

VIBES PUBLIC CHARTER SCHOOL

REQUEST FOR PROPOSAL  
FOR  
PROVISION OF EDUCATIONAL SERVICES AT:  
VIBES PUBLIC CHARTER SCHOOL  
(DBA Kids Unlimited Academy)

RFP # 20-001-01  
VIBES PUBLIC CHARTER SCHOOL  
MAIN OFFICE  
821 N RIVERSIDE AVE  
MEDFORD, OR 97501

Due Date & Time

Tuesday, February 16, 2021 at 2:00 PM

I. Introduction

VIBES Public Charter School (“VIBES”) invites interested community-based organizations and other entities to submit proposals to provide on-site education services and programs to VIBES Public Charter School.

School to be served:

VIBES Public Charter School

821 N Riverside Ave

Medford, OR 97501

The purpose of the program is to deliver a high-quality academic program for VIBES Public Charter School. We seek an organization with experienced educators and a track record of running high-performing educational programs for students of poverty and students of color in an environment where over 52% of students are English Language Learners and/or Special Education students, improving academic performance, particularly in the fields of Mathematics, English Language Arts, and Science. VIBES Public Charter School has a dedication to Science, Technology, Engineering, Arts & Mathematics (STEAM) and to providing other enriching opportunities that give students a well-rounded experience. VIBES Public Charter School values diversity and relationships and believes in working tirelessly to meet the complex needs of our students and families. Currently we are a school-wide Title I school with approximately 33% of our students coming from migrant households. The VIBES Public Charter School operates – and requires coverage at an 11:1 student to staff ratio – from 7:30 a.m. until 5:30 p.m. daily. At least one individual must be responsible for students who may arrive prior to 7 AM and may be picked up after 5:30 PM. VIBES Public Charter School is dedicated to providing 30% more instructional time each year than the Medford School District with the understanding that even our kindergarteners are coming to school behind their peers who are in schools with students from affluent families where the primary language is English.

VIBES intends to enter into a five (5) year Personal Services contract beginning July 1, 2021. The contract will also contain a provision whereby either party can terminate the contract in the event of a breach by the other party that is not timely cured after written notice of such breach, and it shall also provide that VIBES can unilaterally terminate the contract for the convenience of VIBES with not less than 60 days prior written notice.

Once awarded, VIBES will expect the provider to work directly with the VIBES Board of Directors, which includes educators, community leaders, as well as parent representation. As the Board of Directors of a public charter school, the VIBES Board retains authority

for the content of curricula. It is also the responsibility of the VIBES Board to provide procedural safeguards to affected members of the public in relation to those aspects of the school's operations that constitute the governmental function of providing a public education.

VIBES Public Charter School will have 470 students between Kindergarten through eighth grade for the 2020-2021 school year. During the 2020-2021 school year, VIBES Public Charter School will work with the Medford School District to review the current contract and may request additional students for the 2021-2022 school year. The proposer must always be prepared to adhere to all aspects of the charter contract and the charter proposal (both attached).

Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Special production such as bindings, colored displays, and promotional material are not necessary; however, the proposer should be prepared to present to a selection panel onsite at the school offices. Emphasis should be on completeness and clarity of the content.

Proposals shall be firm for a period of thirty (30) days after the closing date. Each of the responding proposers may withdraw their proposal if it has not been accepted within thirty (30) days from the RFP closing date.

The award of this contract will be made by VIBES based on the proposal which, in VIBES's sole and absolute judgment, will best serve the best interests and needs of VIBES. VIBES reserves the right to accept or reject any or all the proposals and waive any informalities and irregularities in said proposals.

All submittals in response to this RFP are public records and available for inspection and copying upon request. Any confidential portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.

All proposals must provide the information requested in Section IV, Proposal Submission Requirements. Failure to respond to any or all requested information may result in disqualification by VIBES.

## **ADDENDA**

Any changes and/or addenda to this solicitation will be emailed to all bidders.

