

CHARTER SCHOOL

(Opening August 20__)

www.____.org

REQUEST FOR PROPOSALS

Request for Proposals Issued by:

_____ Charter School

**Proposals Reviewed as Received – Priority Consideration will be Given to Proposals
Received not later than 5 pm on _____, 20__.**

1. Request for Proposals

Charter School (Charter School Name) is requesting Competitive Contracting Proposals for the purpose of awarding a contract for a **Charter Management Organization or Content Provider** (the “Provider”), as described herein. Charter School Name shall award contracts on a competitive contracting basis to the most responsible firm that, in the opinion of Charter School, best meets all of the conditions and specifications outlined in this Request for Proposals (“RFP”) and best fulfills the needs of Charter School, considering the quality of the education program, cost, and other factors.

Questions: Any inquiries regarding this submission should be directed by email to:

Name
School Representative
Email:

With a cc: to

[REDACTED]

Addenda: All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties or posted to a public Google Docs website.

Submission Deadline: Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. The electronic copy may be submitted via email (simultaneously to [REDACTED] and [REDACTED]) if the file size is less than 10MB; if the file size is greater than 10MB, it may be submitted on a CD with the hard copy. The paper submission must be mailed to [REDACTED] within 72 hours of the email submission.

Orals: Charter School Name may request Proposers to make oral presentations of their proposals at a time and location to be determined.

Contract Award Date: Charter School Name expects to award the contract not later than [REDACTED], but may extend the Contract Award Date in its sole discretion.

2. Background and Scope of Services

The Charter School ("Charter School") plans to begin operating in the fall of 20___. Charter School has received authorization and approval from the Authorizer to provide a blended charter school to _____ students in grades _____. Charter School is governed by a nonprofit 501(c)(3) Board, hereinafter referred to as the "Board." Charter School will deliver top-quality, personalized education for students that combine certified teachers, a proven curriculum, technology tools, and community experiences to create a supportive and successful environment for high school students who seek an individualized approach to their education.

INSERT MORE RE: MISSION AND VISION OF SCHOOL FROM APPLICATION

The intent of the RFP is to request proposals from Proposers capable of providing a high quality, comprehensive and cost effective blended education services to Charter School including _____ curriculum utilizing both on and offline materials; a learning management system with robust data collection tools and student/teacher performance tracking tools; effective teacher training tools and support; and customer service and support capabilities.

Charter School is approved to enroll as many as _____ full-time equivalent students in the _____ school year. Total enrollment is capped at _____ students. Grade level distribution is even among _____ grades for each year.

The contents of the proposals submitted by the successful Provider and this RFP will become part of a contract for the requested services. The successful Provider will be expected to execute said contract with Charter School.

Successful Proposers must demonstrate their experience in providing high school full time blended education services and their track record in improving student performance, especially with students in the lowest quartile academically; high levels of parent satisfaction; clean student accounting/financial reporting and a track record of working with different student populations (special needs, ELL, Title I, minority, low-income). services must include: high school curriculum utilizing both on and offline materials; a learning management system with robust data collection tools and student/teacher performance tracking tools; effective teacher training tools and support; and customer service and support capabilities for _____ students from throughout the service area. Included in the response to this RFP must be a budget for Year 1 through Year 5 of the blended education program.

3. Proposal Outline and Submission Requirements

Proposals will be evaluated as they are received. Priority consideration will be given to proposals received prior to 5:00 pm on [REDACTED]. Firms are required to submit one (1) electronic copy of their proposal to [REDACTED] with a cc: to [REDACTED], and mail one (1) hard copy within 72 hours of submitting electronically to [REDACTED].

The proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

The proposal should, at a minimum, contain the following information and adhere to the following outline to provide the required information. Charter School reserves the right to reject non-compliant proposals and to determine the materiality of any or all omissions:

A. Executive Summary

The Executive Summary should clearly state the mission statement of the proposed blended education program. A summary of the education program components and the background and qualifications of the Proposer should be included. A listing of the total budget amount for Year 1 through Year 5 is also required.

B. Education Program

Describe in detail the components of the proposed blended education program including:

1. Curriculum

- a. Provide a description of the curriculum to include a list of courses by grade level and subject. Indicate instructional activities of the educational program to be conducted online and offline.
- b. Provide at least one sample lesson from each of four core curriculum areas (Math, English Language Arts Social Studies and Science) and at least two electives. These samples may be provided to the Board in an online, self-running demonstration format prior to submission of the written response to this RFP.
- c. Provide a list and description of instructional materials to be provided to all students
- d. Provide documentation showing that the curriculum and course content align to the _____ State Standards and/or the Common Core.
- e. Integration of both offline and online materials.
- f. Thoughtful course design (units, lessons, elements of lessons).
- g. Integration of quality textbooks.
- h. Description of face-to-face activities, including student projects, interventions and enrichments.
- i. Effective integration of online tools and content.
- j. Differentiated curriculum to meet student needs (multi-tiered intervention, honors, basic, standard, AP, etc.).
- k. Rich elective, foreign language, and enrichment offerings.
- l. Effective tools for gathering user feedback.

