REQUEST FOR PROPOSAL (RFP)

Multiple Services:
Substitute Teaching Services, Spanish Teacher

IDEA Integrated Design and Electronic Academy PCS
1027 45th Street NE, Washington, DC 20019

July 31, 2020
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I. INTRODUCTION

IDEA Integrated Design and Electronic Academy PCS (hereafter, “the School”) issues this Request for Proposal (hereafter, “RFP”) for the 2020-2021 school year. A party (including, but not limited to, an individual, incorporated entity, or other independent contractor) submitting a proposal (hereafter, “Vendor”) will adhere to the process outlined below. The School is soliciting proposals from qualified Vendors for the following services:

1. Substitute Teacher Services
2. Spanish Teacher

Except as noted below, the School is seeking contracts with an initial term of one (1) year beginning August 31, 2020 (ending August 31, 2021) and optional one-year extensions of the term.

A. Point of Contact (PoC)

This RFP procurement is being administered by the School’s Point of Contact (hereafter, “PoC”) listed below. Vendors shall not communicate with any other representative of the School during the Procurement process. Any attempt to circumvent the procurement process by contacting personnel other than the identified PoC may result in the disqualification of the Vendor with or without notice.

Point of Contact: bids@ideapcs.org

All communications regarding this RFP shall be delivered via email only to the PoC listed above. Proposals not submitted per email to the PoC listed above may not be accepted or considered. Documents sent as email attachments shall clearly indicate the name of the Vendor.

B. Process Schedule

The schedule below reflects the expected process timeline for activities related to this RFP, but this may be modified by the School at any time at its sole discretion.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication/opening date:</td>
<td>07/31/2020</td>
</tr>
<tr>
<td>Closing date (proposals due):</td>
<td>08/12/2020 5:00 PM</td>
</tr>
<tr>
<td>Selection of Vendor &amp; Signed Contract: no later than</td>
<td>08/16/2020</td>
</tr>
<tr>
<td>Upload Submission:</td>
<td>08/19/2020</td>
</tr>
<tr>
<td>Services begin:</td>
<td>approximately 08/31/2020</td>
</tr>
</tbody>
</table>
C. Client Information

Mission:
IDEA prepares students with academic, social, leadership, and occupational skills for post-secondary opportunities and to be responsible citizens who contribute to the community.

Vision:
To develop a results-driven learning environment that includes all stakeholders to refine practice through productive effort, collaboration, critical thinking, continuous growth, and reflection in order to prepare scholars for college and career opportunities.

D. Reservation of Rights

The School reserves the right, at its sole discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The School further reserves the right to waive any irregularity or informality in the Procurement process or any proposal. The School further reserves the right to make corrections or amendments due to errors identified in proposals by the School or the Vendor. The School further reserves the right to modify and/or amend the final contract in negotiation with the contractor. The School further reserves the right to select zero, one, or more than one Vendor to perform the services. The School further reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the term of that contract coincide and/or comply with a fiscal/school year as declared by its chartering authority (typically 12 months, July 1 – June 30).

II. PROCESS SPECIFICATIONS

Proposals that meet the proposal instructions and requirements will be considered as described below. Vendors that do not comply with proposal instructions or take exceptions to mandatory requirements may be eliminated from consideration with or without notice. In the performance of such services pursuant to this RFP, its proposal and the final contract, a successful Vendor will comply with any and all applicable federal, state, or local laws, rules, ordinances, policies and regulations and licensing and permitting requirements applicable to providing the services anticipated in this RFP, and will indemnify, defend, and hold the School harmless from any liability from its failure to so comply.

A. Submitting Proposals
The School must receive a PDF document of your proposal no later than 5:00 PM EDT on August 12, 2020. No phone call submissions or late responses will be accepted. Interviews, samples, demonstrations will be scheduled at our request after the review of the proposals only. Vendor will state its credentials and qualifications and provide appropriate licenses, references, insurances, certifications, proposed costs, and work plan. Include any pertinent disclosures that may be present. Proposals should consist of the following:

1) Statement of interest specific to the contract opportunity described in this document
2) Point of contact identification for the Vendor’s agent acting on its behalf for this Procurement process, with name, telephone number, and email address
3) Detailed description of the Vendor’s plan to provide onsite and remote support, including information such as:
   a) Description of up to three (3) similar contracts with the following details: project name, company name, location, services provided, and project scope, with identified point of contact for follow-up, including contact name, job title, email address, and phone number
4) Résumés and/or staff profiles of personnel relevant to the contract, its proposed roles, contact information, and availability
5) Copies of all relevant licenses, insurances, and/or certifications held by the Vendor or its staff
6) All consultants or subcontractors to be utilized by the Vendor within the scope of the proposal, listed with contact information
7) Signature of the Vendor’s principal(s) and/or duly authorized agent(s)
8) Fee structure, fee range, and payment schedule for the contract, as detailed below

Vendor may submit more than one proposal, at its discretion, in the understanding that any one or more of the proposal(s) provided may be used by the School, at its sole discretion, for the purposes of comparison, evaluation, and/or award.