## II. Timeline

### **ACTION**

Issue RFP: January 4, 2020

Final Questions Due: February 12, 2021

Last Addenda Issued: February 12, 2021

Proposals Due: February 16, 2021

RFP Committee to Review Proposals: February 16-23, 2021

Notice of Intent to Award: No later than March 1, 2021

*VIBES reserves the right to deviate from this schedule.*

### III. RFP REQUIREMENTS

- A. Program Elements The school has multiple required elements, in addition to providing a safe, secure, and supportive environment for students, academic instruction as well as enrichment and physical fitness activities. The academic program must be in alignment with the VIBES Public Charter School Proposal, the State of Oregon's Common Core Curriculum, and the direction of the VIBES Public Charter School Board at all times.
1. Academic Instruction. School programs must include the delivery of academic instruction including but not limited to classroom instruction in math, reading, writing, science, social studies, and physical education as well as meeting all state requirements for approved curriculum, minimum numbers of hours, homework support, tutoring, and/or other academic intervention programs;
  2. Enrichment and Physical Fitness. The school's extended day programming must provide an enrichment element that offers participating students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program. Proposed enrichment programs may include, but are not limited to, mentoring opportunities (with cross-age peers and business and community partners), art, music, computer and technology training, youth development, physical fitness, games and activities, recreational activities, developmental youth sports leagues or camps, leadership and entrepreneurial skill development, and character education programs.
  3. Food Program. The school provides breakfast and lunch and dinner for all students. The Vibes is committed to serving meals prepared fresh using high quality ingredients. Successful bidders must provide a plan for a food program for the students.
  4. Location. The successful bidder must have a building, or buildings, with sufficient room for classrooms, extracurricular spaces, cafeteria and office space for the students of the school.
  5. Emergency Planning. The successful bidder must have an emergency plan to allow for remote learning when necessary. Southern Oregon is subject to wildfires that can leave students without a home and potentially leave families without a means of transportation. The emergency plan should, among other things, provide for remote learning for students who are unable to attend school in person due to emergency situations. It is not VIBES intention to provide remote learning at all times.
- B. Staff Requirements
1. The school will have 470 students during the 2020-2021 school year. Our student demographic assumptions are, based on historical data, that 52% of the students will be English Language Learners, 95% will be economically disadvantaged, 75% Latino, 5% other students of color, 20% white students; and 13% of all students will have IEPs. The successful bidder must be prepared to meet those needs. In all cases, it is preferential that staff be bilingual and that the diversity of the staff reflects the diversity of the students as closely as possible.
  2. The School seeks the contractor to source the following positions, all of which are categorized as providing Personal Services: Director of Academics/School Leader (1.0 FTE); Director of School Culture (1.0 FTE); (either the Director of Instruction or the Director of School Culture must be bilingual in English & Spanish); Director of Media and Print Services (.5 FTE); Director of IT (.5 FTE); Director of Finance (.5 FTE); Director of Human Resources (.5 FTE); Office Manager (.5 FTE); Elementary Teachers (12.0 FTE); ELL Teachers (2.5 FTE, ~2 FTE must be bilingual in English & Spanish); Behavior Specialists (3.0 FTE); Art Teacher (1.0 FTE); PE Teachers (2.5 FTE); Music/Drama Teacher (1.0 FTE);

Middle School Teachers (7.0 FTE); Floating Teacher (1.0 FTE); Kindergarten Classroom Assistants (2.0 FTE); Schoolwide Aides (6.0 FTE); Extended Day Aides (2.0 FTE); Playground Support (1.5 FTE), Extended Day Coordinator (1.0 FTE); Volunteer Coordinator (.5 FTE); Administration & Parent Communications Staff (4.0 FTE, 50% must be fluent in Spanish & English & fluent translators and interpreters); Janitorial staff (2.0 FTE) (preference for bilingual in English and Spanish)

