KIPP Delta Public Schools Request for Proposals

Project: KIPP Delta Public Schools (KDPS) is seeking proposals from qualified firms to submit a proposal to conduct a District-wide comprehensive physical inventory of KDPS’ fixed assets to help establish a baseline of all KDPS general fixed assets, technology, furniture, and equipment. An electronic copy of the bids must be submitted by 5:00 PM on August 21, 2020, to Raven Adams, Valerie D. James, and Linda Murdock (email addresses below). A paper copy can be mailed to the attention of Valerie D. James, PO Box 743, Helena, AR 72342.

Release Date: AUGUST 14, 2020
Bid/Proposals Due Date: AUGUST 21, 2020 BY 5:00 PM.

Contact Persons:

(1) VALERIE D. JAMES
EMAIL: VALERIE.JAMES@KIPPDELTA.ORG
PHONE: 870-714-0102
MAIL: PO BOX 743, HELENA, AR 72342

(2) RAVEN ADAMS
EMAIL: RAVEN.ADAMS@KIPPDELTA.ORG
PHONE: 870-714-0087
MAIL: PO BOX 743, HELENA, AR 72342

(3) LINDA MURDOCK
EMAIL: LINDA.MURDOCK@KIPPDELTA.ORG
PHONE: 870-714-5074
MAIL: 514 MISSOURI, HELENA, AR 72342
Table of Contents

Section 1 – Project Overview and Submission Instructions .................................................................3
Section 2 – Overview of KIPP Delta ...........................................................................................................4
Section 3 – Scope of Work ..........................................................................................................................4
Section 4 – Proposal Requirements ...........................................................................................................5
Section 5 – Evaluation Criteria and Timeline.............................................................................................6
Section 6 – Conditions of Solicitation .......................................................................................................7
Section 7 – Bidding Protest Procedures .....................................................................................................8
Section 8 – Proposal Transmittal Form ....................................................................................................10
Section 9 – Vendor Profile ..........................................................................................................................11
Section 10 – Assurances and Disclosures ................................................................................................12
Section 1 – Project Overview and Submission Instructions

KIPP Delta is soliciting proposals to conduct a District-wide comprehensive physical inventory of KDPS’ fixed assets to help establish a baseline of all KDPS general fixed assets, technology, furniture, and equipment. KDPS is requesting inventory for all the following sites:

<table>
<thead>
<tr>
<th>Elementary Literacy Academy</th>
<th>1020 Plaza Ave., West Helena, AR 72390</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta College Preparatory</td>
<td>514 Missouri St., Helena-West Helena, AR 72342</td>
</tr>
<tr>
<td>Delta Collegiate High</td>
<td>215 Cherry St., Helena-West Helena, AR 72342</td>
</tr>
<tr>
<td>Blytheville College Preparatory</td>
<td>1124 W. Moultrie Drive, Blytheville, AR 72315</td>
</tr>
<tr>
<td>Blytheville Collegiate High</td>
<td>1200 Byrum Road, Blytheville, AR 72315</td>
</tr>
<tr>
<td>Helena Central Office</td>
<td>320 Missouri St., Helena, AR 72342</td>
</tr>
<tr>
<td>Transportation Depot</td>
<td>107 Walnut, Helena, AR 72342</td>
</tr>
<tr>
<td>Blytheville Central Office</td>
<td>1121 W. Hardin St., Blytheville, AR 72315</td>
</tr>
</tbody>
</table>

Interested vendors should read this package thoroughly and return signed copies of sections 8, 9, and 10 along with their proposal and a copy of their W-9.

One electronic copy of the RFP response must be received no later than 05:00 PM, August 21, 2020. Electronic responses should be submitted to the following employees:

1. Valerie D. James, VALERIE.JAMES@KIPPDDELTA.ORG
2. Raven Adams, RAVEN.ADAMS@KIPPDDELTA.ORG
3. Linda Murdock, LINDA.MURDOCK@KIPPDDELTA.ORG

Reservations and Proprietary Information

Bids/proposals do not commit KIPP Delta to pay any costs incurred in the preparation thereof. Further, KIPP Delta reserves the right to accept or reject any or all bids/proposals or any part of a bid/proposal. All bid/proposal information, applications, briefs, sales brochures, etc. will become the property of KIPP Delta when submitted in response to this RFP. All bid/proposal documents submitted by the bidder shall be available for inspection after the bid/proposal opening and/or
submission deadline has passed. *Bidder should carefully mark each page that is considered proprietary so that it can clearly be identified as such.*

**Clarification**

Any interpretation or correction of the bid/proposal documents/specifications will be made only by addendum and will be e-mailed or delivered to each prospective bidder of record. KIPP Delta will not be responsible for any oral explanations, assumptions, or interpretations of a bid/proposal at any point. All questions concerning a bid/proposal must be addressed to Valerie D. James, Chief Operating Officer at valerie.james@kippdelta.org.

