Request for Proposals

# Multiple SERVICES

May 28, Mul2021

Kingsman Academy
Public Charter School

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 7, 2021.**

The last day for questions is **Wednesday June 2, 2021**. No phone calls or emails, please. All questions should be submitted using the following form:

[Multiple Services - May 28,2021 - RFP Questions](Multiple Services - May 28,2021 - RFP Questions)

## 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](www.kingsmanacademy.org).

## Timeline

Responses must be received by 5:00 pm on Tuesday, **Friday June 7, 2021**. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

| Service | Anticipated Notification Date | Anticipated Contract Start Date |
|---|---|---|
| **School and classroom furniture** | **June 11, 2021** | **July 1, 2021** |
| **Custom School Information System** | **June 11, 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 submit all questions using the following form: Multiple

[Services - May 28,2021 - RFP Questions](#). Be sure to 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](mailto: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](https://kingsmanacademy.sharefile.com/r-rb443ae06fd2488da) or send your proposal via email to [rfp@kingsmanacademy.org](mailto: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](mailto:rfp@kingsmanacademy.org).

## Scope of Work

Kingsman Academy is requesting proposals for the following services:

| Service | Description & Requirements |
|---|---|
| **School and classroom furniture** | Description: Work with school management to recommend furnishings for therapeutic learning spaces. Furnishings to include tables, chairs, sofas, lighting, desks, etc. <br><br> Requirement: Proposal price should include all costs related to delivery and installation. <br><br> Timeline: Delivery to take place on or after July 1, 2021.. <br><br> Note: Email [rfp@kingsmanacademy.org](mailto:rfp@kingsmanacademy.org) to schedule a call for more |

| | |
|---|---|
| | information. |
| **Custom School Information System** | *Description:* Kingsman Academy is a public charter school in DC serving students in grades 6th-12th. We serve a unique population, many of our students come to us because they are truant, at-risk or overage/under credited and other school support systems have not been successful for their needs. We have many different systems in place including two SISs but have not found a system that provides everything we need in order to get a complete view of what is going on with a student in our four key areas: academics, behavior, engagement and health & wellness. We are interested in building a custom SIS that will serve the specific needs of the population we work with. Understanding our school model and goals to support our students is critical to understanding the SIS needs for our school. <br><br> Looking for qualified and experienced vendors to submit proposals for providing Kingsman Academy with the creation of a custom cloud based school information system and implementation services. The Student Information System (SIS) should include: Admissions/Enrollment, Records Request Process, Report Cards & Transcripts, Student Accounts, Student Profiles, Custom Reports, Communications, Scheduling, Dashboards, and Health & Wellness Management. <br><br> **Custom SIS:** <br> ● The SIS will serve as the main record keeping system for the entire school, it must easily integrate with other virtual learning platforms that we use - LMS (Empower Learning), Personalized Reading Platform (Achieve3000), PBIS System (Kazoo), Personalized Math Platform (MathSpace), SEAts (Student Success Platform). <br> ● The system must support student management needs and compliance requirements for record keeping <br> ● The system will use technology to allow students to partake in anywhere anytime learning all year round <br> ● The system must have a user friendly UI and be easy to navigate for students and teachers <br> ● System must be built to support a competency-based structure <br> ● It must have an adaptive infrastructure that can be upgraded over time <br> ● Standard API integrations with the ability to integrate through other means such as ADT, SFTP, etc. <br> ● SIS should be cloud based so that users only need the internet in order to access the system. List all operating system/database platforms that will support the system. <br><br> *Enrollment* <br> ● Our enrollment process is designed to collect required documentation and also collect relevant information about students' needs in order to serve them starting the first day of |

school. During the enrollment process we collect all relevant data and forms, this data should be used to automatically create a student profile. The enrollment process should be integrated with our LMS, virtual learning environments, PBIS system, etc. in order to automate the process of adding students to multiple systems. The enrollment process needs to automate assigning learners to different learning groups, courses and skills modules based on assessment results, and academic priority area.

*Instruction*
- We have several systems in place to assist with instruction: LMS, personalized math platform, personalized reading platform, PBIS system, student success system and several other systems used for assessments.  Any mechanism for recognition of mastery must be able to be displayed in the digital learner profile. The SIS needs to have a method to transfer data between these systems so that the learner profile gives us a holistic view of every student and all of their activity.

*Transcripts*
- Clean transcript records and access to graduation plans must be a key component of the SIS. The SIS must have the ability to create transcripts for students using scores pulled from the LMS & other systems through API integration or an import option.

*Health & Wellness*
- Kingsman Academy provides all students with tiered interventions supports in the following areas - academics, behavior, engagement & health & wellness. We need a system that pulls information on behavioral and health risk assessments, reporting and intervention planning/tracking in one system. We need a solution that provides information on a student's health, behavior, discipline and threat assessments to allow staff to better support student needs. Needs to include a simplified dashboard view for each student that offers visibility on interventions, progress monitoring and communications reports.
- Ability to track health risks, medications, immunizations and other notes on student illness.

*Records Requests*
- The SIS must include an automated process for requesting records from other schools. School staff should have the ability to go into a student record and send an auto email to a specific address in order to send a template that provides information on records that are needed.

*Scheduling*
- Creations of student and teachers schedules
- Ability to track teacher/student cohort information, schedule type, location (remote, hybrid or in-person)
- Course request tracking

*Communications*
- Functionality that allows staff to communicate with each other (groups or individually)
- Ability to communicate with parents and students via individual and mass text, email and voice messages
- Reports that track communications between staff and families
- History of communications that go out to each student and parent should be available in the student profile

*Reporting (ability to export as PDF, excel & csv)*
- LogIn information
- Audit trail/data entry tracking
- Attendance reports
- Student Schedules
- Student Grades
- Student Behavior incidents
- Student Assessments
- Interventions
- Custom or AdHoc Reports as needed

**Proposal must include:**
- Description of the proposed system.
- Describe the functional and technical design philosophy of your application
- Discuss how many environments are available with your proposed solution at no additional cost (i.e. design/configure, test, training, production)?
- Implementation Description:
  - A complete description of the approach and implementation methodology to be used, including software, system architecture components, and products, processes, steps, and procedures.
  - Provide a description of the recommended deployment strategy and timeline for implementation

# 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.