2. Learning Management System

- a. Describe how teachers will deliver instruction synchronously and asynchronously.
- b. Describe how students are assessed and student progress is reported.
- c. Describe how student attendance, participation and performance are tracked, authenticated, and reported.
- d. Describe how teachers communicate with parents, students, and other school staff.
- e. Effective course delivery for online and offline, synchronous and asynchronous.
- f. Robust student data collection, analysis and reporting tools.
- g. Ability to customize data fields and reports to meet Board needs.
- h. Effective tools for gathering and analyzing use and user feedback metrics.
- i. Student and teacher performance tracking tools.

- j. Provide a demonstration of the LMS as part of the response to this RFP. This demonstration may be provided to the Board in an online, self- running demonstration format prior to submission of the written response to this RFP.

3. Instructional Design

- a. Specific pedagogical approach to .
- b. Effective teacher training, support, and location model.
- c. Roles and responsibilities of face-to-face and online instructional staff.
- d. Integrated teacher-student, teacher-parent, and student-student interaction.
- e. Multiple tools for communicating about student performance.
- f. Robust synchronous and asynchronous instructional tools and thoughtful balance of these to meet student needs.

4. Assessment and Accountability

- a. Describe the assessments and assessment system built into the Proposer's education program.
- b. Describe how all students will participate in the required ___ state assessments at appropriate grade levels with the goal of meeting the Adequate Yearly Progress Requirements of No Child Left Behind.
- c. In addition to the state assessments, list and describe other standardized assessments (both criterion and norm-referenced) which enrolled students will be required to take.
- d. Provide a description of how assessment results will be used to improve student achievement.
- e. Describe how student performance is monitored, how course passing grades are determined, and how grade promotion is determined.
- f. Describe whether Proposer will have ability to evaluate and compare teacher performance controlling for socio-economic status and/or other factors.

5. Parental Involvement

- a. Outline the expectations for parental involvement in the blended education program.
- b. Describe the parent training the Proposer will provide.

6. Students with Disabilities

- a. Describe the program's ability to provide services to students with disabilities.
- b. Provide evidence that this program's approach has shown promise with students with special needs.

7. Customer Service and Support

- a. Effective end-user training.
- b. Experience with student and parent customer support via telephone, email and web.

C. Other Services: Technology

- 1. List and describe the hardware, software, and connectivity that are required for the blended education program.
- 2. Describe the technical support for online learning activities provided by the Proposer to teachers, parents, students and administrators.

D. Other Services: School Management

- 1. List and describe the nature and type of school management services the Proposer will provide to Charter School.
- 2. Describe the criteria used to select administrative staff and instructional staff, including procedures for background checks. Address recruiting plan for school leader and timing of start date.
- 3. Describe the training to be provided to instructional and administrative staff.
- 4. Describe how instructional and administrative staff will be evaluated.
- 5. Provide a detailed, expedited start-up calendar for launching the school in Fall ____.
- 6. Provide a basic operating calendar for ____ school year.
- 7. Provide a description of any school facility development or real estate services may be provided.
- 8. Provide a plan and calendar for school expansion for _____.

E. Proposer Qualifications

1. Identify if the Proposer is a for-profit or non-profit entity, or if any subcontracted services will be provided by for-profit or non-profit entities. Priority consideration will be given to non-profit providers.
2. Describe the experience the Proposer has in providing blended education programs in [state] and other public education systems.
3. Demonstrate Proposer's proven track record in increasing student achievement in other blended education programs.
4. Include a list of management staff and responsibilities they will be assigned (include their resumes) who will coordinate the development of Charter School.
5. Provide a list of names, addresses, and phone numbers for brick & mortar charter schools, if any, managed by the Proposer.
6. Provide a list of all areas of school development that will receive immediate attention from your organization upon award of the contract.
7. Provide a sample contract with breakdown of services and fees.
8. Provide three (3) references.

