

Chester Upland School District

Request for Proposals (“RFP”) for Non-Public Title IA and Title IIA Services

INTRODUCTION

The Chester Upland School District (CUSD) is seeking a third-party provider to manage the Non-Public Title IA and Title IIA Programs under ESSA (Every Student Succeeds Act) taking place at the following nonpublic schools (not all below schools will apply for Title IA and Title IIA) for the next three school years beginning on September 1, 2024 and ending on August 31, 2025.

- The Christian Academy
- Cardinal O’Hara
- Drexel Neumann Academy
- Frederick Douglass Christian School
- Monsignor Bonner/Archbishop Prendergast Catholic HS
- Notre Dame De Lourdes School
- Our Lady of Angels Regional Catholic HS

Responses to this RFP (“Proposals”) will be reviewed by CUSD administration to identify the most appropriate Provider who has the capacity to effectively manage non-public school Title Programs in accordance with Federal and State regulations.

This RFP seeks submissions that demonstrate how the Provider will address the following components for its proposed Title IA and Title IIA Programs.

TITLE I

The purpose of the Title I Program is to provide additional services to struggling students and help close the achievement gap. These services go above and beyond what a student would normally receive without Title I Services. The Title I program must include qualified staff providing small group or individual instruction to one or more students.

The proposal must include how the provider will address the following components of Title I: Instructional Programs, Parent/Family Engagement, Professional Development, along with an estimated percentage for administrative fees to manage the non-public Title I Program for CUSD.

I. TITLE I PROGRAM COMPLIANCE

- As per Federal Regulations, all services must be secular in nature, even if provided at a faith-based site.
- Provide an opportunity for timely and meaningful consultation to occur between CUSD, the nonpublic schools, and the Provider.

Title I Federal and State Compliance

- Assist in preparing for and being available for the non-public portion of CUSD Monitoring Visit from the Pennsylvania Department of Education (“PDE”).
- Draft and provide all necessary responses for the non-public portion of the Consolidated Application and other reports in the e-Grants System.
- Prepare and send all required Title I letters as per the Pennsylvania Department of Education to participating families, including the Right to Know letter, and complaint procedures.
- Provide the District with Performance Goals in the following areas that must be monitored by the provider throughout the year: student achievement, parent/family engagement, and professional development.

II. TITLE I INSTRUCTIONAL PROGRAMMING REQUIREMENTS

- In cooperation with each nonpublic school, identify students who are academically eligible for inclusion in the nonpublic Title I Program.
- Establish a teaching schedule and location for instruction in collaboration with nonpublic school administration.
- Provide a certified teacher to provide remedial instruction each week.
- Provide high-quality reading, math, and other research-based materials to be used during student instruction.
- Provide appropriate diagnostic and benchmark testing instruments so assessment is used to drive student instruction.
- Supervise instruction including provision of clinical observations and formal/informal feedback to teachers
- Provide opportunities for peer observation by classroom teachers
- Maintain time certifications and teacher schedules for Title I teachers
- Maintain records of how much Title I support a student receives in any given week
- Assume all financial payments for salary and benefits for assigned Title I staff

III. PROFESSIONAL DEVELOPMENT COMPONENT

- Provide bi-monthly professional development sessions for non-public Title I teachers
- Create and maintain agendas, sign-in sheets, and handouts for all sessions •
- Provide coaching for teachers as requested or needed

IV. PARENT AND FAMILY ENGAGEMENT COMPONENT

- Conduct a Fall Title I Informational meeting at each school
- Facilitate the development of a School Parent Engagement Policy and School Compact for each individual building, with the input of parents.
- Track parent attendance at events held throughout the year
- Maintain a parent contact log for each Title I teacher at each individual building
- Conduct a Title I parent survey in English and Spanish

V. REPORTING REQUIREMENTS

- Provide quarterly reports to CUSD describing services conducted in the past quarter.

- Provide final report of documentation on meeting yearly performance goals as entered on the Consolidated Application.
- Compile and provide student achievement reports
- Provide any other data necessary for CUSD to complete Title I responsibilities as it relates to nonpublic services.

SCOPE OF SERVICES FOR TITLE I

NUMBER OF NONPUBLIC SCHOOLS REQUIRING TITLE I SERVICES	7
APPROXIMATE NUMBER OF STUDENTS TO BE SERVED WITH TITLE I SERVICES ACROSS ALL NONPUBLIC SCHOOLS	240
GRADE LEVEL RANGE OF STUDENTS TO BE SERVED (majority will be in elementary grades)	K-12

TITLE II

The purpose of Title II, Part A is to focus on improving the skills of teachers through professional development activities to deliver high quality instruction in all academic subjects. Nonpublic schools receive a portion of CUSD Title II funds to support Title II activities at their buildings.

The proposal must include a description of how the provider will meet the following requirements under Title II, along with an estimated percentage for administrative fees to manage the non-public Title II Program for CUSD.

