



**EXPANDED LEARNING PROGRAMS DEPARTMENT OF GREEN DOT PUBLIC
SCHOOLS CALIFORNIA**

RFP TITLE: Request for Proposals (RFP) High School Expanded Learning Programs

RFP #: 001-2020/22

DATE OF ISSUANCE: April 15, 2020

BIDDER'S

QUESTIONS DUE: (if necessary) April 22, 2020

BIDDER'S CONFERENCE: Week of May 18, 2020

**LOCATION OF BIDDER'S
CONFERENCE:**

**Green Dot Public Schools
1149 S. Hill Street Suite 600
Los Angeles, CA 90015**

**BIDS MAY BE SUBMITTED BY E-MAIL OR TIME RECORDED
MAIL DELIVERY (UPS, FEDEX)**

BID DUE DATE: May 13, 2020 5:00 P.M.

E-mail address david.nunez@greendot.org

SUBMIT TO:

**Green Dot Public Schools
1149 S. Hill Street Suite 600
Los Angeles, CA 90015**

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Section 1. INTRODUCTION AND ANNOUNCEMENT FOR SEALED PROPOSALS

INTRODUCTION:

This RFP is contingent on approval from the California Department of Education and availability of grant funds. The Expanded Learning Programs Department of Green Dot Public Schools (“GDPS”) is seeking proposals from firms, community based organizations, and other qualified entities to provide **Expanded Learning Programs through the 21st Century Community Learning Centers (21st CCLC) grant** for one (1) high school as delineated in the Statement of Work (SOW) in the After-School Programs throughout the District.

NOTICE TO BIDDERS:

Copies of this RFP **Request for Proposals (RFP) High School Expanded Learning Programs** (this “RFP”) may be obtained from the GDPS’s website at www.greendot.org, or from the Home Office 1149 S. Hill Street, Suite 600 Los Angeles, CA 90015

GDPS reserves the right to accept or reject any or all Proposals, and to waive any irregularities. GDPS also reserves the right to **further negotiate** with selected firms regarding pricing and fee structures. All information included in a Proposal may be incorporated, at GDPS’s sole option, into the contract for the **Request for Proposals (RFP) High School Expanded Learning Programs** to be entered into between GDPS and the successful Bidder(s).

Section 2. TENTATIVE RFP TIMELINE

Date of Issuance	April 15, 2020
Bidder’s Conference Questions Due	April 22, 2020
Bidder’s Conference	Week of May 18, 2020
Proposals Due by	May 13, 2020 at 5:00 PM

GDPS reserves the right to modify the above RFP Timeline as needed by posting the change as an addendum to this RFP on the District’s website.

Section 3. INSTRUCTIONS TO BIDDERS/GENERAL INFORMATION

- 3.1 Form of Submissions.** Each person or entity submitting a response to this RFP (each “Bidder”) should prepare and submit their proposal in response to this RFP (“Proposal”) in a sealed envelope or by e-mail. Hard copy proposals **shall include one (1) original copy and one (1) electronic Proposal on CD.** The envelope shall be plainly marked as **Request for Proposals (RFP) High School Expanded Learning Programs, RFP #: 001-2020/22,** along with the firm’s name and the package shall be addressed to:

Green Dot Public Schools
1149 S. Hill St, Suite 600
Los Angeles, CA 90015
E-mailed copies are to be sent to
david.nunez@greendot.org

- 3.2 Manner of Submission** – The sealed Proposal must be received at the address listed in Section 3.1 on or before **May 13, 2020 5:00 P.M.** Each Proposal date and time of delivery will be recorded at the GDPS’s Home Office. **Proposals received after the listed time on the due date will not be considered and will remain unopened.** Proposals must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the Proposal. If Bidder is a corporate entity, the entity’s name must be correctly stated, and the Proposal must include the state of incorporation of such entity and proof of registration to transact business in the state of California. A person with the authority to act on behalf of the entity (i.e. an authorized agent of the entity) must sign his or her name on the Proposal.
- 3.3 Format of Proposal** - Each Proposal must include the information required in Section 5. Each required response listed in Section 5 shall be included as a required document with Attachment B.
- 3.4 Questions About this RFP** - All questions regarding this RFP shall be made electronically via e-mail, directed to David Nunez at david.nunez@greendot.org . The subject line of the e-mail shall be QUESTION – Request for Proposals (RFP) High School Expanded Learning Programs, RFP #: 001-2020/22. Any questions submitted after the deadline listed in Section 2 above shall not be considered or answered. **All questions submitted prior to the questions due date will be answered. Answers to all properly submitted questions will be posted on the GDPS’s website at www.greendot.org as addenda no later than seven (7) business days after the questions are due.**