F. Financial Management

1. Provide a five-year budget for the proposed blended education program including revenue and expense projections consistent with the administrative and educational plan. Provide a base case budget with assumptions about leased space. Please be explicit about your assumptions about the amount of operating reserves to be budgeted annually and retained by the Board.
2. Certify that the Board will have direct oversight over the financial management of the charter school.
3. Describe the level of knowledge and experience the Proposer has with providing back-office accounting for charter and/or blended education programs in _____ and other states.
4. Identify if the Proposer is willing to provide the educational program only and have Charter School provide its own financial management and reporting services, or contract with a third party for such services.

G. Proposed Agreement

1. Provide a proposed agreement detailing the services to be performed under the resulting contract should your firm be chosen as the successful Proposer.
2. Specify Board's role in selection/termination of the school leader, leadership team, and other staff.
3. Specify if Board will have direct access (username and password) to student, teacher, and school data.
4. Specify if Board may operate its own web site for the school and its own domain for staff and student emails.
4. The proposed agreement must break down services and fees.

4. Selection Process

The firm's qualifications will be evaluated by based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications.

[Evaluation of the proposals will be based on scoring each individual section listed in the "Proposal Outline" in section 3 above, giving the following weights to each factor:

Executive summary	5 points
Education program	50 points
Technology	5 points
School management	10 points
Proposer qualifications	10 points (Bonus 10 points for non-profit entities)
Financial management	10 points
Contract and fees	10 points]

Evaluation shall be by individual rating/scoring or by group scoring or another method as deemed appropriate by the Board. The award decision will not be based on any other factors and/or criteria other than those set forth in this RFP.

At Charter School's discretion, the highest scoring responding Proposers may be required to formally present their proposed materials to the evaluation committee.

The Board expects to enter into exclusive negotiations with the preferred Proposer immediately following the Contract Award Date.

5. Other Terms & Conditions

1. **Waiver.** Charter School Charter School expressly reserves the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in CHARTER SCHOOL NAME's sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a proposer; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any proposer that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more proposers in any manner CHARTER SCHOOL NAME deems fit, (such negotiations may be concurrent or sequential as CHARTER SCHOOL NAME determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in CHARTER SCHOOL NAME's best interest to do so. No proposer shall have any rights against CHARTER SCHOOL NAME arising at any stage of the solicitation from any negotiations that take place, or from the fact that the CHARTER SCHOOL NAME does not select a proposer for negotiations. Proposers are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will CHARTER SCHOOL NAME reimburse the proposer for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of CHARTER SCHOOL NAME not selecting a proposer under this RFP.
 2. **Competitiveness and Integrity.** The proposal process is designed to prevent biased evaluations and to preserve the competitiveness and integrity of contract awards. Proposers are to direct all communications regarding this proposal to Charter School's Representative and are not to contact other Charter School officials or employees directly unless specifically directed by Charter School's Representative. Attempts to circumvent this requirement will be viewed negatively and may result in rejection of the offer of the firm found to be in noncompliance.
 3. **Laws and Regulations.** All applicable federal, state, and local laws and regulations, as well as policies of Charter School shall apply to the proposal process and any resulting contract, and are incorporated here by reference. Any contract awarded as a result of this RFP shall be governed by the laws of the State of _____. Proposer agrees that any action or proceeding in any way, manner or respect arising out of the RFP or contract, or arising from any dispute or controversy arising in connection with or related to the RFP or contract, shall be litigated only in the courts having status within the State of _____, and the Proposer consents and submits to the jurisdiction of _____.
- If a dispute arises between Charter School and any entity or individual as to which Charter School is bound to the arbitration of such disputes, then the Proposer agrees that the Proposer can be joined as a party to such a mediation, binding arbitration or non-binding arbitration with respect to disputes that may arise. Any and all disputes which exist only between Charter School and the Proposer, or among Charter School, the Proposer and others as to which Charter School is not bound to the mediation, binding arbitration or non-binding arbitration of disputes, shall be subject to the provisions of this Section.
4. **Licenses.** The Successful Proposer shall, at its own expense, be required to provide and maintain any and all registrations, permits and licenses as required by law.

5. **Additional Information and Oral Presentations.** Subsequent to the receipt of Proposals, Charter School's Representative may require the submission of additional information before the award of a contract, at no charge to Charter School, in order to ascertain whether or not the services will be suitable to meet the needs as set forth in the RFP. In addition, Charter School, in its sole discretion, may request one or more Proposers to provide oral presentations to assist in the evaluation of the proposals.

6. **Assignment or Subcontracting; Material Change of Control.** No assignment or subcontracting by the Proposer of any contract to be entered into here under, or any part thereof or of funds to be received here under by Proposer will be recognized by Charter School unless such assignment or subcontracting has had prior written approval of Charter School. In the event of a material change of control of the provider, Charter School shall have the right to terminate the contract at the end of the school year during which the material change in control occurs.