

Lewis Center for Educational Research
Norton Science and Language Academy



2024-2025

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
EXPANDED LEARNING PROGRAM

DUE DATE AND TIME
April 17, 2024, by 5:00 pm

SUBMIT SEALED QUALIFICATIONS AND PROPOSALS TO:
LEWIS CENTER FOR EDUCATIONAL RESEARCH
Norton Science & Language Academy
230 S. Waterman Avenue
San Bernardino, CA 92408

Phone: (909) 386-2300
Attn: Myrna Foster, Elementary Vice Principal

All prospective proposers are hereby instructed not to contact any Lewis Center staff member other than the noted contact in this RFQP at any time during the RFQP process. Any such contact may be cause for rejection of your proposal.

Interested Parties Shall Only Contact the Lewis Center Representative Stated in this RFQP To Request RFQP Package, Submit Questions, or Request for Information.

Table of Contents

Article	Description
1	School Background and Introductions
2	RFQP Purpose and Goal
3	Program Overview
4	Tentative RFQP Timeline
5	RFQP Contact
6	Sealed Submittals (Information including location)
7	Addenda and Clarifications
8	No Public Opening
9	Public Records Act
10	Terms of Agreement
11	Insurance Requirements
12	Criminal Record Check and Fingerprinting Requirements
13	Tuberculosis Testing
14	Debriefing
15	Statement of Work
16	Proposal Submission Instruction
17	Proposal Evaluation Criteria
	Exhibits
Exhibits 1	24-25 Staffing Projections-Totals 16 Staff
Exhibits 2	Sample of Existing Programs
Exhibits 3	Staffing Projections 2024-2025 Budget
Exhibits 4	Sample of Insurance Agreement
Exhibits 5	Pre-Bid Request for Information (RFI)

1. School BACKGROUND AND INTRODUCTION

The Norton Science and Language Academy hereinafter referred to as the “Owner” or “School”, is a public charter school located in San Bernardino County, in the State of California, and serves a student population numbering approximately 1,200 in grades TK/kindergarten through 12 grade. Currently, the Lewis Center for Educational Research has 2 school sites. For additional information about the school, visit the website at: <https://www.lewiscenter.org/>

2. RFQP PURPOSE AND GOAL

The School’s Expanded Learning Program is looking for a highly qualified firm/s to partner with the Norton Science and Language Academy in providing high-quality Dual Language Immersion programs (Spanish/English) at our site. The various programs and services include but are not limited to:

- Academic enrichment, social, and support program
- Visual and Performing Arts Program (VAPA)
- Health and Wellness Program
- STEM program (Science, Technology, Engineering, and Math)
- Leadership programs, service-learning projects, and civic education
- Multi-Cultural program (Cultures Around the World)
- Assemblies program
- Tutoring Program
- Nutritional Program

The selected partner/s firm must be willing and able to work collaboratively with the Expanded Learning Program and school site. The awarded firm/s will provide staff and substitutes who are qualified to provide academic assistance and educational enrichment in a manner that will encourage regular program attendance, keep students engaged in school and learning, and promote positive leadership and learning habits. The partner firm must agree to uphold and enforce all School and ELOP-mandated requirements.

3. PROGRAM OVERVIEW

We are committed to providing a safe program that delivers students with educational and enrichment activities. These activities should also develop the whole child while inspiring a passion to learn and grow in a variety of areas. NSLA’s Expanded Learning

Program has been in existence since our Program's first grant award in the 2021/2022 fiscal year.

In our current collaborative model, the NSLA employs the After School Program (ASP) Lead.

The facilitator and our school provide the staff, including substitutes, needed to meet the maximum 20:1 ratio for all 1st-6th grades. TK/K will need to meet the maximum 10:1 ratio.

NSLA and its contracted partner agency will work closely together to provide for the students. Monthly collaboration meetings are held between the School and the contracted partner agency. These meetings are an integral part of ensuring ongoing communication, State requirements are being met, and allow the School to plan for upcoming events, problem-solve, and celebrate successes while working to ensure the programs are of the highest quality.

General Service provider requirements include:

Work with elementary-age students (TK-6th Grade) in an after-school program setting.

- Monday - Friday
- Work hours will be 1:30 - 5:30 pm for after-school programs; site dependent.
 1. TK from 1:30 - 5:30 pm
 2. K-5 from 2:50 - 5:30 pm
 3. 6th from 3:24 - 5:30 pm
 4. 7th-8th from 3:24 - 5:30 pm (If room permits)
- Program days will include Fall, Winter, Spring, and Summer Camps. (See Exhibit 4)
 - ❖ Assist with after-school program attendance and nutrition procedures.
 - ❖ Provide weekly communication to ELO-P Administrators and site Administrators (as needed)
 - ❖ Meet virtually, at least on a monthly basis, with ELO-P Administrators
 - ❖ Provide regular staff training on Classroom Management and Program Curriculum
 - ❖ Use Positive Interventions to engage students in the After School Program
 - ❖ Support the social-emotional needs of students through positive interactions & relationships.