3. The successful bidder must have the appropriate license, if required, to operate the program. The bidder must employ not less than two individuals with Oregon administrator licenses and ensure that at all times of the school year, and all times of each instructional day, there is at least one licensed administrator on site.
4. The Director of Academics must be a licensed administrator and have a master's degree. The Director of School Culture must have a master's degree, and either be a licensed administrator or licensed counselor. Director of Media and Print must have at least 5 years of relevant experience. The Director of IT must have at least 5 years of expertise in the field of Information Technology with specialization in schools, have experience supervising others, and have a diverse working knowledge of IT. The Director of Finance must have at least ten years of experience with non-profit and government accounting, bookkeeping, and finance. The Director of Human Resources must have 5 years of experience in the non-profit sector and a current HR certification such as SHRM-CP or PHR. The Office Manager must have 5 years of experience in non-profit office management.
5. All teaching staff who provide direct supervision to students must meet the following minimum qualifications:
  - a. A bachelor's degree, a current and valid Oregon teaching license.
6. All support staff who provide direct supervision to students must meet the following minimum qualifications:
  - a. A high school diploma or its equivalent and meet one of the following three requirements:
    - i. Has completed at least two years of study or 48 college units at an institution of higher education
    - ii. Has at least two years of experience in this field of service
    - iii. Has obtained an associate's or higher degree
7. Finger Printing Clearance, Background Check and Child Abuse and Neglect Reporting Act – Proposers must certify compliance with:
  - a. Child Abuse and Neglect Reporting Act guidelines for Mandated Reporters as required by Oregon law:
  - b. Fingerprinting and background checks for all employees, contractors, agents, and volunteers before they have contact with any District students
  - c. Pre-Employment Drug Screen

IV. The Proposal Submission

A. Number of Copies of Submission Required

Submit an original and five (5) copies, as well as one USB flash drive. The Bidder's submission shall be placed in an opaque sealed envelope conspicuously marked: "20-001-01 Proposal for Educational Services at VIBES Public Charter School"

B. Deliver or Mailing of

Submissions to:

VIBES PUBLIC CHARTER SCHOOL

Attn: Michelle Blum Atkinson, President of the Board of Directors  
821 N Riverside Ave  
Medford, Oregon 97501

C. Date and Time for Receiving Submissions

Proposals shall be received no later than 2:00 p.m. PDT, on Feb 16, 2021. Proposals submitted after this date and time will not be accepted or considered. Fax and emailed proposals will not be accepted.

D. Proposal Presentation

The proposal should have a title page which lists all contact information. At least one proposal must indicate the acknowledgement of all addenda and bear an original signature signed in blue ink and dated by the Provider or a representative legally authorized by the Provider.

The proposal must succinctly and clearly address the following:

1. Describe your history, vision, and philosophy. Indicate the number of years you have provided services like those requested in the RFP. Describe your organizational structure. Provide your organizational chart.
2. Describe your organization's qualifications and experience providing services in the field of education.
3. Proposal shall have the name, title, and qualifications of the proposed individual in its organization who will coordinate or be the supervisor of the program
4. Provide a sample daily schedule.
5. What is your initial financial investment in equipment and materials?
6. What other services can you provide that will be of benefits to Vibes? (examples include preschool programming, food program, etc.)
7. Describe methods used to communicate with parents of children in your care.

8. Describe how you provide school information to teachers, administrators, administrative assistants, outside providers (nursing, after school, counselors), and the school board.
9. Describe the safeguards you take to protect student and family confidentiality.
10. Describe in detail your plan to address the needs of English Language Learners at VIBES Public Charter School.
11. Describe in detail your plan to work with the Medford School District 549c to address the needs of Special Education students at VIBES Public Charter School
12. Describe how you will collaborate and communicate with the VIBES Public Charter School board.
13. Describe your supervision plan and the method used to account for and track the whereabouts of each student in the program at all times.
14. Describe how you will incorporate diversity into your educational program.
15. Provide all relevant insurance verification, including a dollar value to which your company is covered. What types of insurance do you offer?
16. Send a proposed calendar for the year and a weekly schedule of classes and activities for all grade levels from 7:30 a.m. until 5:30 p.m. daily.
17. Describe staff training and resources available to deescalate disputes and resolve differences and conflicts between students, and between students and adults, and between parents and staff members.
18. Proposal shall include a staffing plan:
  - a. What are the required qualifications for each staff member/position involved with the program?
  - b. What are the qualifications of staff already on board or accessible to your organization to implement this program?
  - c. What staffing ratios will be employed?
  - d. What will your leadership structure be?
  - e. What kind of training program do you have in place for staff members—both initial and ongoing?
  - f. Do you intend to hire any individuals who are currently providing services at VIBES Public Charter School? If so, define that process.
  - g. What will your wage scale and benefits level be?
  - h. What will your target percentage for bilingual or multilingual staff members be?
  - i. What are your diversity targets for staffing as a percentage of overall staffing?
19. Proposed Program Budget: Draft a budget addressing how you will utilize the resources in this contract and any other resources to fundraise or to procure funds for the services you will provide at the school.
20. Food Program
21. Location of the School Building and any lease terms
22. Emergency Plan

Questions, interpretation, or clarifications of this RFP must be requested in writing. All questions should be directed to Michelle Blum Atkinson. All questions are due by 4:00 p.m. on Monday, February 12, 2021. Send questions to [mblumatkinson@kuaoregon.org](mailto:mblumatkinson@kuaoregon.org).

