

Tukwila School District

REQUEST FOR PROPOSALS

This RFP is available at the Tukwila School District website located at <https://www.tukwilaschools.org>. All interested Vendors must become a registered vendor with Tukwila School District after board approval.

PROJECT TITLE: Extended Learning Opportunities

PROPOSAL DUE DATE: November 30, 2022

ESTIMATED CONTRACT PERIOD: January 4, 2023- August 1, 2023

VENDORS ELIGIBILITY: This procurement is open to those Vendors that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

SUBMIT PROPOSAL TO:

Dr. Millicent Borishade
Chief Academic Officer
4640 South 144th
Tukwila, WA 98168
borishadem@tukwila.wednet.edu

FAXED PROPOSALS WILL NOT BE ACCEPTED.

Request for Proposal

The Tukwila School District, 4640 S. 144th St., Tukwila, WA 98168, is calling for Bids for its K-12 Extended Learning Opportunities for tutoring and developing the whole child through social and emotional development. Sealed bids will be received up to but not later than exactly 4:30 PM on Wednesday, November 30, 2022.

Copies of the Request for Proposal (RFP) outlining the specifications and instructions are available at the Tukwila School District Administration Building located at 4640 S. 144th St., Tukwila, WA 98168 or by calling 206-901-8000. The RFP will also be available at www.tukwilaschools.org.

The Board of Directors of the Tukwila School District #406 reserves the right to reject any or all proposals thereof, waive any informality and to accept the proposal deemed in the best interest of the District.

Published November 9, 2022 and November 16, 2022

Request for Proposal (RFP Invitation)/Scope of Work

Tukwila School District requests proposals for an after school (PM) or Saturday program for Tukwila School District for three elementary schools, a middle school and a high school located in Tukwila, WA. The initial period for this contractual arrangement will be for one year, beginning January 4, 2023 with two additional optional years potentially extending the contract through August, 2024.

Tukwila School District (TSD) has the responsibility of providing educational programming that will respond to the unique needs of students to develop the whole child which includes both academic and the well-being (social emotional and mental health) of a student. TSD realizes that cultivating doesn't stop at the end of the school day. All of the scholars in TSD deserve to be challenged and supported so that they can become critical thinkers and well-rounded learners.

TSD desires an educational program that operates Monday through Friday during the school year from 3:10pm to 6:00pm and on early release Wednesdays from 12:40pm to 6:00pm for the elementary and middle schools and from 2:30pm to 5:00pm for the high school to assist with Credit Recovery or Credit Advancement.

This process is intended to identify organizations for Extended Learning Opportunities offered to students of TSD. Partners will support quality, sustainable, extended learning programs to support academic achievement and/or the well-being of TSD students. Partnering organizations will need to be able to implement the following TSD extended learning opportunity framework:

- A. **Academic Enrichment** – Activities that enhance, support or reinforce what is learned during the school day. Activities may include but are not limited to:
 - Learning activities aligned with Common Core State Standards
 - Achievement of students' individual academic growth goals
 - 45 minutes weekly on iReady in Reading
 - 45 minutes weekly on iReady in Math
 - Science Fair
 - Credit Recovery
 - Credit Enhancement
 - Support of High School and Beyond Plans
- B. **Positive Youth Development** – Activities that encourage students to develop into well-rounded and healthy adults who are contributing members of their communities. Activities must include SEL activities but are not limited to:
 - Various programs that target social-emotional needs of students
 - Leadership and civic engagement
 - College and career exploration
 - Learning how to play chess, chess tournaments
 - Scrabble tournaments
 - Art, music, theatre, dance
 - Life skills, resiliency, esteem building activities
 - Conflict resolution, anti-bullying
 - Cultural exploration
 - Character development & leadership programs
- C. **Health and Wellness** – Activities may vary by program and may include:
 - Physical recreation activities
 - Sports & fitness
 - Nutrition and healthy eating habits

This RFP is open to not-for-profit organizations. This proposal seeks partners who can provide a consistent weekly schedule for extended learning opportunities.

When applying please indicate in your proposal which area(s) and school building(s) you would like to support and a thorough description of the work/activities that will be implemented:

- Academic Enrichment
- Positive Youth Development
- Health and Wellness

School(s)

- Cascade View Elementary School
- Thorndyke Elementary School
- Tukwila Elementary School
- Showalter Middle School
- Foster High School

TSD is seeking to partner with multiple organizations; however, the final school program placement will be determined by the district.

Submittal Requirements

Qualified partners are encouraged to submit a response for providing the services described. If the organization plans to subcontract any of the work described in the Scope of Work, the organization must complete all response requirements for the subcontractor.