4. TENTATIVE RFQP TIMELINE (subject to change by the School):

Event	Date
Respondent Deadline for Written Submittal of Questions (RFI)	March 1, 2024
Schools Last Day to Issue Addenda/Response to RFI	March 5, 2024
Respondent Deadline for Submittal of Qualifications and Proposals	March 8, 2024
School Invited Respondent(s) Interview / Discussions	March 13, 2024
School Issuance of Notice of Intent to Award	April 2, 2024
LCER Board of Education Meeting Authorizing Award of Contract	April 8, 2024
Contract Start Date	July 1, 2024
Program Start Date w/Students	Wednesday, August 7, 2024

5. RFQP CONTACT

QUESTIONS SHALL BE SUBMITTED IN WRITING, VIA E-MAIL, NO LATER THAN March 1, 2024 AT 4:00 P.M. TO:

Annalee Carrillo, Administrative Assistant
Norton Science & Language Academy
(909) 386-2600 ext. 705
E-Mail: Acarrillo@lcer.org

If a proposer discovers any ambiguity or error, such as but not limited to a conflict, discrepancy, omission, or other errors in this RFQP, the proposer shall immediately

notify the School in writing to the attention of Annalee Carrillo at the contact information listed above.

6. SEALED SUBMITTALS

RESPONSE DEADLINE FOR QUALIFICATIONS AND PROPOSALS: March 8, 2024,
NO LATER THAN 4:00 P.M.

All RFQP sealed submittals shall be labeled "RFQP" Program and addressed and delivered to:

Lewis Center for Educational Research
Norton Science and Language Academy
Attn: Annalee Carrillo
230 S. Waterman Avenue
San Bernardino, CA 92408

Note: Norton Science & Language Academy hours are:
Monday through Friday, 7:30 a.m. to 4:00 p.m.

Respondents to this RFQP should mail or deliver one (1) original copy, four (4) Evaluator copies for the School's Evaluation Team in a three (3) ring binder, and one (1) electronic copy (flash drive) that contains all requested materials outlined in this RFQP.

It is the sole responsibility of the Respondent to submit qualifications and proposals no later than the deadline set forth in this RFQP, to the designated location as stated. Late submittals will be rejected by the School. The school's time clock at the submittal location shall be the controlling date and time. No oral, e-mail, electronic, facsimile, or telephonic responses or modifications will be accepted by the School.

The right is reserved by the School to reject any or all qualifications and proposals, to waive any irregularities or informalities not affected by law, to disqualify proposals upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer(s), to evaluate the qualifications and proposals submitted, negotiate at the School's discretion, accept other than the lowest priced proposal, to award a contract to more than one contractor, and to award the contract(s) according to the qualification(s) and proposal(s) which best serves the interests of said School.

All responses shall be firm offers subject to acceptance by the School and may not be withdrawn for a period of ninety (90) calendar days following the deadline for submittal of qualifications and proposals. Responses may not be amended after the due date except with the consent of the School.

7. ADDENDA AND CLARIFICATIONS

If it becomes necessary for the School to revise any part of this RFQP, or to provide clarification or additional information after the response documents are released, a written Addendum will be posted online, where original RFQP documents are posted. It shall be the responsibility of the respondents to inquire of the School as to any Addenda or Clarifications issued. All Addenda issued shall become part of the RFQP.

- ❖ Questions or comments regarding this RFQP (except to inquire about the number of Addenda issued) must be in writing and received no later than the date and time (Pacific Standard Time) specified in the table under “TENATIVE TIMELINE.”
- ❖ WRITTEN QUESTIONS ARE TO BE E-MAILED TO THE SCHOOL’S CONTACT REPRESENTATIVE STATED IN THIS RFQP USING THE PRE-BID REQUEST FOR INFORMATION FORM (Exhibit 5).

8. NO PUBLIC OPENING

Proposals will not be opened publicly, however, a list of the names and companies submitting qualification and proposal packages will be available within a reasonable time after the submittal deadline.

Proposals will be made public and may be inspected one day following the School’s issuance of Notice(s) of Intent to Award. An appointment with the School contact is required due to the volume of documents that may be involved in the request and staffing availability.