- 3.5 Addenda** – GDPS may revise this RFP by issuing written addenda. Addenda will be posted to the GDPS’s website at www.greendot.org. Interested persons or entities are encouraged to check GDPS’s website frequently for addenda to this RFP. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty to communicate addenda to Bidders beyond the posting of addenda on its website.
- 3.6 Awards** – All Proposal selections must be approved by the Chief Financial Officer of GDPS prior to an award being final. Awards will be made to the **lowest responsible bidder** complying with the terms of these specifications; except that the right is reserved by GDPS to make such selection, as in its judgment, is best suited for the purpose intended. Notwithstanding anything contained herein to the contrary, a contract shall not exist between GPDS and the selected Bidder until: A) such agreement has been duly authorized and approved by the Chief Financial officer of GDPS. A contract awarded pursuant to this RFP **may not** be assigned to any other entity without the express written authorization of an authorized agent of GDPS.
- 3.7 Rejection of Proposals** – GDPS reserves the right to accept or reject any Proposal or any part of any Proposal.
- 3.8 Submitted Proposals Considered Final** – All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.
- 3.9 Form of Contract** – Each successful Bidder shall be required to enter a contract in the form prescribed by GDPS.
- 3.10 Taxes** – Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, and/or STATE RETAIL TAX in the Proposal.
- 3.11 Compensation** – Bidders are cautioned that items and/or services must be furnished at the price submitted. No increase in price will be permitted during the term of the contract. **Payment term discounts** will be considered in the contract award.
- 3.12 Grievances** - Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to GDPS Home Office Attn. Kris Terry 1149 S. Hill Street Suite 600, Los Angeles, CA 90015

Section 4. BIDDER’S CONFERENCE

- 4.1** Interested persons or entities may attend an optional pre-submittal bidder’s conference (the “Bidder’s Conference”). Attendance is not mandatory (except as stated) for responding to this RFP. At the Bidder’s Conference, a representative from GDPS will be available to answer **questions properly submitted in writing** pursuant to the process set forth in Section 3.4 above.

- 4.2 No communication shall be made with any GDPS employee, other than, regarding this RFP. Violation of this provision may result in the rejection of Proposal.

Section 5. THE PROPOSAL

- 5.1 The Scope of Services for this RFP is set forth in **Attachment A**.

5.2 **Part I – Qualifications/Certifications/Resume and Operations Plan**

The following information should be provided in Part I of the Proposal. The documents should be clearly marked: **“Part I – Qualifications”**

- 5.2.1 Bidders should provide detailed information addressing each of the following areas:

5.2.1.1 Licensing and certification in the field of the requested services;

5.2.1.2 Any citation or discipline action taken against the respondent by a licensing board or association related to the field of the requested services which is pending or has been resolved within the past 12 months;

5.2.1.3 Information regarding law suits relevant to the requested services that are pending or have been resolved within the past 12 months.

5.2.1.4 Failure to be forthright in disclosure shall be grounds for disqualification of a vendor. This section shall not be interpreted to require the disclosure of information shielded from disclosure by State or Federal Statutes and/or court order.

- 5.2.2 Please respond briefly, but completely, to the following:

5.2.2.1 Person/Entity Name

5.2.2.2 Address

5.2.2.3 Name and Title of Authorized Representative

5.2.2.4 Telephone Number

5.2.2.5 Fax Number

5.2.2.6 Email Address

- 5.2.3 Bid Response Elements

5.2.3.1 Entity Qualifications and experience providing the requested services

5.2.3.2 References (other school districts where possible)

5.2.3.3 Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state California)

5.3 Part II – Cost/Pricing Proposal

The following information should be provided in Part II of the Proposal. The Proposal should be clearly marked: **“Part II – Cost/Pricing Proposal”**

- 5.3.1 Attachment B – Cost/Pricing Proposal must be used as the first page for this Part II.
- 5.3.2 List the cost/pricing **only** as requested in Attachment B.
- 5.3.3 The Cost/Pricing proposal should be specific, and the detail of the cost/pricing should give GDPS a clear picture of overall costs.

5.4 Part III –Required Documents

The following information should be provided in Part III of the Proposal. The Proposal should be clearly marked: **“Part III – Required Documents”**

- 5.4.1 Attachment C - Bidder Affirmation Form
- 5.4.2 Attachment D - Bidder Checklist

Section 6. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD

- 6.1 Evaluation Criteria** - The following criteria will be used with the weighted values below to evaluate each Proposal received. GDPS reserves the right to request clarification to the Proposal in order to evaluate all proposals.