B. Submitting Questions

All prerequisites necessary to the drafting of a successful proposal are listed in this RFP, except as noted therein. Any details not specified in this RFP should be used by the Vendor as a discretionary opportunity to create a proposal which, in its best professional estimate, provides the most effective solution and greatest value to the school. After your proposal has been received, we will be in touch with any questions or follow-up, as needed. The School, at its sole discretion, may elect to consider substantive requests for information, from any or all Vendors. If any additional information becomes available, in regard to these requests or otherwise, it will be made available to all interested Vendors simultaneously. If you wish to receive a copy of the set of responses, if any, make a request via email to the PoC listed above. The School reserves the right (A) to modify, correct, consolidate, or otherwise edit requests before a response is given.
and (B) to discard, with or without acknowledgment, any submission(s) for which a response is considered, at the sole discretion of the School, to be (A) immaterial in substance and/or (B) readily answerable by the Vendor without further action by the School, including by use of this RFP and/or by using other resources.

C. Selection of Vendor

The School will elect to award this opportunity to a Vendor(s) according to a holistic evaluation of the proposal(s) received according to factors including, but not limited to, (A) price efficacy and (B) Vendor qualifications. The school may use such criteria to evaluate Vendor qualifications as:

- Ability to meet technical requirements of the School
- Ability to meet customer service requirements of the School
- Management capability

Furthermore, prior experience with the School, the School’s staff, and/or relevant references may be considered in judging Vendor qualifications. Every reasonable effort will be made to compare Vendor proposals on a fair and equitable basis. Cost will be a primary factor in bid evaluation, but emphasis will be placed on the overall value proposition of the Vendor’s proposal, including the Vendor’s financial stability, size, and relevant experience in delivering comparable goods and/or services. The professionalism shown in the Vendor’s proposal document(s) and by its agent(s) may be considered in this evaluation.

D. Additional Consideration

Any goods or services outside the scope of work as defined below will be quoted separately as required and will not be used as the basis for selection criteria except as otherwise noted in this document.

E. Pricing & Payment

Please indicate proposed payment schedule including, if applicable, a total proposed contract value for the completion of services and delivery of other goods during the duration of the contract. Timely submission of invoices is required for payment.

III. SCOPE OF WORK

The School would like to solicit proposals for services to include more than one distinct scope of work, as detailed below.

Contractor shall:

-
A. Substitute Teaching Services

- Staff temporary job openings, on request and within the requested time frame, with individuals who possess the required qualifications to perform the assignment to the fullest capacity
- Proactively source, recruit, and maintain network of quality candidates for IDEA’s consideration
- Provide regular daily follow-up on temporary positions that have not been filled, or require replacement temporary staff.
- If unable to provide qualified candidates through temporary staffing agency’s database and network, partner with subcontracted temporary staffing agencies to provide qualified and/or specialized candidates on a timely basis.
- Provide and conduct background checks and thorough past employee references for selected candidates within a reasonable time frame prior to the start date of assignment.
- Provide the billing rate for each temporary employee, job classification, and the applicable mark-up rates.
- Provide detailed temporary staffing reports that include data such as: name of employee, office and/or location in which temporary employee worked, start and end dates (or anticipated end date), billing rate, classification, funding source, total regular hours worked, total overtime hours worked, total amount invoiced, etc.
- Provide a consistent, accessible, single point of contact to support the entire account, allowing IDEA PCS to interview potential replacements in the event that a change of point of contact is required.

B. Spanish Teacher (7-10 hours per week)

- Plan for and teach Spanish 1
- Maintain regular family communication
- Host office hours and small group instruction (Office hours are from 2-3 M,T, TH and Friday- She would participate when available and may have to shift depending on availability.)
- Translation services (If needed, schedule permitting)
- ELL support (Schedule permitting)