9. PUBLIC RECORDS ACT

Responses to this RFQP shall be subject to the provisions of the California Public Records Act. Those elements in each Proposal which are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" may not be subject to disclosure. However, it is incumbent on the Proposer to assert any rights to confidentiality and to seek and obtain a court order prohibiting the release of such information. Under no circumstances, will the School be responsible or liable to the Proposer or any other party for the disclosure of any such labeled information, whether the disclosure is required by law or a court order or occurs through inadvertence, mistake, or negligence on the part of the School or its officers, employees, and/or Contractors.

The Proposer, at its sole expense and risk, shall be responsible for prosecuting or defending any action concerning the information contained in the RFP and shall hold the School harmless from all costs and expenses, including attorneys' fees, in connection with such action.

10. TERM OF AGREEMENT

The School anticipates that the terms of any resulting contract(s) will be for a period of one year, with four (4) one-year renewal options, solely exercisable at the discretion of the School. The School reserves the right to award a single or multiple contracts for up to a maximum five (5) year period.

11. INSURANCE REQUIREMENTS

As part of its proposal, the Proposer shall provide the School with satisfactory evidence of insurance coverage as indicated in the Sample Agreement, (Exhibit 4) included with the RFQP document, and that such coverage is in full force by providing properly executed Certificates of Insurance. Or, if the Proposer will obtain the required insurance coverages prior to issuance of the executed contract, a letter issued by the Proposer's insurance agent or broker may be used to demonstrate satisfactory intent to provide coverage. However, properly executed Certificates of Insurance indicating the required coverages are in full force must then be provided prior to receipt of the fully executed contract.

12. CRIMINAL RECORD CHECK AND FINGERPRINTING REQUIREMENTS

The contracted firm shall comply with the requirements of California Education Code sections 44237, 35021.1, and 35021.2, including, but not limited to, obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for contracted firm's employees. Volunteers who provide service related to the Program and have contact with School students shall utilize check in the front office. The School will provide information to assist the contracted firm(s) with requests and coordination of volunteer clearance. The contracted firm agrees that the contracted firm's employees and volunteers, unless the contracted firm determines that the volunteers will have limited contact with School students, shall not come in contact with School students until CDOJ/FBI or Lewis Center Clearance. *The contracted firm shall certify in writing to the School that none of its employees, and volunteers, unless awarded, firm determines that the volunteers will have limited contact with School students, who may come into contact with the School students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or*

(j). Clearance certification shall be submitted to the School pursuant to the requirements of the School. In addition, the awarded firm shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Volunteers under the Program shall comply with School requirements for clearance. The volunteer shall provide a valid California Identification card or Driver's License to enter the premises.

13. TUBERCULOSIS TESTING

Contracted firm(s) and/or contracted firm(s) current and subsequent employees providing Services to the School agree to undergo tuberculosis screening and to submit written verification of negative results for tuberculosis prior to commencing Services.

14. DEBRIEFING

Debriefing requests must be received by the School within five (5) business days after issuance of the Notice of Intent to Award, to the attention of Mr. David Gruber, Chief Business Officer, as listed on the cover page of this RFQP. No debriefing shall take place until after Contract execution. Requests for debriefings must be submitted in writing and shall be confined to a discussion of the Proposer's Proposal and its advantages and disadvantages in relation to the requirements of the RFQP. The debriefing shall not include point-by-point comparisons of the debriefed Proposer's proposal with those of other Proposers. Moreover, the debriefing shall not reveal any information prohibited from disclosure.

15. STATEMENT OF WORK

Proposers shall provide qualifications and proposals aligned with the School's current Expanded Learning Program a Program Overview and, at a minimum, the submittal requirements of this RFQP, inclusive but not limited to, the following:

a. Outline for Proposers Interested in Submitting an Expanded Learning Program Proposal

- ❖ If Proposer is interested in submitting a proposal to partner with the School, the following information must be provided:

1. Company Information: Provide a brief description of the proposing firm and include a brief history of the firm; corporate headquarters' address, number of years the organization has been in business; type of organization - whether a non-profit or profit corporation, partnership, sole proprietorship, etc.; type of services it provides; major customers or its client base; and number of employees.

2. Qualifications and Experience: Provide information about your organization related to specific qualifications, experience with running Expanded Learning Program, and how

your organization can assist Norton Science and Language Academy in ensuring we are providing high-quality programs. Provide area(s) of specialty (if applicable), awards, commendations, and a list of current client programs.

3. Services and Costs: Specify a detailed breakdown of the costs for your services. The following documents are included as Exhibits to assist with providing costs:

- a. Exhibit 1 – 24-25 Staffing Projections-Totals: Chart which provides the number of students the Program serves annually, inclusive of the number of staff required to meet the maximum 20:1 ratio requirement.
- b. Exhibit 2 - Sample Existing Programs: Provides sample of current existing programs
- c. Exhibit 3 - Proposal Form: Proposers will complete this form with the cost of the proposer's program.

