencies, organizations, subject matter experts with experience developing experiential learning education experiences</p> <ul style="list-style-type: none"> ● Timeline: Services to begin October 1
Health and Nursing Services	<ul style="list-style-type: none"> ● Description: Qualified organizations to provide School Nurse Services ● Requirements: Registered Nurse (RN) experience in community health, ambulatory care, school health. Licenses in the District of Columbia, CPR/ First Aid AED Certified Attend meetings pertaining to the medical management of the student in the school environment, implement student care plans, administer medication, Ability to support compliance with applicable rules, laws and policy related to privacy and security of protected information ● Preference: Preference for 1-year contract with renewal option. ● Timeline: Services to begin July 17
IT Services	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ Management and maintenance of the school's computers (60+ laptops, 200+ desktops, 200+ Chromebooks) and other electronic equipment, network, servers, virtual server, routers, switches, access points, phone system, firewall, and other aspects of the IT environment. ○ Help desk and remote support. ○ Daily on-site support for at least 20 hours per week. ○ Other services such as documentation, itemized billing, procurement, assistance with hardware and software purchasing, and regular reporting. ● Requirements: Experience supporting schools required. At least one reference must be a school. ● Preferences: Preference for 1-year contract with renewal option. ● Timeline: Services to begin July 1.
Janitorial services	<ul style="list-style-type: none"> ● Description: Create a cleaning program that complies with GS-42 guidelines and standards for 3-story, 62,000 sq. ft. school facility. Spaces include approximately 30 classrooms, 40 offices and conference rooms, 5 common areas, 2 kitchens, 1 cafeteria/gymnasium/auditorium, and 2 parking lots. Daily cleaning to take place Mondays through Fridays, beginning no earlier than 5:00pm during the school year. ● Requirement: Experience supporting schools required. At least one reference must be a school. ● Preferences: Preference for 1-year contract with renewal option.

	<ul style="list-style-type: none"> • Timeline: Optional walkthrough. Services to begin on July 1. • Note: RSVP for walkthrough at rfp@kingsmanacademy.org. Proposal price should not include cost for consumables (i.e., restroom products and trash liners).
School Security Personnel	<ul style="list-style-type: none"> • Description: Provide on-site security personnel from 7 AM to 9 PM. and as requested for field trips and extracurricular events. Conduct full security assessment. Create a security manual. • Requirements: Security personnel should be able to search students and belongings, operate handheld metal detectors, monitor camera systems, monitor hallways and the building exterior, patrol the immediate vicinity of the school, and assist the main office with visitors. Regular incident and patrol reporting required. Experience supporting public charter schools in Washington, D.C. required. References must include at least one D.C. public charter school. • Preference: Preference for 1-year contract with renewal option. • Timeline: Services to begin July 1

Response Requirements

Responses to the RFP should include, at a minimum, the following information:

- Name of the organization, contact person, telephone number, and email address.
- A brief discussion of the company, its organization, services offered, and certifications, etc. Other information may also be included to demonstrate the company's experience and partnerships.
- Overview of the proposed service delivery model, including services excluded from the proposal.
- Qualifications of proposed staff, including experience with charter schools.
- Resumes/CVs/work histories of proposed staff.
- Information that demonstrates a history of providing successful solutions in the field matter of this RFP.
- Contact information for recent clients to serve as references.
- Cost estimate, including hourly rate or overall cost, discounts for bulk or multiple services, any necessary retainers, and estimated expenses.
- Details of any products and services not included in the proposed price.
- Requirements, if any, the company would request from Kingsman Academy to make the implementation and long-term relationship a success.

Respondent Qualifications

Vendors who are able to provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Kingsman Academy 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 Kingsman Academy 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.

Background Checks

Vendors entering into contracts with Kingsman Academy must agree to ensure all of their employees, contractors, and service providers providing direct services at Kingsman Academy Public Charter School have satisfactory background checks, which must include, but are not limited to, a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)), the School Safety Omnibus Amendment Act of 2018 (D.C. Code § 38-951.01, et seq. (2019)), and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011).

Vendors also agree to conduct and certify that they have performed due diligence for all employees, contractors, and agents that have direct interaction with children at the School as required by the School Safety Omnibus Amendment Act of 2018.

Background checks for Vendors' employees, contractors, and service providers should be satisfactory as of the first date services are provided and should be updated no less than every two years thereafter. Vendor will sign a certification of due diligence and provide evidence of satisfactory background checks upon request by Kingsman Academy.

Response Evaluation Criteria

Kingsman Academy 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;

- Reasonableness of cost structure;
- Capacity for success;
- Potential impact;
- Interviews with senior personnel to be assigned to the school;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Kingsman Academy.

The contract will be awarded to the firm, which in Kingsman Academy's judgment, best represents the interests of Kingsman Academy. Kingsman Academy, 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.