All bids and/or proposals shall be available to the public if asked. Bids and proposals shall not be subject to public review until after the evaluation has been completed.

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**Section 2 – Overview of KIPP Delta**

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 approximately 1,300 students across five schools in Helena and Blytheville, Arkansas. 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 Love and Care. 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 75% 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 2019 graduating classes earned $10 million in college scholarships.

For more information about the organization please visit [www.KIPPDelta.org](http://www.KIPPDelta.org).

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**Section 3 – Scope of Work**

**Description of Requested Services**

KIPP Delta is soliciting proposals from to conduct a District-wide comprehensive physical inventory of KDPS’ fixed assets to help establish a baseline of all KDPS general fixed assets, technology, furniture, and equipment.
The purpose of the physical inventory is to verify: (1) the existence of the equipment; (2) whether the equipment is being utilized for its intended purpose; (3) the continued need for the equipment; and (4) the condition of the equipment. KDPS is requesting physical inventory for all the sites listed above. The provider will perform in-person and virtual support throughout the duration of the services.

**Fixed Assets, Furniture, and Equipment shall be classified as (but not limited to) the following:**
- Cafeteria/Outdoor Tables
- Vehicles
- Science/STEM Equipment
- Student Desks/Chairs
- Employee Desks/Chairs (all staff – even teachers)
- Activity Tables
- Bookcases
- Large Kitchen Equipment (ovens, warmers, refrigeration, etc.)
- Maintenance Equipment
- Special Education Equipment
- Art/Woodshop Equipment
- File Cabinets
- Musical Instruments/Equipment
- Office Furniture

**Technology equipment shall be classified as follows:**
- Laptops
- Chromebooks
- iPads
- Printers/Scanners
- Projectors/Projector Screens
- TVs
- Charging Carts/Stations
- Desktop Computers
- Tablets
- Interactive Whiteboards
- Document Cameras
- Monitors
- Phones

**INVENTORY PROCESS:**
1. KDPS will provide a copy of all assets currently on file to the winning proposal for inventory and reconciliation. KDPS is currently using an Excel file to primarily track assets greater than $1,000 and have a payment history for assets less than $1,000. Any assets found that are not listed in the files should be added appropriately.
2. The vendor will schedule an on-site assessment to determine how to implement the physical inventory count.
3. The vendor will perform all labor to conduct a comprehensive inventory at KDPS site locations. During the inventory process, all of the following information will be captured for each item.
   a. Asset Tag Number (barcode)
   b. Asset Category
   c. Manufacturer
   d. Serial Number
   e. Description
   f. Quantity (if applicable)
   g. Inventory Date
   h. Site
   i. Building
   j. Room
   k. Employee/Student the Asset is Issued to (When Applicable)
   l. Use (student instruction, professional development, employees’ work, etc.)
   m. Condition

4. The vendor will implement an asset tagging system for KDPS’ current assets. KDPS will supply tags to the vendor. Both the Vendor and KDPS will standardize tag placement locations on items.
   a. KDPS will provide Vendor access to the School Dude system scan and input all physical inventory items.

5. The vendor will remedy any discrepancies reported by KDPS. A discrepancy is when an item is entered incorrectly by vendor staff or items that KDPS reasonably believes that the vendor missed at site locations.

6. The vendor will provide a report to KDPS that details the process used in asset inventory and any unusual findings.

7. The vendor will provide the following reconciling reports:
   a. **Matches Found** – Assets that have tag numbers and serial numbers
   b. **Additions** – Assets found, but not listed in the provided spreadsheet. Tag numbers and serial numbers should be assigned.
   c. **Deletions** – Asset exists in the provided spreadsheet, but does not physically exist after additional follow-up with site Administrator. Tag numbers should not be assigned.

**OTHER REQUIREMENTS**

1. The vendor will be required to inventory items that are packaged or boxed.
2. All assets indicated above shall be inventoried using the Inventory Process above.
3. Personal items (i.e. technology items personally owned by KDPS staff) will be flagged accordingly and skipped by the inventory team.
4. Provide a complete list of services you would offer. Please be as comprehensive as possible.
5. Provide a complete timeline for completing the requested service.
a. The physical inventory will need to be completed in the fall of 2020 with School Dude updated with all information by October 31, 2021 (unless extended by KDPS).

