

CRESWELL SCHOOL DISTRICT

REQUEST FOR PROPOSAL

FOR

After-School Program

ISSUE DATE: Tuesday, March 30, 2021
RFP CLOSING (DUE) DATE: Monday, May 3,
2021

NO LATE RESPONSES WILL BE ACCEPTED

Creswell School District
998 West A Street
Creswell, Oregon 97426

CONTACT:

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1. INTRODUCTION AND PURPOSE

Creswell School District invites qualified organizations to submit proposals to provide after-school programs for elementary and/or middle school aged students.

Background

Creswell School District serves nearly 1,300 students in grades K-12. The District has three schools: [Creslane Elementary](#) (grades K-5), [Creswell Middle](#) (grades 6-8) and [Creswell High School](#) (grades 9-12).

The District operates its own transportation, food service, custodial, maintenance, and technology departments. The District has good internet connectivity through fiber optic connections.

Creslane Elementary School serves nearly 600 students. Creslane is home to a Lane ESD Life Skills classroom, a Preschool Promise program, an early education program, a Family Relief Nursery classroom, and a Family Resource Center.

Creswell Middle School serves approximately 300 students. A bond passed in 2006 allowed for the construction of a new middle school. The new building, which can hold 450 students, has been open since the spring of 2009. Creswell Middle School also hosts a Lane ESD Life Skills classroom.

Creswell High School, which serves about 350 students, added a second gym, a student commons and an academic wing in 2001. Creswell High School supplements its elective offerings with a distance-learning program and college-level credits through several Oregon community colleges and universities.

2. SCOPE OF WORK

Creswell School District is requesting proposals for After-School Programs to support elementary and middle school students enrolled in Creswell School District.

3. PROGRAM REQUIREMENTS

The after-school program will provide safe, secure, engaging, and meaningful activities to supervise, support and enrich participating Creswell School District students. The after-school program will consist of two main elements: 1) academic assistance with homework and 2) enrichment and recreational activities.

1) Academic Assistance:

After-school programs must include tutoring and homework support. This academic assistance must be aligned with the students' regular academic programs and must assist students in meeting and exceeding state and local academic achievement standards in core academic subjects, such as reading, mathematics, and science.

2) Enrichment and Recreational Activities:

After-school programs must provide an enrichment element that offers participating students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program and social emotional learning.

Additional Program Requirements

- The after-school program should allow for flexible options for student enrollment. In addition, registrations for 1, 2, 3, 4, and/or 5 days per week and/or use of a flexible drop in option for occasional support will be offered.
- The after-school program will begin immediately following the end of the school day and extend until 6:00 p.m.
- The scope of services shall include, but may not be limited to the following: to provide a safe, secure on-site after-school environment for children to deliver an enriching, enjoyable, after-school program format that blends childcare, homework, extracurricular activities, enrichment, music, recreation, physical activities, and arts.
- The daily operations of the after-school program will begin with the first day of the school year and end on the last day of school in June ultimately following the school year calendar, including early dismissal days and additional days that may be added to the school calendar due to weather cancellations.
- Program lists including the students' names will be provided to the applicable school principal two weeks before the program begins, and again one week before the program begins, and following the addition and deletion of students enrolled in the program.
- The after-school program will offer an Open House Program at each school to provide an opportunity for families to learn about the after-school program and to register children in addition to online registration options.
- The after-school program must maintain regular contact with parents to involve them in their children's after-school learning through newsletters, reports, and informal conversations with parents as they arrive to pick up their children.
- The equipment will be supplied and maintained by the after-school program, with a storage area to be allocated by the district. A rental fee will be paid to the district for any storage needs.
- Classroom space for the after-school program will be assigned by the school(s). A rental fee will be paid to the district for use of the classroom space.
- An emergency protocol, reviewed by District Staff and the District's School Safety Officer, will be in place to address emergency situations including but not limited to lockouts, lockdowns, evacuations, and medical emergencies.
- The after-school program will be a self-sustaining program at no cost to the District. A rental fee schedule will be incorporated into the agreement. If revenue-sharing with the district is part of the model, the specifics are to be provided in the proposal.

4. STAFF REQUIREMENTS

- The successful bidder must have the appropriate child care license to operate the program and must meet the State of Oregon requirements for students to staff ratio.
- The staff members must participate in a training program and receive ongoing professional development. Training topics may include child development, positive guidance, program quality, safety, curriculum and partnership building. Training in each school's approach to discipline and behavioral management is required and can be arranged with each principal. Information concerning the training programs must be made accessible to Creswell School District.
- Administrators/managers will be available to conduct program visitations to assess program quality and provide additional resources and coaching for program staff.
- Fingerprinting and background checks for all employees and volunteers must be completed before having contact with District students. The cost of fingerprinting is the responsibility of the successful Bidder.
- The staff should be qualified and alert in their supervision. Staff members should be knowledgeable to address the needs of all students including students with medical needs and students with disabilities.

5. PROPOSAL REQUIREMENTS

In addition to addressing the items listed under Program Requirements, Additional Requirements, and Staff Requirements, the proposal must succinctly and clearly address the following:

1. Describe your history, vision and philosophy. Indicate the number of years you have provided services similar to those requested in this Request for Proposals ("RFP")
2. Describe your organizational structure. Provide your organizational chart.
3. Do you have a State license to operate childcare? If yes, what is the licensing agency and provide the name and contact information for the agency. Please provide a copy of the license.
4. Describe your organization's qualifications and experience providing services in after-school care for the elementary or middle school settings.
5. Plan for delivery of services:
 - a. What enrollment minimums do you require to operate an after-school program?
 - b. Provide a sample of the daily activities plan, program schedule, and snack menu, including options for students with food allergies.
 - c. How do you handle equipment, supplies, consumables, and furniture needed for program operations?
 - d. Describe methods used to communicate with parents of children in your program. Provide a sample communication.
 - e. Describe your plan for soliciting regular feedback from parents about your program.
 - f. Describe how you address parent concerns when they arise.
 - g. Describe how you provide program information to the principals and other administrative personnel.
 - h. Describe how you collaborate and communicate with school site leadership and staff about the program and student needs.