Standard Requirements:

1. Completion of proposal
2. Completion of agency information
3. Cost calculation budget documentation
4. Completion of references
5. Completion of background/criminal certification
6. Completion of proper warranties and certification
7. Certificate of insurance

The space(s) to be made available to the program may consist of the gymnasium, commons, multi-purpose room, playground at each of the schools or space deemed available by the building principal. The number of children participating in the program cannot exceed the allowed space. At the option of Tukwila School District, the program may be renewed for up to August 2024 provided mutually agreeable terms can be arranged **and** the tenets of the operational agreement has been met. 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 Tukwila School District 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 childcare program license and will be required to operate the program in accordance with Washington Department of Child Care Licensing rules.

According to the 504 regulations dealing with school involvement in programs, the program must be able to meet the needs of students with disabilities. Staff ratio per student must follow WA Department of Childcare licensing policies.

Sample program:

After School Program

Sample Program Schedule

3:30–4:00 Snack & Break

4:00–4:30 Homework/Academic Enrichment/Positive Youth Development/Health and Wellness

4:30–5:00 Positive Youth Development and/or Health and Wellness

5:30–6:00 Activity

COVID Protocols

1. Staff must be fully vaccinated or have an approved waiver

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 November 30, 2022, in writing to:

Tukwila School District
Attn: Dr. Borishade
4640 S144th Street
Tukwila, WA 98168

borishadem@tukwila.wednet.edu

Contract Award

After a review of qualifications based upon the requirements contained within this RFP a recommendation for award of the contract will be made to Tukwila School District School Board. Tukwila School District 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 Tukwila School District 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 Tukwila School District, such action would be in their best interest. The Tukwila School District 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 Tukwila School District, the Superintendent of Schools, Tukwila School District 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 Tukwila School District to procure or contract for materials and services.

1. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES*

Timeline	Focus
November 9, 2022	Post
November 16, 2022	Post
November 30, 2022	RFP due by 4:30 pm PST
December 5, 2022	TSD Vetting the proposals
December 12, 2022	Notifications, presentations set up as needed

*TSD reserves the right to revise the above schedule.

2. CLARIFICATION, CONCERN, and QUESTION PROCEDURE

The clarification process is available to Vendors interested in this RFP. Vendors who seek information, clarification, or interpretation from the Tukwila School District employees are advised that such material is used at the vendor's own risk and the District shall not be bound by any such representation. It will be the Vendors' obligation to inform the District's representative of any and all conflicts within the RFP. The clarification process allows Vendors to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow an agency to correct a problem before proposals are submitted and time expended on evaluations.

A Vendors may ask for clarification based on any of the following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

Vendors may submit questions up to five (5) business days (11/21/2022) prior to the proposal due date noted in the Estimated Schedule of Procurement Activities. However, Vendors are encouraged to submit questions as soon as possible so TSD can rectify the issue(s) early in the process. Questions must be submitted to the District Representative. In order to be considered a valid concern, the question must meet the following requirements:

- Must be in writing.
- Should clearly articulate the basis for the concern.
- Should include a proposed remedy.

Concerns not received by the deadline noted in the Estimated Schedule of Procurement Activities will not be reviewed by TSD.

The TSD District representative or an employee delegated by the RFP Coordinator will review valid concerns and respond to the submitted in writing. The response, and any changes to the RFP will be posted to TSD's website prior to the proposal due date.

3. SUBMISSION OF PROPOSALS

Vendors are required to submit three (3) copies of their proposal. One (1) copy must have original signatures and 2 copies can have photocopied signatures. **The proposal, whether mailed or hand delivered, must be received by TSD no later than 4:30 PM in Tukwila, WA on November 30, 2022.** The proposal is to be mailed or delivered to the RFP Coordinator noted in Section B.1. The envelope should be clearly marked to the attention of the RFP Coordinator, who is TSD's sole point of contact for this procurement.

Vendors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Vendors who hand delivering proposals should allow time for traffic congestion. Consultants assume the risk for the method of delivery chosen. TSD assumes no responsibility for delays caused by any delivery service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of TSD and will not be returned.

4. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of TSD and the proposals shall be deemed public records as defined by RCW 42.56.

Pursuant to RCW 39.26.030, records related to state procurements are public records subject to disclosure to the extent provided in chapter 42.56 RCW. All proposals and evaluations shall remain confidential until TSD announces the Apparent Successful Contractor.

Any information in the proposal that the Vendors desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page and the particular exception from disclosure upon which the Vendors is making the claim must be identified. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right-hand corner of the page.

