



KIPP DELTA PUBLIC SCHOOLS

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Helena-West Helena
Arkansas, 72342
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www.kippdelta.org

KIPP Delta Public Schools

Request for Proposals

Purpose: *KIPP Delta Elementary Literacy Academy is seeking a qualified counselor or counseling service to provide counseling services for our students.*

Request for Proposals (RFP)

Release

Date: July 28, 2017

Proposals Due Date:

August 4, 2017

Contact Persons:

Todd Dixon
School Director
todd.dixon@kipdelta.org
870-817-8089
1020 Plaza
West Helena, AR 72390

Jessica Stewart
Interim School Operations Leader
jessica.stewart@kipdelta.org
870-714-9254
1020 Plaza
West Helena, AR 72390

Cory Washington
Assistant Principal
cory.washington@kipdelta.org
870-714-2306
1020 Plaza
West Helena, AR 72390

**KIPP Delta Public Schools
Student Counseling Services
Proposal Transmittal Form**
(The vendor responding to this RFP fills out this page)

Company name:

Company address:

Primary contact:

Email address:

Phone number:

By my signature below, I hereby represent that I am authorized to bind the applicant to the provisions of the attached Proposal. The undersigned offers and agrees to provide the specified services in accordance with the provisions set forth in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.

Signature

Signature

Printed Name and Title

Date

Proposal Due Date: 5:00 pm Central Time, Friday, August 4, 2017 . Central Standard Time

Two hard copies and one electronic copy must be received
by **August 4, 2017 by 5:00 pm**
KIPP Delta Public Schools
Attn: Todd Dixon

Section 1 - Advertisement

KIPP Delta is soliciting information proposals from qualified counselors or counseling agencies interested in providing elementary student counseling services.

One electronic copy of the RFP response must be received no later than **5:00 pm on August 4, 2017**. Responses should be submitted to the attention of Todd Dixon, School Director, todd.dixon@kipdelta.org or 1020 Plaza, West Helena, AR 72390. KIPP Delta Public Schools reserves the right to select, re-advertise and/or reject any proposal for any reason including apparent conflicts of interest.

Section 2 - Introduction

Founded in 2002, KIPP Delta Public Schools aspires to lead high performing college preparatory schools in the Arkansas Delta where students discover and pursue their passions. We provide a rigorous and aligned Pre-K-12 program built upon college-ready academic standards, effective instructional practices, and meaningful curricula and assessments. As a growing network of free, open-enrollment, public charter schools, KIPP Delta serves over 1,500 students across six schools in Helena, Blytheville and Forrest City, Arkansas, and is expanding in the coming years. Rooted in an assets-based approach to teaching, leading, and coaching, KIPP Delta Public Schools is poised to transform lives and uplift the communities it is serving. KIPP Delta has four core values: Humility, High Expectations, Beyond Z, and Care and Love. Our work is rooted in these values.

Impact: With a mission to empower students from underserved communities to pursue a college education, 99% of our high school graduates have been accepted to college and 79% have graduated or are persisting in college. Our founding class is on track to quadruple the six-year graduation rate for educationally under-served students, which is just ten percent nationally. Our first six graduating classes have earned over \$5 million in college scholarships. KIPP Delta Collegiate High School in Helena, Arkansas has consistently been ranked in the top ten high schools in the state by U.S. News and World Report over the last five years.

Academic Vision: KIPP Delta welcomes all teaching candidates who strive to balance high expectations with a genuine love for our students, families, staff, and resources. We do this by challenging students, acknowledging their hard work and achievements, and never underestimating their intellect or desire to learn. We seek to create a joyous struggle in all students by planning rigorous lessons while differentiating to meet students' needs. We know our job has been done well when our students leave our classrooms exhilarated and craving more. We acknowledge this work is hard, and we provide each other with the support and respect needed to fuel this very important effort.

For more information about the organization please visit www.KIPPDelta.org.

Section 3 – Scope of Work & Timeline

Description of Requested Services and/or Goods

The scope of services extends from evaluation, to intake, counseling, and documentation of student counseling services on a fifteen hour per week basis. Respondents are welcome to submit proposals that support the following scope of work:

- Identification: (identifying students in need of counseling services, establishing systems and guidelines for staff and/or parent referrals)
- Evaluation: (standardized assessment of needs of school-aged children for counseling services)
- Observation: (ability to observe students in a school environment to determine needs, progress monitor, and identify strategies to use in counseling sessions)
- Counseling: (one-on-one, small group, and/or family setting using best practices)
- Case Load Management: (manage number of students on case load, develop weekly schedule of counseling services, perform intake and exit from services to maintain case load)
- Billing: (bill bi-monthly for services rendered with documentation of time allocated)
- Advising staff and families: (advises staff and families on practices, interventions, and strategies to use with students, provides development for school staff as scheduled, participates in meetings as scheduled)

Section 4 – Proposal Requirements

Firm Information

Provide agency's name, address, website, and telephone number. Include name, title, and e-mail address of the individual who will serve as agency's primary contact. Include a brief description and history of your firm.

Services Approach

Please explain your approach, style and process.

Provide biographies of key staff

- Please include a summary of experience of all key staff.

Experience

- Proposals should include a list describing the qualifications and experience of the individual(s) who will provide counseling to students. Where possible, highlight work for similar organizations.