- i. Describe how you market the program to the school community.
 - j. Describe your supervision and behavior management plan and the method used to account for and track the whereabouts of each student in the program. Please provide a copy of your plans.
 - k. Provide all relevant insurance verification, including a dollar value to which your company is covered. What types of insurance do you offer?
 - l. Provide a timeline indicating steps required and time needed to establish the after-school program.
 - m. Describe staff training and resources available to deescalate disputes and resolve differences and conflicts between students and between students and adults.
 - n. Describe how you ensure appropriate accommodations of students with IEP's and 504 plans.
 - o. Are you willing to offer a sliding scale of fees and scholarships for those families who cannot afford to pay full tuition to participate in the after-school programs that have a demonstrated need for services? If yes, please provide details of your proposal and how it would be implemented.
 - p. What are the required qualifications for each staff member involved with the program?
 - q. What staffing ratios will be employed?
 - r. What kind of training program do you have in place for staff members—both initial and ongoing? Please provide an outline of staff training.
6. Provide a program Budget and Program Fees
 - a. What are the proposed rates or tuition for this program? Please also indicate any registration fees or any miscellaneous fees (such as membership fees or supply fees).
 - b. Describe your tuition policies.

6. REFERENCES AND ADDITIONAL INFORMATION

- Provide at least three written references from other school based services provided. Provide business name, contact person, complete address, and phone number.
- Provide a Parent Handbook, or similar document. Provide a website address, if applicable.

7. DEADLINE FOR SUBMISSION OF PROPOSALS

Submit one original and three (3) copies of your written proposal, along with an electronic version on a Flash drive, to be received by the closing date and time listed in this document to:

Creswell School District
Attention: Joel Higdon and Amy Halley
Proposal for After-School Program
998 West A Street
Creswell, OR 97426

Your response must be signed by an officer of your firm with the authority to commit the firm.

The District may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon finding by The District that it is in the public interest to do so.

Please note that throughout this Project, the District will not accept responses or queries that require the District to pay the cost of production or delivery.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.

8. PROPOSAL EVALUATION AND SELECTION PROCESS

This Request for Proposals (“RFP”) and the selection process will be conducted pursuant to the terms of this RFP and the District’s applicable Board Policies.

A selection committee will review and evaluate each submitted RFP. The evaluation will consider, but not be limited to, the following:

- Ability to meet the objectives of the district as described above in detail.
- Management criteria: Review and analysis of the staffing plans, references, and overall program management.
- Cost criteria: Cost to the district’s parents will be considered during proposal evaluation.
- Revenue: Revenue to District will be considered.
- Miscellaneous - Other factors, if demonstrated, to be in the best interest of Creswell School District.

9. CONTRACT AND AWARD PROCESS

The proposer selected to perform the services outlined in this Request for Proposals will enter into an agreement, approved by the Superintendent.

The District reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the District reserves the right to reject that proposal. If it is determined that an agreement was awarded as a result of false statements, or other data submitted in response to this RFP, the District reserves the right to terminate the agreement.

The anticipated contract start date will begin in June 2021.

10. QUESTIONS

All questions and contacts with the District regarding any information in this RFP must be addressed in written form to:

Creswell School District
Attention: Joel Higdon and Amy Halley
Proposal for After-School Program
998 West A Street
Creswell, OR 97426

11. SOLICITATION PROTESTS

Respondents may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to the Contract Administrator at the address, email or fax listed in this document. Such requests and protests must be received no later than 4:00 pm, Friday, April 16, 2021. Such requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions. Failure to file a protest by this time will be deemed a waiver of any claim by a respondent. The District will issue a written disposition of each such protest no less than three (3) business days before proposals are due. If the District upholds the protest, in whole or in part, the District may, in its sole discretion, issue an addendum reflecting its disposition or take other appropriate action.

12. CHANGE OR MODIFICATION

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all firms via email from the Contract Administrator. No information received in any manner different than as described herein will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum must be received by the date and time stated in the addendum, or they will not be considered.

13. SELECTION PROTESTS

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to the Contract Administrator at the following address within seven days after notification of that selection:

Creswell School District
Attention: Joel Higdon and Amy Halley
Proposal for After-School Program
998 West A Street
Creswell, OR 97426

Any such protests received by the Contract Administrator after the seven days will not be considered. The protest must state clearly the basis (or bases) for the protest and any legal authority in support thereof. At the request of the protester, a hearing will be conducted before District staff. At such hearing, the protester and other interested parties will have the opportunity to appear and make an oral presentation of the basis for protest. The District Business Manager will either uphold or deny the protest. If the protest is denied, the District will proceed to award the Contract as planned. The selection decision notification will be made by the Contract Administrator via email.

14. INSURANCE PROVISIONS

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the contract.

15. ESB/MBE/WBE

The District is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and the District strongly encourages its consultants to utilize these businesses in providing services and materials for the District contracts and projects.

16. ADDITIONAL REQUIREMENTS

Pursuant to OAR 580-061, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, Proposers are hereby notified that policies applicable to consultants and contractors have been adopted that prohibit sexual harassment and that proposers and their employees are required to adhere to the District's policy prohibiting sexual harassment in their interactions.

END of RFP