TSD will consider a Vendor's request for exemption from disclosure; however, TSD will decide predicated upon RCW 42.56. Marking the entire proposal exempt from disclosure will not be honored. The Vendors must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

5. ADDENDUMS AND AMENDMENTS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published on the TSD website, at <https://www.tukwilaschools.org>. For this purpose, the published Vendors questions and agency answers, and any other pertinent information, may be considered an addendum to the RFP and if applicable, also placed on TSD's website. It will be the responsibility of interested Vendors to check the website periodically for RFP addenda and updates.

6. SMALL BUSINESS, WOMEN-/MINORITY- OR VETERAN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis. For more information on certification, contact the [Washington Office of Minority and Women's Business Enterprises](#).

43.60A.200 encourages the participation of Veteran and Service Member Owned Businesses certified by the Washington State Department of Veterans Affairs RCW [43.60A.195](#). For more information on certification, contact [Washington State Department of Veteran Affairs](#).

Additionally, per Department of Enterprise policy, agencies are encouraged to buy from in-state small business, including micro businesses and mini-businesses.

However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

Self-Certification should be submitted with the Contractor Intake Form (Exhibit D).

7. ACCEPTANCE PERIOD

Proposals must provide five (5) business days for acceptance by TSD from the due

date for receipt of proposals.

8. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

TSD also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

9. MOST FAVORABLE TERMS

TSD reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Vendors can propose. There will be no best and final offer procedure. TSD does reserve the right to contact a Vendors for clarification of its proposal. The Vendors should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Vendors' proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to TSD.

10. CONTRACT AND GENERAL TERMS & CONDITIONS

The Apparent Successful Contractor will be expected to enter into a contract which is substantially the same as the sample contract and its General Terms and Conditions. In no event is a Vendors to submit its own standard contract terms and conditions in response to this RFP. The Vendors may submit exceptions as allowed in the Certifications and Assurances section. TSD will review requested exceptions and accept or reject the same at its sole discretion.

Should contract negotiations fail to be completed within two (2) weeks after initiation, TSD may immediately cease contract negotiations, declare the Vendor with the second highest score as the new Apparent Successful Contractor, and enter into contract negotiations with that Vendor. This process will continue until the Contracts are signed or no qualified Vendors remain.

11. OPERATIONAL AGREEMENT

Program Operational and Evaluation Criteria will be based on four inputs: compliance, student achievement/well-being/persistence/attendance, stakeholder satisfaction and completion of the questionnaire by June 30th. Data will be collected quarterly and reviewed based on:

- A. Compliance: The degree to which the Vendor completes services as contracted will be evaluated quarterly. The Vendor will provide this report to the district.
- B. Student Attendance/Persistence/Achievement/Well-being: The operational attendance goal is 97/5% and the student persistence goal is 90% from beginning of the program to the end. The student achievement goal will be measured by growth on classroom, district and state assessments.

- C. Stakeholder Satisfaction: TSD will solicit qualitative input from students, staff and parents on a quarterly basis regarding the degree to which extended learning opportunities has influenced the success of results. The district expects 90% of participants to respond with a satisfactory rating or better.
- D. Completion of Questionnaire: On June 1st a questionnaire will be shared and the vendor will need to complete the questionnaire no later than June 30th in order to be considered for an additional year of services.

12. COSTS TO PROPOSE

TSD will not be liable for any costs incurred by the Vendors in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

13. NO OBLIGATION TO CONTRACT

This RFP does not obligate TSD to contract for services specified herein. TSD also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract without penalty.

14. REJECTION OF PROPOSALS

TSD reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

15. COMMITMENT OF FUNDS

Only an authorized representative of TSD and/or school board directors may legally commit TSD to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

16. VENDOR PAYMENT REGISTRATION

Vendors awarded contracts as a result of this RFP will be required to register as a TSD Vendor. The vendor registration packet maintained by TSD Fiscal services in processing vendor payments. This allows you, as a vendor, to receive payments by direct deposit, the district's preferred method of payment. Participation in direct deposit is optional. For online registration visit: <https://www.tukwilaschools.org>

17. INSURANCE COVERAGE AND BACKGROUND CHECKS

The Apparent Successful Contractor must comply with the insurance requirements identified in the General Terms and Conditions.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to TSD within fifteen (15) days of the contract effective date.

In state law, RCW 28A.400.303 Fingerprint records and background checks are required by Washington State law for: New employees of a school district, an educational service district, state school for the deaf, state school for the blind, and their contractors who have regularly unsupervised access to children be fingerprinted for a background record check. Find information on the fingerprint records and process on the OSPI website — Office of Professional Practices. Fingerprint and Cleared Background Check before Services Start! 1. Every contractor/subcontractor.



a world of possibility

4640 S. 144th St. Tukwila, WA 98168 | (206) 901-8000 | tukwila.wednet.edu