4. In-kind Match: Provide information on in-kind services, products, etc. (i.e. community engagement activities, student incentives).

5. Disclosure of Litigation: Each Proposer (and each subcontractor/joint venture partner included in the Proposer's Proposal) shall include a complete disclosure of any criminal case, civil litigation, arbitration, or proceeding to have a potential financial impact that would affect its ability to perform, to which it is a party and which is pending or was concluded within one year from the date of this RFQP. THIS REQUIREMENT IS A CONTINUING DISCLOSURE REQUIREMENT. Any such litigation, arbitration, or other proceedings commencing after the submission of a Proposal shall be disclosed in a written statement to Annalee Carrillo, Administrative Assistant within thirty (30) calendar days of its occurrence. Details of settlements that are prevented from disclosure by the terms of the settlement may be annotated as such.

16. PROPOSAL SUBMISSION INSTRUCTIONS

1. Format Requirements:

- a. Ink or Typewritten. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out, and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.
- b. Signature Verification. To be considered for award, each proposal must be signed by an authorized representative who can legally and contractually bind your firm.

- c. Proposal Documents. Failure to completely execute and submit the required documents before the bid submittal deadlines will render a proposal nonresponsive.
- d. Formation of Contract. A signed and complete proposal from the company or other eligible public agency shall constitute a binding contract.
- e. Informed Respondent. Your firm and authorized representative will be responsible for being fully informed as to the conditions, requirements, and specifications before submitting qualifications and proposals. Failure to do so will be at your firm's own risk, and relief cannot be secured on the plea of error

2. Content Requirements:

One (1) original five (4) evaluator copies of the qualifications and proposal shall be submitted in the format as detailed herein. It is critical that all responses follow the same format to allow equal and fair evaluation of each response. Responses should be limited to forty (40) pages (not including the Table of Contents, Cover Letter, and Financial Statement) and shall include:

- a. Table of Contents:

- The table of contents of the proposal should include a clear and complete identification of the materials submitted by tab section and page number.

- b. Section Tabs:

- Proposals should be divided by tab sections according to items in the index, to assist the evaluating team in identifying items and information submitted with the proposal.

- i. Tab 1: Cover Letter

- A signed letter of interest (no more than two (2) pages), stating the Respondent's interest and company overview related to providing collaborative and comprehensive afterschool program services as outlined in the RFQP.

- ii. Tab 2: Collaborative Program Proposal

- Provide information on the Expanded Learning Program Proposal

- iii. Tab 3: Insurance

- Each Proposer shall submit evidence of insurance coverage as indicated in Exhibit 4 Sample Agreement, with submittal.

- iv. Tab 4: Proposal Form (Exhibit 3)

- v. Tab 5: Financial Statement

Each Proposer shall submit a summary of assets and liabilities on the basis of available financial statements (audited or reviewed – not compiled)

Financial information has no page limit.

Financial Statements should be submitted in a separate sealed envelope, with *the Proposer's* submittals, and marked confidential "Financial Statement." The School handles Proposer Financial Statements with confidentiality

17. PROPOSAL EVALUATION CRITERIA

1. The School will evaluate qualifications based on the scoring criteria outlined in this section.
2. Respondents who are not actively engaged in providing services of the nature proposed in their response to the RFQP and/or who cannot clearly demonstrate to the satisfaction of the School their ability to satisfactorily perform the work in accordance with the RFQP requirements will not be considered.
3. Respondents who do not meet the minimum requirements of this RFQP will not be considered.
4. Discussions may be conducted with Respondents who submit qualifications determined to be reasonably acceptable for being selected for award.
5. From the period beginning on the date of the issuance of this RFQP and ending on the date of the award of the contract, if any, no person, or entity responding to this RFQP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQP, the evaluation or selection process or the award of the contract(s) with any member of the School's Governing Board of Education, selection committee members, or with any employee of the School, except for clarifications and questions submitted to the official contact described herein. Any such contact shall be grounds for the disqualification of the entity submitting a response.
6. The School shall be the sole judge of the qualifications and services to be offered, and its decision shall be final.

7. Scoring Criteria:

	Criteria	Max Points
a	Fee Proposal	35 Points
b	<i>Program Components: Clear and concise, sufficient staffing and/or resources, Financial statement, Program feasible and aligns with School goals.</i>	20 Points
c	Firm Experience: Qualifications and experience in providing similar types of Programs, collaboration with School and community groups, collection of various data, and reporting related to Program requirements.	20 Points
d	Qualifications of Management and Staff: The extent of education, qualifications, and experience of staff, Proposer's training programs for staff, staff retention.	20 Points
e	Proposed Additional Services: Services that may provide further enhanced Academic and Enrichment requirements and needs of the School Program	5 Points
	Max Total	100 Points

