

Request for Community Partnership Proposal (RFCPP)

Issued by:
Port Angeles School District
216 East Fourth Street
Port Angeles WA 98362

Proposals relative to the above will be received by email as a single PDF file to kacker@portangelesschools.org until **4:00 p.m. on Monday, July 8, 2019.**

ANNOUNCEMENT

The Port Angeles School District is looking for non-profit partners in education to share space at the district's administrative building located at 905 W 9th St, Port Angeles, WA 98363.

SUBMISSION OF PROPOSAL

One (1) electronic copy, including any required documentation must be received by the PASD no later than **Monday, July 8, 2019, at 4:00 p.m.** Each response and accompanying documentation shall be by email to kacker@portangelesschools.org in a PDF format.

This RFCPP does not commit the Port Angeles School District to award any contract or to pay any costs incurred in the preparation or delivery of the response. PASD may ask for additional information from any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification.

Please direct any questions to:

Kira Acker
Director of Finance and Operation
360-565-3755
Email Address: kacker@portangelesschools.org

Summary and Background

The Port Angeles School District seeks proposals from non-profit community agencies to rent space at the Lincoln Center located at 905 W 9th St Port Angeles WA 98363. The monthly cost per square foot will be \$1.00. This will include all costs, including custodial services, associated to this space with the exception of communications (phone and internet). Partners will be able to access common space (kitchen, professional development rooms, conference rooms, etc.) at no additional costs. Please note: These common spaces will need to be scheduled accordingly.

To be eligible for consideration in this process, all proposals must:

- Establish alignment to the District's strategic plan and vision for the future of the Lincoln Center.
- Support educational opportunities for students and families.
- Demonstrate strong partnerships in the community.
- Articulate a clear plan for the space needed at the Lincoln Center.

Potential partners would share, in whole or part, similar core beliefs and goals outlined below in the District's strategic plan:

Focus Area #1-Powerful Teaching & Learning

Goal #1:

All students will graduate college, career and life ready with 21st century skills which include creativity, innovation, critical thinking, problem solving, communication, collaboration, and strong information and media literacy.

Goal #2:

All staff model and teach 21st century knowledge and skill to improve rigorous student learning in a complex, ever-changing and interconnected world.

Goal #3:

Implement systems of support to ensure equity and access for all student to develop social and emotional competences that enable them to be self-aware and build healthy and productive relationships.

Focus Area #2-District Culture

Goal #1:

Promote a safe, health affirming and welcoming learning environment

Goal #2:

Celebrate success through broad based, varied media

Focus Area #3-Family and Community Engagement

Goal #1:

Create and promote a system that facilitates open and accessible communication between family, staff, students and the community.

Goal #2:

Provide opportunities for families to support students learning.

Goal #3:

Support student success and family engagement by building partnerships with community organizations.

Focus Area #4- Facilities

Goal #1:

Operations-The workforce is fully supported, highly performing, professional, and demonstrate proficient competency with an emphasis on continued support of the staff, students, and community that use Port Angeles School District facilities.

Goal #2:

Safety-Provide safe warm and dry facilities for the staff members, students and community which support powerful teaching and learning.

Goal #3:

District Facilities-Support existing infrastructure and enhance district facilities with new construction. Support lowering class sizes to create the best learning environment for students.

Proposal narratives and associated documentation may be submitted for consideration, in accordance with the requirements set forth in this RFCPP.

Proposal Guidelines

Proposals may be submitted by email to kacker@portangelesschools.org

Submissions may be addressed to the PASD Superintendent, Martin Brewer.

Emailed submissions should be in the form of a single PDF file, inclusive of the response and all accompanying documentation.

Submissions will be accepted until 4:00 p.m. PST on Monday, July 8, 2019. Any proposals received after this date and time will not be accepted or considered. Proposals must include a statement from an appropriate agent or representative of all participating organizations, certifying their agreement to participation in the RFCPP and commitment to fulfilling the partnership if selected.

Contract terms and conditions will be negotiated upon selection of the winning response to this RFCPP, and are subject to all requirements of federal, state, and local laws, as well as applicable policies of the School Board. This RFCPP does not commit the School Board to award any contract, nor to pay any costs incurred in the preparation or delivery of the response. PASD staff may request additional information from any and/or all applicants, including original copies of any required certification statements, as may be necessary or appropriate for purposes of clarification.

No director, employee, or agent of the applicant shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the agreement, or enter into any non-consumer business arrangement with any director, employee representative of the District, other than as a representative of the District, without prior written notification thereof to the District. Any representative(s) authorized by the District's Superintendent may audit all records of the applicant, that pertain to the District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

The District reserves the right to reject any or all proposals and to not make an award. The award of the contract, if made by the District, will be made to the qualified applicant submitting the most satisfactory proposal based on the criteria listed under "Written Narrative and Evaluation Criteria", if it is to the District's best interest to accept such a proposal.

RFCPP Timeline

All proposals in response to this RFCPP are due no later than **4:00 p.m. PST on July 8, 2019**. The evaluation process will be completed and the Superintendent will forward a final recommendation to the School Board for its consideration at the July Board Meeting. Partners will be able to move into the facility by mid-August through October.

Written Narrative and Evaluation Criteria

Proposals will be reviewed and scored for responsiveness to the specific requirements of this RFCPP, as well as reviewed by PASD administrative staff. The PASD reserves the right to refuse to award any proposal which is deemed not be in alignment with the School District's mission and vision.

Evaluation rubrics will include the following components:

- Overall quality of the proposal
- Alignment with the educational purposes of PASD and the facility.
- Demonstrated community support for the proposed use(s)

The evaluative rubric to be utilized in scoring all responses to this RFCPP is provided below.

Category	Details	Total Maximum Points
Alignment to Strategic Plan	Overall quality of the proposal, and alignment with the District's vision including: <ul style="list-style-type: none">• Fidelity to School Board strategic plan.• Ability to demonstrate commitment to Port Angeles Community.	75 points
Commitment to the Partnership	How long of a partnership is expected by the non-profit.	10 points
District ability to meet the proposed facility needs.	How well does the need of the potential partner fit with the space available?	10 points
Why the Lincoln Center?	Provide a reason why the Lincoln Center and the Port Angeles School District interests your organization.	5 points

PROPOSAL COVER SHEET & CERTIFICATIONS

Title of Proposal	
Name of Submitting Organization (Lead Partner)	
Address of Lead Partner	
Primary Contact	
Telephone	
Email	
Lead Partner Agent or Authorized Representative (if different)	
Telephone	
Email	

Answer the following on a separate sheet of paper:

- Alignment to strategic plan
- Commitment to partnership
- Description of space needed
- Why you want to join the Port Angeles School District Team

By my signature, I affirm that

- I am an authorized representative of the above-named lead partner organization,
- This submission represents the original proposal of this organization and its partners,
- All information contained herein is true, accurate, and complete to the best of my knowledge, and that of any partnering organizations and
- If selected, the organization will in good faith participate in the partnership as described herein.

Signature: _____ Date: _____