6. The vendor will ensure the following:
   a. Provision of a single project manager (Vendor PM) who will be the primary contact for all services performed under this project and scheduling of site inventory visits.
   b. Classrooms and offices are left as they were after the inventory is conducted.

7. Due to COVID-19, the vendor must adhere to KDPS mandatory face masks and face coverings when at any of KDPS’ sites.
   a. A face mask or face covering must be worn while in any school/office building at all times unless any of the following applies:
      i. Eating or drinking
      ii. Appropriate social distancing measures are in place
      iii. Due to a documented medical condition or disability
   b. All masks and coverings must cover the nose and mouth and should not contain offensive words, language, or images.

ACCESS TO FACILITIES

KDPS will provide the following:

- Contact information: site representative, addresses, and phone numbers.
- Schedule and coordinate vendor team visits for each school site and KDPS facility locations. Inventory services will take place after school hours as scheduled for school sites, and during normal business hours for offices and departments where students are not typically present.

Section 4 – Proposal Requirements
**Firm Information**

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

**Services Approach**

- Please explain your approach, style, and process.

**Provide three references from Arkansas organizations, preferably in K-12 Education, that you have provided similar services to in the past five (5) years.**

  - Company name and location
  - Contact name, position, and phone number
  - Contact email
  - Implemented Solution
  - Completion Time (i.e. 4 months)

**Service Timeline and Capacity**

- Proposals should include the information on proposed service timelines for tasks described in the scope of work section. Timelines should be in alignment with our school year and implementation timeline.
- Please describe your ability to complete the inventory process in two different communities (Helena and Blytheville, AR) both virtual and in-person.

**Cost**

- Proposals must include all costs, including all expenses such as travel, lodging, meals, etc.
- Pricing quotes must remain valid through the end of the 2020-2021 school year.
Section 5 – Evaluation Criteria and Timeline

Timeline

- RFP Issuance or Release Date: August 14, 2020
- Final Day to Submit Questions: August 18, 2020
- Bids/Proposals Due: August 21, 2020
- Award Announced: August 25, 2020
- Protest Period: August 25, 2020 – September 1, 2020

Evaluation Criteria
KDPS intends to select the proposed services and terms that are most advantageous to KDPS. Only proposals submitted by the deadline will be reviewed. After reviewing the proposals, KDPS may choose to interview the top vendors.

Proposals submitted to KDPS will be reviewed by the Managing Director of Finance, Chief Operating Officer, and Managing Director of Regional Operations. Proposals will be evaluated on the criteria identified below.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Description</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Cost of services</td>
<td>30</td>
</tr>
<tr>
<td>Competence</td>
<td>Demonstrate an understanding of our objectives and audience; experience in previously performed asset inventory services with this nature, size, and scope</td>
<td>25</td>
</tr>
<tr>
<td>Completeness</td>
<td>Quality and completeness of the submitted proposal</td>
<td>20</td>
</tr>
<tr>
<td>Timeframe</td>
<td>Ability to meet the proposed project timeline</td>
<td>25</td>
</tr>
</tbody>
</table>

Upon acceptance of all proposals, KIPP Delta will review, score, and select a vendor.

Response to Solicitation
Upon acceptance of all bids/proposals, KDPS will review, score, and select a vendor. KDPS will respond to all vendors in writing with a decision after all proposals are reviewed and scored.

Section 6 – Conditions of Solicitation

KDPS reserves the right, in its sole discretion:

1. to amend the solicitation;
2. to extend the deadline for submitting proposals;
3. to decide whether a proposal does or does not substantially comply with the requirements of this RFP;
4. to waive any minor irregularity, informality, or nonconformance with this solicitation; and
5. to obtain or provide references to other public agencies, upon request, regarding the bidder's contract performance; and
6. Any time before the contract execution (including after announcement of the apparent awardee) to reject any proposal that fails to substantially comply with all prescribed solicitation requirements and procedures.

