

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 Tuesday, May 11, 2021.

The last day for questions is Thursday, May 6, 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, May 11, 2021. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
Facilities management and maintenance	May 14, 2021	June 1, 2021
General Contractor/Construction of PODS	May 14, 2021	June 1, 2021
School and classroom furniture	May 14, 2021	June 1, 2021
Roof Repair	May 14, 2021	June 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>

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
Facilities management and maintenance	<ul style="list-style-type: none"> • <i>Description:</i> Provide management and coordination of all preventative and general maintenance activities of the school building and grounds. Perform minor and major facility repairs. Monitor facilities equipment inventories. Maintain, perform and coordinate master maintenance schedule of boiler, elevator, HVAC, fire safety and groundskeeping systems. Perform preventative maintenance and repair of doors, hardware, locksets, etc. Maintain an electronic tracking system of repairs, work orders, supplies and equipment. • <i>Requirement:</i> Experience providing facility maintenance and repair

	<p>services for schools. At least one reference must be a school.</p> <ul style="list-style-type: none"> • <i>Preference:</i> Preference for one vendor to provide all services or to serve as the primary contact for additional service providers. Preference for 1-year contract with renewal option.
<p>General Contractor/Construction of PODS</p>	<ul style="list-style-type: none"> • <i>Description:</i> Kingsman Academy, in preparation for in-person learning and interaction, has focused on designing solutions that are not only safe and compliant with COVID-19 CDC guidelines, but also encourage engagement with our student population, many of whom have behavioral or emotional challenges. We decided to use this opportunity to re-think the space in our building to design individual learning centers/pods. Our target is for each student who attends in-person for school year 2021-22 is to have an assigned pod, which will be their own comfortable, safe space they can appropriately decorate and take ownership of. The ILCs/pods will be spaces for independent learning, which can be maintained post COVID-19. • Construct 100 pods. Each pod should have an electrical outlet. Pods will be built in accordance with fire and safety standards. Pods will be positioned in hallways throughout the building. Each pod will be designed to be disassembled and moved by authorized personnel if needed. • <i>Requirement:</i> Experience providing facility maintenance and repair services for schools. At least one reference must be a school. • <i>Preference:</i> Preference for one vendor to provide all services or to serve as the primary contact for additional service providers. Preference for 1-year contract with renewal option.
<p>School and classroom furniture</p>	<ul style="list-style-type: none"> • <i>Description:</i> 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. • <i>Requirement:</i> Proposal price should include all costs related to delivery and installation. • <i>Timeline:</i> Delivery to take place between June and August 2021
<p>Roof Repair</p>	<ul style="list-style-type: none"> • <i>Description:</i> Determine reason for improper roof drainage and remedy. Confirm gutters and downspouts are clear of obstructions. Obtain necessary permits to repair roof. Keep work site and surrounding area free from accumulation of waste materials and debris. Remove all debris and garbage from the property upon completion of the project. • <i>Requirements:</i> Proper licensing to perform the work. Experienced in roofing projects consisting of miscellaneous repair and/or replacement of existing roof materials. Proposal price should include all labor and materials to complete entire project. Price offered should include all shipping and handling charges, delivery, uncrating of products and installation at school site.Proposal

	<p>should include an estimated timeline of events including tear-off, deliveries, beginning installations, and completion date.</p> <ul style="list-style-type: none"> ● <i>Preference:</i> Preference for one vendor to provide all services or to serve as the primary contact for additional service providers. ● Repair work to begin in July. <p>● Note: To schedule a walkthrough email rfp@kingsmanacademy.org.</p>
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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.