

**Allentown School District
ASD Re-Engagement Services
REQUEST FOR PROPOSALS**

**ASD Re-Engagement – REQUEST FOR PROPOSALS:
Timeline**

Friday, July 20, 2018	RFP Released
Monday, August 6, 2018	Proposals Received
Monday, August 6, 2018 3:00 PM	Opening and Review of Proposals
Thursday, August 9, 2018	ASD School Board Education Committee Review of Proposed Integrated Student Services Provider Contract
Thursday, August 23, 2018	ASD School Board Final Approval of Proposed Integrated Student Services Provider Contract

**ASD Integrated Student Supports/Alternative Education – REQUEST FOR PROPOSALS:
PROPOSAL REVIEW CHECKLIST**

POINTS EARNED	POINTS ALLOWED	EVALUATION CRITERIA
	(25)	Provider Qualifications
	(25)	Proposed Re-Engagement Services, Student Case Management and Behavioral Health Services focusing on Restorative Practices
	(25)	Career Based Services for eligible students
	(15)	References
	(10)	Proposed Cost

BACKGROUND:

It is important for today’s citizens to approach the world of work with a high school diploma or GED in hand to obtain the jobs and positions they desire. To that end the Allentown School District wishes to operate a re-engagement center with the goal of re-engaging youth who have dropped out of school and re-enroll them in an existing K-12 diploma completion program or when appropriate, a GED program. The goal is to re-engage at least 100 students a year by providing the students the case management services needed, including but not limited to referrals to secure housing, child care, employment outside of school, substance abuse assistance, mental health services, medical services and other supports to better enable the youth to re-enroll and complete their K-12 education.

REQUEST FOR SERVICES:

The Allentown School District is seeking an organization interested in delivering student re-engagement services to students who have dropped out of school. The service provider is to provide a program manager and a case manager for services onsite at the Re-engagement center located within the school community in order to re-enroll the youth and enable them to

complete their education. Once re-enrolled, the provider's staff will continue to provide case management support until the student has attained his or her high school diploma. The service provider is expected to re-engage at least 100 students for the term of the agreement.

ESSENTIAL REQUIREMENTS:

- The provider must conduct needs assessments, develop or locate needed supports in the community, and work to coordinate those supports so that students receive a set of mutually reinforcing supports tailored to their individual needs;
- Supports must address both academic and non-academic barriers to student success; these can include supports to a student's family;
- Programming would serve at a minimum of 100 students;
- The Re-engagement program seeks close partnerships with school leadership and staff to enhance program effectiveness;
- The Re-engagement staff is expected to be data-driven and will develop tools to track student needs and outcomes over time for the students they serve.

RESPONSE GUIDELINES:

In submitting your proposal, please address the following components as part of your response:

1. Qualifications of your organization relative to staffing, provision of necessary resources and history of demonstrated competence in delivery of specified services.
2. Three client references
3. Description of all support services to be delivered to the Allentown School District. Include unique aspects of your service delivery designed to meet the specific needs of the Allentown School District.
4. Proposed timeline
5. Detailed cost proposal comprised of personnel, fringe benefit, operating, and indirect expense elements.

EVALUATION PROCESS:

The final selection among responding organizations will be based on analysis of the organization's ability to provide the Allentown School District with the highest quality of RE-Engagement services to students, case management services, and career based services for eligible students.

Allentown School District reserves the right to reject any and all proposals, to negotiate changes in the scope of work of services to be provided to request new proposals and select consultants for additional work. In addition, Allentown School District reserves the right to waive any

irregularities in proposals and to make all decisions in the best interest of the Allentown School District.

The Allentown School District declares itself to be an equal rights and opportunity agency. As an equal rights and opportunity agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or other non-relevant handicaps and disabilities as defined by law.

Any questions regarding this RFP should be directed to:

Lucretia N. Brown, Ph.D.

Assistant Superintendent of Equity & Accountability

Allentown School District

31 South Penn Street

Allentown, PA 18105

484.765.4109

brownl@allentownsd.org

Proposals are due no later than Monday, August 6 , 2018, 3:00 PM EDT and should be submitted by mail or hand delivered to:

Allentown School District

31 South Penn Street

Allentown, PA 18105

Attention: Lucretia N. Brown, Ph.D.

Assistant Superintendent of Equity & Accountability