The release of this solicitation does not constitute an acceptance of any offer, nor does such release in any way obligate KDPS to execute a contract with any other party. The bidder shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the solicitation shall be in writing.
2. KDPS will not be liable for any costs associated with the preparation of proposals.
3. KDPS 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 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. KDPS reserves the right to cancel this solicitation in writing when it is determined to be in the best interest of KDPS.
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 KDPS 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.
8. The applicant shall perform all services as an independent contractor and shall at no time act as an agent or employee of KDPS. No act performed or representation made, whether oral or written, by the applicant to third parties shall be binding to KDPS.
9. The selected bidder “Vendor” agrees to defend, indemnify and hold KIPP Delta, Inc. harmless from any liability or claim for damage because of bodily injury, death, property damage, sickness, disease or loss and expense arising from the Vendor’s arising out of or related to the performance of the Construction Contract. Each Contractor is acting in the capacity of an independent Vendor for KDPS. The Vendor further agrees to protect, defend, and indemnify KDPS from any claims by laborers, subcontractors, or material men for unpaid work or labor performed or materials supplied in connection with the Contract.
10. The selected vendor must protect all property of KDPS (i.e. floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by the
vendor at his/her own expense. At the completion of work, the vendor must remove from the premises all surplus materials and all debris created. The premises must be left in a broom clean and finished condition acceptable to KDPS.

Confidentiality Information:

Bidders 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. Bidders 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.

Section 7 – Bidding Protest Procedures

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract by KIPP Delta may protest to the Executive Director in accordance with procedures established by the Board of Directors.

KIPP Delta’s protest procedures are as follows:

1. The Executive Director has authority from the Board of Directors to settle and resolve a protest of an aggrieved person concerning the solicitation or award of a contract;

2. Any person aggrieved by KIPP Delta’s solicitation or award of a contract shall submit such a protest in writing within seven (7) calendar days after the aggrieved person knows or should have known of the facts given rise to the protest;

3. The Executive Director shall give written notice to all persons involved and give those persons an opportunity to respond to the protest issues in writing;

4. The Executive Director shall issue a written decision to all interested parties concerning the protest. The decision must state the reasons for the action taken;

5. The Executive Director shall promptly notify, in writing, the aggrieved party and any other affected party of the impact of the protest on continuing with the solicitation or award of the KIPP Delta contract pending the resolution of the protest;

6. The Executive Director’s written decision shall address the award of costs with regard to successful protests; and
(7) A decision on a protest under these procedures shall be final and conclusive.
Section 8 – Proposal Transmittal Form

KIPP Delta Public Schools

**Project:** Conduct a District-wide comprehensive physical inventory of KDPS’ fixed assets to help establish a baseline of all KDPS general fixed assets, technology, furniture and equipment

Company name:

Company address:

Primary contact:

Email address:

Phone number:

By my signature below, I hereby represent that I am (a) authorized to bind the applicant to the provisions of the attached Bid/Proposal; (b) 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.

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.

____________________________________________________
Printed Name and Title

___________________________________
___________________________
Signature          Date

**Proposal Due Date:** 05:00PM, AUGUST 21, 2020 Central Standard Time

Electronic copies are acceptable.
KIPP Delta Public Schools
Raven Adams
EMAIL: raven.adams@kippdelta.org; valerie.james@kippdelta.org;
linda.murdock@kippdelta.org
PHONE: 870-714-0087
MAIL: P.O. Box 743 / Helena, AR. 72342
Section 9 – Vendor Profile

Legal Business Name or Entity: ____________________________________________________

Doing Business as: _____________________________________________________________

Nature of Business: _____________________________________________________________

Number of years in operation: _________________________________________________

Veteran owned business? Yes/No

Small-business? Yes/No

Woman-owned business? Yes/No

Minority-owned business? Yes/No

______________________________
Printed Name and Title

______________________________  __________________________
Signature                       Date
Section 10 – Assurances and Disclosures

The winning bidder will also 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.

I, ____________________________________________________ hereby state:

1. I am the duly authorized agent of ________________________________, the Bidder/Vendor 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. I understand that per Section 6.19.2 and Ark. Code Ann 6-23-503(b)2(2), that: “No indebtedness of any kind incurred or created by the open-enrollment public charter school shall constitute an indebtedness of the state of Arkansas or its political subdivisions, and no indebtedness of the open-enrollment public charter school shall involve or be secured by the faith, credit, or taxing power of the state of Arkansas or its political subdivisions.”

4. Neither the Bidder nor anyone subject to the Bidder’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.
5. 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 in the last five years ever been found in violation of the Equal Opportunity Clause? ________ Yes ________ No

3. 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

4. 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

5. 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

6. 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

7. 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

______________________________________________________________________________

Printed Name and Title

______________________________________________________________________________

Signature  Date