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| **Request for Proposals** |
| For Support for Grants Department |
| For |
| **Allentown School District** |
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| **Proposals Due** |
| **January 12, 2022 by 1:00 p.m.** |

Table of Contents

[REQUEST FOR PROPOSAL 3](#_Toc90457296)

[GENERAL RFP TERMS AND CONDITIONS 4](#_Toc90457297)

[SCOPE OF SERVICES 4](#_Toc90457298)

[RFP REQUIREMENTS 5](#_Toc90457299)

[EVALUATION CRITERIA 6](#_Toc90457300)

SCORING [6](#_Toc90457301)

[SCHEDULE](#_Toc90457302) 5

SUBMISSION…………………………………………………………………………………………………………………………………….5

# REQUEST FOR PROPOSAL

***Support for Grants Department***

***Allentown School District***

Allentown School District (“the District”) is inviting proposals from qualified service providers of district level support in the Office of School Improvement and Grants. The work will be overseen by the Executive Director of School Improvement and Grants.

Upon complete evaluation of the submitted proposals, the District will select what it determines to be the most qualified provider. This request in no manner obligates the District to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written and signed agreement, and may be terminated by the District without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order. The District reserves the right to reject any or all proposals.

All proposals need to be sent electronically in PDF format by email to the following: [RFP@allentownsd.org](mailto:RFP@allentownsd.org).

**Proposals must be received no later than January 12, 2022 by 1:00 p.m.**, prevailing time. The District is not liable for any cost incurred by any person or firm responding to the RFP.

Questions prior to the submittal of the RFP are to be directed to:

*Melissa Smith*

*Executive Director of School Improvement and Compliance*

[*RFP@allentownsd.org*](mailto:RFP@allentownsd.org)

Melissa Smith is the only contact for this project. Contacting other administrators, School Board Members, or staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. All questions must be submitted via email.

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# GENERAL RFP TERMS AND CONDITIONS

## SCOPE OF SERVICES

The District is requesting proposals/quotes for district level support in their Office of School Improvement and Grants to include the following scope of work beginning January 2022:

* Ensure the Grants Office is prepared for Pennsylvania’s Department of Education Federal Programs programmatic monitoring in the Spring of 2022.
* Monitor the program and fiscal components of all Federal Grants including but not limited to Title I, Title II, Title III, Title IV, and ESSER to ensure compliance.
* Under the supervision of the Executive Director of School Improvement and Compliance, monitor the Title 1 non-public program.
* Provide support with any revisions, reporting or grant applications.

**RFP REQUIREMENTS**

All proposals should include the following for evaluation purposes:

* An estimated number of hours, a cost per hour, and an estimated cost to complete the scope of the work
* A narrative on that highlights your experience or knowledge of the following requirement areas:
  + Experience with a state departments online grant system
  + Experience with monitoring and consulting with non-public entities
  + Programmatic understanding of all Federal Grants.
  + Successful experience with Federal Programs monitoring
  + Evidence of successful work with large, urban K-12 school systems
  + Evidence of successful work within a team

**EVALUATION CRITERIA**

To ensure consideration for this invitation, all proposals should be complete and include confirmation that service provider meets all criteria as follows:

* Experience working with large, urban K-12 school systems
* Experience with a state departments online grant system
* Experience with monitoring and consulting with non-public entities
* Programmatic understanding of all Federal Grants, including but not limited to ESSER, Title I, II, III and IV
* Successful experience with Federal Programs monitoring
* Successful experience working with a team of professionals to develop and implement routines and procedures focused on meeting departmental, district and governmental expectations.

**SCORING**

Awarding of this proposal will be based on a combined score consisting of ratings on all RFP requirements and evaluation criteria and total cost of services, all parts being equal and nothing weighted. All proposals must include a proposed cost to complete each service involved in the support for the Office of School Improvement and Grants. Costs should be quoted as a per-hour rate and stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC) and include an explanation of the cost. Each of the requirements and criteria listed in this RFP will be scored individually.

## SCHEDULE

Work will begin in January and continue through the Federal Programs Monitoring cycle. The work may be extended on an as needed basis to support the creation and submission of the 2023 Consolidated Application. All work will be completed by June 30, 2022.

## SUBMISSION

* Proposals must be submitted by Monday, January 12, 2022
* All proposals need to be sent electronically in PDF format by email to [RFP@allentownsd.org](mailto:RFP@allentownsd.org?subject=RFP%20Submission).