Evaluation Criteria	Points
Program Components	30
Firm Experience	25
Staffing and Professional Development	20
Budget and Funding Sources	15
Community Partnerships and Relationships in positive standing with Green Dot	10
Total Points Possible	100

- 6.2 Evaluation** – The GDPS will assemble a review committee to assist in evaluating all Proposals (the “Evaluation Team”). From this evaluation, GDPS may select a Bidder solely on the basis of submittals, or may additionally identify a short list of Bidders for possible interviews. GDPS may contact any or all respondents to clarify submitted information.

- 6.3 Contracting** – Upon selection of a Bidder(s), GDPS will negotiate a scope of services and other terms and conditions of an agreement with the selected Bidder(s). If such negotiations are not successful, the District reserves the right to begin negotiations with other respondents.

Section 7. RESERVATIONS / STIPULATIONS

- 7.1** GDPS reserves the right, at its sole discretion, to A) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; B) waive minor informalities of a submittal; C) cancel, revise, or extend this solicitation; D) request additional information deemed necessary; and E) extract, combine, and delete elements of individual proposals and to negotiate jointly or separately with individual respondents with respect to any or all elements of the proposal.
- 7.2** This RFP does not obligate GDPS to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFP prior to the issuance of a valid contract. Such exemption from liability applies whether such costs are incurred directly by the Bidder or indirectly through the Bidder's agent, employees, assigns or others, whether related or not to the Bidder.
- 7.3** Bidders acknowledge and agree, by submitting a Proposal, that:
- 7.3.1 Once a Bidder is selected for the engagement, all electronic, written and printed materials developed by such Bidder as a result of this engagement shall become the property of GDPS, and GDPS shall be entitled to use any and all such materials in any way desired by GDPS, in its sole and unfettered discretion.
- 7.3.2 Adherence to the schedule for the work is of critical importance to GDPS as time is of the essence, and agrees to dedicate the personnel listed in the Proposal to completing the work in accordance with the schedule outlined in this RFP. Bidders further acknowledge that the contract for the engagement may include significant liquidated damages for failure to perform in accordance with such schedule.
- 7.3.3 GDPS, and any consultants retained by GDPS, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's submission, and authorize the release to GDPS and/or GDPS's consultants of any and all information sought in such inquiry or investigation.
- 7.3.4 The Proposal is made in good faith. A) the prices in the Proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter or agreement for the purpose of restriction competition as to any matter relating to such prices with any other Bidder, or any other competitor; B) unless otherwise required

by law, the prices in this Proposal have not been knowingly disclosed by the Bidder, and will not be knowingly disclosed by the Bidder, prior to opening, directly or indirectly, to any other Bidder or competitor; and C) no attempt has been made or will be made by the Bidder to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restriction competition.

- 7.4** Any misrepresentations or false statements contained in a response to this RFP or to any request for additional information related to this RFP, whether intentional or unintentional, shall be sufficient grounds for GDPS to remove respondents from competition for selection at any time.
- 7.5** Bidders shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Bidder, any employee, officer, director, or principal of the Bidder or GDPS and any other party. GDPS reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. GDPS also reserves the right to decide in its sole and absolute discretion whether disqualification of the Bidder and/or cancellation of the award shall result. Such disqualification or cancellation shall be without fault or liability to GDPS. In the event that GDPS disqualifies a Bidder based on such an improper communication or relationship, and that Bidder's Proposal would have otherwise been considered the lowest responsible bid complying with the terms of these specifications, GDPS reserves the right to select as the winning Proposal the next most qualified responsible bidder complying with the terms of these specifications.
- 7.6** Bidders agree that they will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements that apply to the scope of work in this RFP, including, but not limited to, all reporting and registration requirements. Bidders further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of California.

Section 8.0 BACKGROUND CHECKS

8.1 Education Code 45125.1

(a) Except as provided in subdivisions (b) and (c), if the employees of any entity that has a contract with a school district, as defined in Section 41302.5, to provide any of the following or similar services may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the department for its costs incurred in processing the application:

(1) Janitorial. (2) Administrative. (3) Landscape. (4) Transportation. (5) Food-related.

[Emergency Contracts - Exempt]

(b) This section shall not apply to an entity providing services to a school district in an emergency or exceptional situation, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable.

[Limited Pupil Contact - Exempt]

(c) This section shall not apply to an entity providing services to a school district when the school district determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee has limited contact with pupils, the school district shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. In these cases, the school district shall take appropriate steps to protect the safety of any pupils that may come in contact with these employees

ATTACHMENT A SCOPE OF SERVICES

Service providers interested in partnering with GDPSCA Expanded Learning Programs will be responsible for planning, implementing and administering safe and effective After School Safety and Enrichment for Teens (ASSETs) expanded learning programs at one or more GDPS school sites. Providers should use the California Department of Education's (CDE) Federal Program Monitoring (FPM) Instrument as their guide to ensure successful program operation.