Service Timeline

- Proposals should include the information on proposed service timelines for tasks described in the scope of work section.

Cost

- Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the schedule/timeline.

Section 4 – Assurances and Disclosures

I, _____ hereby state:

1. I am the duly authorized agent of _____, the Proposer submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between Proposers and Region officials, as well as facts pertaining to the giving or offering of things of value to Region personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
3. Neither the Proposer nor anyone subject to the Proposer’s direction or control has been a party:
 - a. To any collusion among Proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. To any collusion with any Region official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or
 - c. In any discussions between Proposers and any Region official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.
4. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the Region.

Certification and Violations Disclosure -

1. Is the company or any employees who will be working on this contract presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency?
 _____ Yes _____ No
2. Has the company or any of its employees within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property? ____ Yes ____ No

3. Is the company or any of its employees presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in item 2 of this disclosure? _____ Yes
_____No
4. Has the company or any of its employees, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract? _____ Yes _____No
5. Does the company or any of its employees have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract? _____ Yes _____No
6. Has the company or any of its employees within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance? _____ Yes _____No

(If the answer is yes to any of the above questions, provide details in a separate attachment to this form.)

Conflict of Interest Disclosure:

1. Does any school board member or employee of the Region have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? _____ Yes _____No
2. Does any school board member or employee of the Region have a family relationship with anyone employed by your business? _____ Yes _____No

(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)

Did you or your company assist the Region or any agent of the Region with the development of the bid specifications? _____Yes _____No

If yes:

- a. Were you or your company compensated? _____Yes _____No
- b. Is your company's name or identity included anywhere within the specifications?
_____Yes _____No
- c. Were you offered any preferential treatment in the bid evaluation process? _____Yes
_____No

RFP Award Criteria

Total cost of scope and quality of services will be considered during review and award of the contract. Proposals submitted to KIPP Delta Public Schools will be reviewed by the school level operations including Todd Dixon, School Director, Jessica Stewart, Regional Operations Project Manager, Charity Hallman, Regional Finance Director, Janelle Jenkins, Chief Operating Officer. Proposals will be evaluated on cost, competence, completeness of proposal, and compatibility.

Upon acceptance of the proposal, KIPP Delta will approve the work to begin.

Procedures for Delivery of the Proposal

Packages of the proposal must be received by KIPP Delta on or before August 4, 2017 at 5:00 pm Central time. All submitted proposals become the property of KIPP Delta and will not be returned.

Submission Address:

Two hard copies of the proposal should be sent to the following address:

KIPP Delta Public Schools
 ATTN: Todd Dixon
 1020 Plaza Street
 West Helena, AR 72390

An electronic copy of the proposal should be emailed to todd.dixon@kipdelta.org.

Response to Proposals

KIPP Delta will respond to all vendors in writing with a decision after all proposals are reviewed.

Conditions of Solicitation

The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate KIPP Delta Public Schools to execute a contract with any other party. The contractor shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the RFP shall be in writing.
2. KIPP Delta Public Schools will not be liable for any costs associated with the preparation of proposals.
3. KIPP Delta Public Schools reserves the right to accept any proposal as submitted without substantive negotiation of offered terms, services, or prices. Therefore, all applicants are advised to propose their most favorable terms initially. Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for the bid for the purpose of clarification to assure full understanding of and responsiveness to solicitation requirements, but proposals may be accepted without such discussions.
4. Applicants may designate those portions of the proposal which contain trade secrets or other proprietary data.
5. KIPP Delta Public Schools reserves the right to cancel this solicitation in writing when it is determined to be in the best interest of KIPP Delta Public Schools.
6. Any proposal or modification of a proposal received after the due date and time is considered late and will not be considered for acceptance unless the receipt is delayed by the action or inaction KIPP Delta Public Schools personnel directly or is in response to a negotiation of the bid.

7. The applicant represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth by the Arkansas Department of Finance and Administration Rules and Regulations.

Independent Contractor:

The applicant shall perform all services as an independent contractor and shall at no time act as an agent or employee of KIPP Delta Public Schools. No act performed or representation made, whether oral or written, by the applicant to third parties shall be binding to KIPP Delta Public Schools.

Applicable Law:

The contract shall be governed by and construed in accordance with the laws of the State of Arkansas. The applicant shall comply with applicable federal and state laws and regulations.

Authority to Contract:

The applicant warrants (a) that it is a validly organized entity with valid authority to enter into this agreement; (b) that it is qualified to do business and is in good standing in the state of Arkansas; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) that notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

Contract Disclosure:

The successful applicant will be required to complete forms associated with the Governor's Executive Order 98-04 before the award of a contract. Information on Governor's Executive Order 98-04 can be found on the following web site:

<http://www.dfa.arkansas.gov/offices/accounting/internalaudit/Pages/ExecutiveOrder98-04.aspx>

Failure to make any disclosures required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this grant. Any applicant who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal sanctions available to the ADE.

Confidentiality Information:

Respondents are advised that materials contained in proposals are subject to the Arkansas Freedom of Information Act and may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Arkansas Freedom of Information Act must place all confidential documents in a sealed envelope(s) clearly marked "Confidential" and must indicate on the outside of their proposal package that confidential materials are included. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Arkansas Freedom of Information Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent(s). If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent(s). The State will not determine prices to be confidential information.