

**The Goodwill Excel Center, Public Charter School**  
**Request for Proposal – Hospitality Training**  
**September 7, 2018**

**I. Background**

The Goodwill Excel Center, Public Charter School (“GEC”) operates an adult public charter high school at 1776 G Street, NW, Washington D.C., 20006 (the “School”). GEC is looking for a contractor to provide classroom hospitality training.

**II. Scope of Work**

- Provide the following instruction for each class:
  - 54 hours of Hospitality Instruction using the AHLEI Quick START hands on/interactive curriculum and Health Communications Inc’s TIPs and the National Restaurant Association’s ServSafe curriculums; instructional delivery must address various learning styles including both kinetic and non-kinetic learners.
  - Administer and grade at least two quizzes and one final exam per certification module.
  - Provide the necessary student materials for the TIPs and ServeSafe sessions from Health Communication Inc and the National Restaurant Association.
  - Administer industry certification exams at the completion of each session, and track for submission of results to AHLEI, and appropriate bodies governing TIPs and ServSafe certifications.
  - Provide program coordination assistance as necessary.
  - In collaboration with GEC leadership staff, ensure accommodations for students with IEPs or 504s are implemented.
- Each class meets Monday through Thursday or Friday (TBD) for three hours each day during a term that lasts approximately eight weeks. For the first class, the training specified above will run from approximately October 23 through Nov 21. The calendars for later terms will be determined later in the school year. Class sizes will vary but may be as large as 30 students.
- Start date will be October 23, 2018. Term of contract will be from start date until July 11, 2019 with two one-year options exercisable by GEC. The number of terms during the school year that the class will be taught will be determined by school leadership based on overall needs of GEC.
- Must be fully licensed and insured.
- Individual instructor(s) must have passed contractor’s background check and must have no incidents of criminal sexual conduct in their background within the time period that can be considered under applicable law and may not have been convicted of or pled guilty to any sexual offense involving a minor.

### **III. RFP Response Outline**

Responses to the RFP should consist of seven parts:

(1) *Organization profile*

- (a) General information on the responding organization, including; name, address, telephone number, email address, and contact person for this project
- (b) A short statement of the history and current business operations of bidder
- (c) Description of organization's experience providing the required training

(2) *Training Proposal –*

- (a) Resumes and certifications of instructor(s)
- (b) Proposed training calendar
- (c) Curriculum outline for hospitality instruction

(3) *Financial Proposal –* Firm fixed price for the teaching of each one-term class, inclusive of all taxes and fees; also provide pricing for two option years

(4) *Copy of Business License(s) and Insurance Certificate*

(5) *Three References*

(6) *Responding organization's standard contract/terms and conditions, if any*

(7) *Any exclusions, qualifications or exceptions to the scope of work*

### **IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, September 21, 2018. ***Responses must be submitted by email to [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).*** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

### **V. Questions**

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).

### **VI. Selection Criteria**

The organization selected will represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.