Each program must include all of the following components:

- Academic Enrichment: activities utilize GDPSCA's identified Core Subjects (i.e., Math, English, Reading, Science, etc.) to help students meet state and local academic standards.

- Educational Enrichment: activities utilize GDPSCA's identified Core Subjects to provide activities that are designed to reinforce and complement the regular academic program. Through disguised learning/scaffolding of subjects, Project Based learning, students participate in activities such as Music, Art, Theatre, Dancing, Leadership, Cooking, Physical Education/Recreational, and Technology.

- Physical Education/Recreational Activities are considered Educational Enrichment activities GDPSCA expects Community Based Organizations (CBOs) operating under the grant(s) to offer a physical education/recreational activity daily.

Programs will run everyday school is in session (except summer) during the time between dismissal and at least 6:00 PM. Programs must run at least 15 hours a week and maintain a student-to-staff member ratio of no more than 20:1. Service provider must have data collection systems in place in order to provide any and all program information and data requested by Green Dot needed to complete any reports associated with the 21st CCLC grant. Contractor (CBO) shall provide students an opportunity to receive core and categorical program services that meet their assessed needs pursuant to the California Education Code, as well as Program Leadership/Development services.

BID DUE DATE:

May 13, 2020 at 5:00 PM

SUBMIT TO:

**Green Dot Public Schools
Attn. David Nunez
1149 S. Hill Street, Suite 600
Los Angeles, CA 90015**

Number of copies required: 5 marked “Copies”, one (1) marked “Original” Each original and copy are to have tabs corresponding to the required sections listed in this RFP, as appropriate. Original and copies are to be submitted in 3-ring binders or binding of some fashion.

Any bid received after 5:00 PM on Wednesday May 13, 2020 will **NOT** be accepted, nor opened; and the proposal, if necessary, will be sent back via mail service. There are **NO** exceptions for late proposals, so please plan on having your proposal arrive before that date!

**ATTACHMENT B
COST / PRICING PROPOSAL**

1. The following describes our Budget/Operational proposal to provide services specified in Attachment A – Scope of Services.

Sample Budget

Total Grant Amount	\$250,000
CBO grant percentage	\$212,500
	Budget
Indirect costs	\$21,250
Management/Leadership	\$25,000
Site Coordinator	\$50,000
Site Staff	\$25,000
Taxes and benefits	\$30,000
Direct Service	\$86,225
Other/Special (specify)	
Total	\$212,500

Proposed Budget

Total Grant Amount	\$
CBO grant percentage	\$
	Budget
Indirect costs	\$
Management/Leadership	\$
Site Coordinator	\$
Site Staff	\$
Taxes and benefits	\$

Direct Service	\$
Other/Special (specify)	
Total	\$

Signature of Authorized Official

Date

Company Name

**ATTACHMENT D
BIDDER CHECKLIST**

RFP TITLE: Request for Proposals (RFP) High School Expanded Learning Programs

RFP #: 001-2020/22

- () Submitted all information as requested.
- () Received _____ number of addendum(s).
- () Submitted one (1) original Proposal .
- () Signed Bidder Affirmation Form (by an authorized official of the company where appropriate).
- () Signed and dated Cost / Pricing Proposal.
- () No conditions or restrictions have been placed by the company on this Proposal that would declare it non-responsive.
- () Prepared to provide the insurance required.
- () Submitted a copy all certificates and license including, but not limited to, the license (to conduct business in the State of California).
- () Submitted state tax identification number. _____

Signature of Authorized Official

Date

Company Name

ATTACHMENT E
NON-SUBMITTAL RESPONSE FORM

RFP TITLE: Request for Proposals (RFP) High School Expanded Learning Programs
RFP #: 001-2020/22

NOTE TO BIDDER:

If your company's response is a "non-submittal", the District is very interested in the reason for such response since the District desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We, therefore, appreciate your response to this non-submittal response form.

Please indicate your reason for responding with a "non-submittal":

- Unable to meet the requirements for this project.
- Unable to meet the time frame established for start and/or completion of the project.
- Received too late to reply. Received on _____ .
- Please remove our company's name from receiving similar type solicitations.
- Other: _____

Your response will be given careful consideration, and included in the contract file. Your input will assist the District in determining changes necessary to increase participation and competition.

Authorized Signature	Title	Date
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Name of Company / Consultant

Company Address

() _____	() _____
Business Telephone Number	Facsimile

E-Mail Address