



## Request for Proposal – Before and After School Program

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### **Universal Academy Request for Proposal Before and After School Program**

For

Universal Academy-Irving  
2616 N. MacArthur Blvd  
Irving, Texas 75062

Universal Academy- Coppel  
1001 E. Sandy Lake Road  
Coppel, Texas 75019

***Submission Due Date: March 30, 2018*** Universal Academy invites qualified contractors to submit a proposal to operate before (AM) and after school (PM) programs for Universal Academy campuses located in Irving and Coppel. Copies of the RFP are available on the Charter School's website, [www.universalacademy.com](http://www.universalacademy.com). Proposals may be delivered in person or by USPS to The Fuller Law Group PLLC, 2000 E. Lamar Blvd, Suite 600, Arlington, TX 76006-7361. All proposals must be received by 3:30PM CST to be considered a responsive proposal. The charter school reserves the right to extend this deadline by providing a written addendum to the Request for Proposal.

***Proposals submitted by facsimile or electronic mail will not be considered.***

### **Request for Proposal (RFP Invitation)**

Universal Academy requests proposals for both a before (AM) and after school (PM) program for Universal Academy campuses located in Irving and Coppel. The initial period for this contractual arrangement will be for one year, beginning September 1, 2018 with two additional option years potentially extending the contract through July 30, 2020. Universal Academy desires a supervised schedule of educational activities and before/after school care for children for those families requiring such a service. The elements of the desired educational activities are discussed within the Program Requirements section. Contract award will not be based upon lowest bid but will be made upon best perceived value to the school district, students and families utilizing the program.

The school district will provide space for the program at both Universal Academy Schools for an annual rental fee of \$2000 for each location. Of the total \$4000 annual rental fee, \$2000 will be payable to Universal Academy by November 1 and \$2000 payable by April 1 of each program year. The space to be made available to the program will consist of the gymnasium, to be determined classroom space, and the playground at each of the schools. Other facilities, such as the Library /



Computer Lab may be available to the program upon approval by the school's principal. The number of children participating in the program cannot exceed 250 students approved by the school's principal. At the discretion of Universal Academy, the program may be renewed for up to 2 years provided mutually agreeable terms can be arranged.

## **Request for Proposal - Before and After School Program**

The Contractor would be solely responsible for the program's content and activities and would need to provide a certificate of insurance in the amount of One Million Dollars (\$1,000,000.00), naming Universal Academy as an additional insured – primary coverage, during the complete term of the agreement. In addition, the Contractor would need to provide a copy of their child care program license and will be required to operate the program in accordance with Texas Department of Child Care Licensing rules.

Responses to the invitation are to be addressed to:

The Fuller Law Group PLLC

Attn: Thomas A. Fuller

2000 E. Lamar Blvd

Suite 600

Arlington, TX 76006-7361

The Contractor's response to this invitation can be delivered personally or by USPS no later than 3:30PM on March 30, 2018 and must remain valid for 60 days. The envelope must be marked in the lower left-hand corner with the following notation:

RFP –School Before and After School Program

Proposal openings will not be public. While price will be a substantial factor in awarding the contract for services, Universal Academy expressly reserves the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit to the users. The response must include your proposed program flyer including hours of operation, program registration and rate sheet information as well as a listing of program activities. You are also requested to comment upon the Program Requirements section indicating which (if any) of the listed requirements would not become part of your proposed program.

### **Program Requirements**

#### **After School Program**

The following are the requirements we are looking for in an elementary school After-School Program.

1. The after school program will provide a structured activity time.
2. The after school program will provide numerous opportunities for students to increase their level of understanding of academic-based concepts and recreational activities in order to develop academic, personal and social skills, including:



- a. Homework help and mentoring
- b. Literacy programs and projects such as storytelling, drama and writing
- c. Integrate arts, including arts and crafts, music and movement
- d. Sports and recreational activities
- e. Games and activities that are fun and challenging

- f. Offer engaging and interesting learning workshops
- g. Community service activities

## **Request for Proposal – Before and After School Program**

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- 4. The staff should be qualified and alert in their supervision.
  - a. According to the 504 regulations dealing with school involvement in programs, the program must be able to meet the needs of students with disabilities.
  - b. Minimum of three (3) Certified Teachers with Texas Certification.
  - c. Instructional models: Problem Based Learning and Project Based Learning
- 5. The program should have professional and trained staff that interacts and engages with children.
- 6. The program should maintain a cooperative and supportive attitude and a structured environment.
- 7. Program must maintain regular contact with parents to involve them in their children's after-school learning through newsletters, reports, and informal conversations with parents as they arrived to pick up their children.
- 8. The program will run from the end of the school day until 6:00 PM.
- 9. Program will be open: Monday –Friday, Two(2) Saturdays per month and all major holidays
- 10. Staff ratio per student must follow TX Department of Childcare licensing policies.
- 11. See Sample programs:

### **Before School Program**

#### **Sample Program Schedule**

7:00	Arrival table games and arts activities
7:45	Group Activity
8:00	Clean-up and dismissal to school staff.

### **After School Program**

#### **Sample Program Schedule**

3:30–4:00	Snack & Break
4:00–4:30	Homework Help and Activity 1
4:30–5:00	Homework Help
5:30–6:00	Tutoring and Activity

### **Questions Regarding the RFP**

Questions about the RFP, its content, proposal format or any other question deemed necessary to submit a responsive proposal must be submitted by March 16, 2018, in writing to:

The Fuller Law Group PLLC  
Attn: Thomas A. Fuller  
2000 E. Lamar Blvd  
Suite 600  
Arlington, TX 76006-7361

### **Contract Award**

After a review of qualifications based upon the requirements contained within this RFP and the successful completion of fee and contract negotiations, a recommendation for award of the contract will be made to Universal Academy School Board. Universal Academy reserves the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit to the users. The Charter School reserves the right reject any and all proposals or to accept other than the lowest priced proposal, and to waive any informalities, omissions, excess wording, or technical defects found within submitted proposals, if in the opinion of the Charter School, such action would be in their best interest. The Charter School reserves the right to accept all or part of any submittal or to cancel in part or in its entirety this RFP.

This Request for Proposal does not commit Universal Academy, the Superintendent of Schools, Universal Academy School Board, the Business Office, the evaluation committee or any other person to pay costs incurred in the preparation and submittal of a proposal and does not commit the Charter School to procure or contract for materials and services.