

Request for Proposals

HUMAN RESOURCES SERVICES

October 2020



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

Proposals are due no later than 5:00 PM on Friday, November 13, 2020.

The last day for questions is Wednesday, November 11, 2020. 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 Friday, November 13, 2020. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
Human resources services and payroll	November 20, 2020	01/01/2021

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:

1. Complete the Submission Form available at <https://kingsmanacademy.sharefile.com/share/workflows/67736168-96f2-4d02-9e14-ffea6ddb3bbd>

and
2. 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
Human resources services and payroll	<ul style="list-style-type: none">• Description:<ul style="list-style-type: none">○ <i>Human resources support:</i> Dedicated professional(s) to assist with day-to-day human resources administration—on site, remote, or a combination of the two. Support in the areas of employee relations, recruitment and retention, onboarding, offboarding, termination, and performance management. Response to employment verification requests and unemployment claims. Compliance with state and federal employment regulations, healthcare reform compliance, and charter school employment law. Assistance with EEOC claims. Drafting of employment forms and related documents.

	<p>Preparation of an employee handbook template. Electronic employee file maintenance and HR training.</p> <ul style="list-style-type: none"> ○ <i>Payroll:</i> Administration of payroll leave, workers compensation, and time off accrual. Tax filing, processing direct deposits, withhold and remit federal, state and local employment taxes. Process calendar year-end W-2 forms for the Covered Employees; process direct deposits to those Covered Employees electing such service. ○ <i>Information System:</i> Access to human capital management system allowing applicant tracking, onboarding, benefits enrollment and administration, time entry, time and labor tracking, leave administration, payroll, performance management, and offboarding. <ul style="list-style-type: none"> ● Requirements: Experience supporting charter schools required. At least one reference must be a charter school. ● Preferences: Preference for one vendor to provide all services or to serve as the primary contact for additional service providers. Preference for 2-year contract with renewal option.
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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.