The Intent to Award will be issued electronically through email, **no later than** 4:00 p.m. on March 4, 2021.

E. Insurance

During the term of this contract, the Contractor shall maintain in force, at its own expense, each type of insurance noted below:

1. The agency of contractors with one or more workers, as defined by ORS 656.027, must have Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
2.  Required by Agency  Not Required by Agency.  
Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 each claim, incident, or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this contract.
3.  Required by Agency  Not Required by Agency.  
General Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 each occurrence, \$4,000,000 for multiple claimants, for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the State of Oregon, VIBES Public Charter School (Agency) and their divisions, officers, and employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.
4.  Required by Agency  Not Required by Agency.  
Automobile Liability insurance with a combined single limit, or the equivalent, of not less than Oregon Financial Responsibility Law (ORS 806.060), \$2,000,000 each accident or \$4,000,000 for multiple claims, for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
5. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to VIBES Public Charter School (Agency).
6. Certificates of Insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to VIBES Public Charter School (Agency) prior to its issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to State acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the State. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance.

V. MINIMUM QUALIFICATIONS

1. Any proposer must have at least five years of experience and have the demonstrated ability to provide educational services in the State of Oregon, preferably in southern Oregon;
2. Demonstrated experience in servicing public sector accounts of equal size, complexity, and scope;
3. VIBES Public Charter School is an Equal Opportunity Employer. Each service provider must comply with federal, state, and local Equal Employment Opportunity requirements.

VI. SELECTION PROCESS:

1. Each proposal received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.
2. VIBES reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.
3. Proposals will be evaluated by a review committee. Proposers may be invited to an interview as part of the evaluation process at the discretion of the review committee. Proposals will be reviewed and evaluated based on the following evaluation criteria:
  - a. The quality and clarity of the program description (25 points)
  - b. Experience of the Provider in delivery of high-quality educational programs and in making a positive impact on the communities served (25 points)
  - c. Qualifications of Staffing Plan (25 points)
  - d. Financial components of the proposed plan including how much staff will be paid, its sustainability, and how the funds will be utilized to maximize resources for the students of VIBES (25 points)
4. The proposals received will be evaluated by the review committee. The review committee will submit a recommendation to the Board of Directors who will vote in a public meeting to ratify the final selection decision.

VII. TERMS AND CONDITIONS:

1. Term of Agreement: VIBES PUBLIC CHARTER SCHOOL anticipates selecting the successful bidder to commence services on July 1, 2021 and continue for at least five (5) years unless terminated earlier in accordance with provision of this Agreement. Upon satisfactory performance by the successful bidder, VIBES Public Charter School, in its sole discretion, may choose to extend the term of the Service Agreement for up to three (3) additional one year terms: and, if such option is exercised, the parties shall do so by executing a renewal agreement.
2. Withdrawal of RFP: Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Michelle Blum Atkinson, President of the VIBES Board of Directors. Re-submittal before the RFP deadline can be made; however, may not be re-submitted after the deadline.
3. RFP Costs: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of VIBES. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.
4. VIBES Public Charter School Contacts: The designated individual responsible for coordination of the RFP is Michelle Blum Atkinson. Any questions relating to this RFP should be directed to Michelle at [mblumatkinson@kuaoregon.org](mailto:mblumatkinson@kuaoregon.org) in writing only.

## **APPEALS AND PROTEST OF AWARD**

Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the review committee no later than 10:00 a.m. on the seventh (7<sup>th</sup>) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted on the website.

APPEAL OF AWARD TO ITB NO. VIBES

PUBLIC CHARTER SCHOOL ATTN:

MICHELLE BLUM ATKINSON

821 N RIVERSIDE AVE

MEDFORD, OR 97501

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

To be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder; and any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, the contract terms and conditions, or the specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms, and conditions or specifications.