



KIPP DELTA PUBLIC SCHOOLS

PO Box 743
Helena-West Helena
Arkansas, 72342
www.kippdelta.org

KIPP Delta Public Schools Request for Proposals

Project: *KIPP Delta Public Schools (KDPS) is soliciting requests for proposals (RFP) from individuals and/or organizations to support the organization's academic services team and provide academic support services. This work will include oversight and support of our Special Education and Literacy teams and oversight and completion of state and federal academic compliance and reporting requirements.*

Release Date: October 22, 2021

Bid/Proposals Due Date: November 11, 2021 by 5:00 P.M

Contact Persons:

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Section 1 – Project Overview and Submission Instructions

KIPP Delta is soliciting proposals from individuals and/or consulting organizations with prior experience supporting districts in strategic implementation support for academic programs, oversight and support of academic teams, and oversight of academic compliance and reporting. 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, November 11, 2021.** Electronic responses should be submitted to the following employees:

1. Megan Stitzinger, Megan.Stitzinger@kipdelta.org
2. Carissa Holsted, Carissa.holsted@outlook.com
3. John Alford, jalford@kip.org

Paper responses will not be accepted.

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 Megan Stitzinger, KIPP Delta, PO Box 743, Helena, Arkansas 72342, (870)714-5940.

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.

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 1,200 students across five schools in Helena and Blytheville, Arkansas.

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.

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

Section 3 – Scope of Work

Description of Requested Services

KIPP Delta has recently undergone several significant leadership transitions and is in the midst of a search for a successor Executive Director (Superintendent). Once the Successor Executive Director has been hired, KIPP Delta will begin a search to backfill the Chief Academic Officer position. We expect these searches to last through the remainder of the school year. During this search period, KIPP Delta wants to ensure that the Interim Executive Director and School Leadership have the supports and resources they need to thrive academically and thus is implementing several supports to ensure KIPP Delta remains academically and operationally excellent.

In addition to leadership transitions, the COVID-19 pandemic has been unlike any other time in our lives and has shifted the way we educate students. It has elevated known gaps, particularly in equity, and created tremendous urgency for an equitable, child-centered strategy. This is especially true for our youngest learners, those with existing achievement gaps, those in rural communities, and those who need additional school-based services. The impact of the pandemic on students will take months, and likely years to address – especially for our most vulnerable students.

Given the transitions and significant challenges inherent as part of the pandemic, KIPP Delta seeks outside experts to partner with the District, to provide Chief Academic Officer type supports through the remainder of the 2021-22 school year. The work will include support of the organization’s academic services team (Special Education and Literacy), oversight of academic planning, and oversight and completion of academic compliance and reporting requirements as needed/requested.

KIPP Delta is soliciting proposals from individuals and/or consulting organizations with prior experience supporting districts in strategic implementation support for academic programs, oversight and support of academic teams, and oversight of academic compliance and reporting. KIPP Delta has a strong preference to contract with individuals and/or organizations who have previously worked in the Arkansas Delta or similar high poverty, rural communities. Similarly, KIPP Delta has a preference to contract with individuals and/or organizations who have worked in the charter space.

Most work can be completed remotely, but we will give preference to individuals and/or organizations who could visit the region monthly or bi-monthly for in-person visits/meetings. We expect this work to take an average of about 20 - 25 hours per month during the course of the contract.

Scope of work:

The provider will perform virtual and/or in-person support throughout the duration of the services provided.

The services provided shall include but not be limited to the following:

- Strategic and programmatic planning and implementation support for academic programs
- Oversight and ongoing support of KIPP Delta’s academic services teams (Special Education and Literacy)
- Completion of academic compliance reporting requirements

The work performed should ultimately ensure that:

- KIPP Delta makes progress towards ambitious academic goals
- KIPP Delta’s Special Education and Literacy teams are supported throughout the transition period
- KIPP Delta remains in compliance on academic reporting requirements.

In an ideal situation, this work would begin no later than January 5, 2022 and conclude by June 30, 2022.

Section 4 – Proposal Requirements

Firm Information

Provide agency’s or individual’s name, address, website, and telephone number. Include name, title, and an 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.
- Describe the unique value or service do you bring to this work, or how you are uniquely positioned to fulfill the scope of the work.
- Please describe your experiences doing similar types of work.

Provide biographies and resumes of key staff and three references from other school districts you have provided similar services to in the past

- Please include resumes for all key staff.
- Please describe the staff’s experience with similar projects and in similar spaces (Charter/Rural/Delta).
- Please provide a list of three references of individuals who can provide references to the quality of the organization’s work in regard to the ability to build relationships with stakeholders; the quality of the support provided, as well as student outcomes at the school.

Work Samples

- Please provide two work samples you feel are similar to or in alignment with the scope of work KIPP Delta is requesting.

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.

Cost

- Proposals must include all costs, including all expenses such as travel, lodging, meals, etc. To be considered, full-scope proposals should come in at or below \$60,000 to be considered.
- Pricing quote must remain valid through the end of the 2021-2022 school year.

Section 5 – Evaluation Criteria and Timeline**Timeline**

- RFP Issuance or Release Date: September 13, 2021
- Final Day to Submit Questions: October 22, 2021
- Bids/Proposals Due: November 11, 2021; 5 p.m.
- Award Announced: November 19, 2021
- Protest Period: November 22 – November 29, 2021

Evaluation Criteria

No proposals will be accepted from organizations without proof that evaluators have cleared employability/background checks. Total cost of scope and quality of materials will be considered during the review and award of the contract. Proposals submitted to KIPP Delta Public Schools will be reviewed by the KIPP Foundation’s Chief Growth Officer, KIPP Delta’s Interim Executive Director, and KIPP Delta Board Advisor. Proposals will be evaluated on the criteria identified below.

Factors	Description	Maximum Points
Cost	Cost of services (proposals greater than \$60,000 will not be considered)	20
Competence	Experience of staff assigned to the project, quality of references, and prior experience working in the Arkansas Delta or similar high poverty communities. Experience working in the charter space.	20
Completeness	Quality and completeness of the submitted proposal. Is the proposal for the full-scope or partial scope of work. Is the organization/individual able to visit the district quarterly?	10
Scope Experience	Experience working on scope of work named above	25
Quality	Quality of submitted work examples	25
	(must equal 100 points)	100

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 bidders contract performance; and
6. Any time prior to 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 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. 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 with respect to 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 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: *Chief Academic Officer Support Services*

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, September 29, 2021 Central Standard Time

Electronic copies are acceptable.

KIPP Delta Public Schools

Megan Stitzinger

EMAIL: megan.stitzinger@kipdelta.org; carissa.holsted@outlook.com; jalford@kipp.org

PHONE: 870-714-5940

MAIL: 514 Missouri Street / 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

Labor surplus area firm? 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:

<https://www.dfa.arkansas.gov/internal-audit/executive-order-98-04/>

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