

Request for Proposals

Multiple SERVICES

May 2021



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

Proposals are due no later than 5:00 PM on Friday June 4, 2021.

The last day for questions is Tuesday June 1, 2021. No phone calls, please.

School Overview

Kingsman Academy is an open-enrollment public charter school that serves approximately 250 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 Tuesday, Friday June 4, 2021. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
COVID-19 Testing	June 14, 2021	July 1, 2021
Security services	June 14, 2021	July 1, 2021
Janitorial services	June 14, 2021	July 1, 2021
Technology	June 14, 2021	July 1, 2021
School Vans	June 14, 2021	July 1, 2021

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> or send your proposal via email to rfp@kingsmanacademy.org with the following information: email, first name, last name, company 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).
- 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
COVID-19 Testing	<i>Description:</i> Kingsman Academy desires to provide weekly COVID-19 testing for students, families and staff.

	<p><i>COVID-19 Testing Services to include but not limited to:</i></p> <ul style="list-style-type: none"> ● Weekly COVID-19 tests for employees, students and families (e.g. nasal, oral, or saliva; PCR or antigen) <ul style="list-style-type: none"> ○ Approximately 50 staff, 150 students, 15 families ● Results reporting to school, government and patient <p><i>COVID-19 Screening (additional optional service):</i></p> <ul style="list-style-type: none"> ● Provide Screening Services to employees, vendors and adult visitors and support with contact tracing, as necessary. <p><i>Requirements</i></p> <ul style="list-style-type: none"> ● Procedures for weekly testing, including a staffing testing plan, a student testing plan, and proposed schedule ● Type of test used (e.g. nasal, oral, or saliva; PCR or antigen) ● The estimated timeframe for the return of test results ● Reporting practices ● Cost and methods of payment (e.g: employer paid, insurance, etc) ● Sample of all consent forms needed ● Sample of the privacy statement ● Copy of the declarations page for Providers' professional liability insurance policy ● Must be licensed by the State and Federal Government to perform clinical laboratory tests ● All testing drives must be performed in accordance with the current CDC and D.C. guidelines for social distancing and prevention of acquired COVID-19 infection in a public/health setting ● Comply with any applicable federal, state or local privacy or patient confidentiality laws. ● Use appropriate safeguards to prevent use or disclosure of PHI ● Names and contact information of at least three client references <p><i>Preference:</i> Preference for flexible contract, that allows for changes that align with health guidance.</p> <p><i>Timeline:</i> Contract to begin July 1.</p>
<p>Security services</p>	<p><i>Description:</i> Provide on-site security personnel from 7am to 11pm during the school year (September through mid-June) and 7am to 6pm during the summer (mid-June through August). Conduct full security assessment. Create a security manual.</p> <p><i>Security Services:</i></p> <ul style="list-style-type: none"> ● 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 on foot and on Segway, and assist the main office with visitors. ● Regular incident and patrol reporting required. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> ● Experience supporting public charter schools in Washington, D.C.

	<p>required.</p> <ul style="list-style-type: none"> References must include at least one D.C. public charter school. <p><i>Preference:</i> Preference for 1-year contract with renewal option.</p> <p><i>Timeline:</i> Optional walkthrough on May 26, 2021, RSVP for walkthrough at rfp@kingsmanacademy.org. Services to begin on July 1.</p>
Janitorial services	<p><i>Description:</i> 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.</p> <p><i>Janitorial Services:</i></p> <ul style="list-style-type: none"> Daily cleaning to take place Mondays through Fridays, beginning no earlier than 5:00 pm during the school year. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> Experience supporting schools required. At least one reference must be a school. <p><i>Preferences:</i> Preference for 1-year contract with renewal option.</p> <p><i>Timeline:</i> Optional walkthrough on May 26, 2021, RSVP for walkthrough at rfp@kingsmanacademy.org. Services to begin on July 1.</p> <p><i>Note:</i> Proposal price should not include cost for consumables (i.e., restroom products and trash liners).</p>
Technology	<p><i>Description:</i> Supply Kingsman Academy with chromebooks and hotspots as needed based on enrollment (around 250+)</p> <p><i>Timeline:</i> Services to begin on or after July 1.</p>
School Vans	<p><i>Description:</i> Kingsman Academy is in need of 3 vans for the next school year which will be used to safely transport to school related events and activities. Seating capacity must be 12-15 passengers.</p> <p><i>Preferences:</i> Ford Turtle Tops are preferred.</p> <p><i>Timeline:</i> Purchase by July 1, 2021</p>

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.