- Provide an opportunity for timely and meaningful consultation to occur between CUSD, the nonpublic schools, and the provider.
- Provide CUSD with necessary data and access to pertinent information to complete its Title II requirements.
- Provide opportunities to meet with nonpublic school administrators to discuss how the school will use its Title II funding to support ongoing needs.
- Manage the process for schools to use their funding for Title II purposes.
- Invoice CUSD for appropriate nonpublic Title II allocations.
- Work with the nonpublic schools to ensure compliance with Title II regulations and appropriate use of funds.

SCOPE OF SERVICES FOR TITLE II

NUMBER OF NONPUBLIC SCHOOLS REQUIRING TITLE I SERVICES	6
--	---

ADDITIONAL INFORMATION

I. TIMELINE

- Date Issued: June 17, 2024

- Proposal Due Date/Time: June 30, 2022
- Project Timeline: Services will commence on September 1, 2024 and terminate on August 31, 2025. With the option to renew for up to three years.

II. CONTACT FOR QUESTIONS AND INFORMATION Prospective Providers (“Proposers”) must direct all inquiries and communications concerning this RFP to Monique Hales, Federal Programs Coordinator, at 267-415-8830 or MHales@chesteruplandsd.org. CUSD encourages Proposers to submit any questions as soon as possible, but no later than June 17, 2022, at 3 p.m. Questions should include “Title RFP” in the subject line to ensure it is identified as relating to this RFP.

III. EDGAR VENDOR CERTIFICATION FORM When CUSD seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or new “EDGAR”). All Proposers must agree to comply with certain requirements, which may be applicable to specific purchases using federal grant funds.

IV. PROPOSED FORM OF CONTRACT

The Proposer shall submit a proposed Form of Contract with its Proposal.

V. TERMINATION

Either the CUSD or the Provider may terminate the contract with fifteen (30) days’ written notice to the other party of the intent to terminate the contract. The contract can be terminated for failure to perform or for convenience. In the event of termination, CUSD shall only be responsible for payment of services actually and satisfactorily performed. If CUSD has paid the Provider for goods or services not yet provided as of the date of termination, the Provider shall immediately refund such payment(s).

VI. INSURANCE The successful Proposer shall provide proof of insurance, including appropriate liability insurance, evidencing minimum coverage limits of \$1,000,000.00. The successful Proposer shall warrant that it will maintain insurance for the duration of the contract with CUSD. The successful Proposer’s insurance policy shall name CUSD as an additional insured. The successful Proposer shall furnish CUSD with a written certificate evidencing that it has procured and paid for this insurance coverage and that the insurance coverage is in full force and effect.

VII. ASSIGNMENT

The successful Proposer shall not be permitted to assign its contractual duties.

VIII. SUBCONTRACTING AND SUBCONSULTING The successful Proposer shall not be permitted to enter into a subcontract or sub consulting agreement for any of its contractual duties without the advanced, written, express consent of CUSD.

IX. WAIVER OF CONSEQUENTIAL DAMAGES The successful Proposer shall waive any claim against CUSD for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to the contract or termination thereof.

X. CLEARANCES

The successful Proposer shall provide to CUSD with the following valid clearances and certifications prior to performing any services for CUSD:

- A Child Abuse History Clearance (Act 151);
- Federal Criminal History Records (Act 114); and
- Pennsylvania Background Checks (Act 34).

XI. MODIFICATION AND WITHDRAWAL

Proposals may not be modified after submittal. Proposals may be withdrawn after submittal, provided that the Proposer makes a request to withdraw in writing and the request is received prior to the time of proposal opening. Negligence by the Proposer in preparing the Proposal confers no right of withdrawal or modification of the Proposal after the Proposal has been opened.

XII. PROPOSAL REJECTION

CUSD reserves the right to reject any and all Proposals, or parts of a Proposal, when a rejection is in CUSD's interest, in CUSD's sole and absolute discretion. CUSD reserves the right to reject a Proposer if they are not able to perform the contract or has previously failed to perform similar contracts properly or on time.

XIII. ADDITIONAL LEGAL REQUIREMENTS

a. DEBARMENT AND SUSPENSION

A contract award must not be made to parties listed on the government-wide exclusions in the system for award management (SAM) in accordance with OMB Guidelines at 2 CFR § 180, relating to "Debarment and Suspension". Proposer represents that it has not been and is not currently listed on the government-wide exclusions, nor been debarred or suspended from participating in any state or local public contracts. Proposer further agrees to immediately notify CUSD if Proposer is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

b. EQUAL EMPLOYMENT OPPORTUNITY

It shall be mandatory that the Provider will not discriminate against any person upon any grounds prohibited by federal or state law. The Provider will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, ancestry, marital status, sex, national origin, handicap, or unfavorable discharge from military service.

XIV. MANNER AND DUE DATE FOR PROPOSAL SUBMISSIONS

Proposers should submit their Proposals to Monique Hales, Federal Programs Coordinator for the Chester Upland School District. Proposals should be submitted via email at mhales@chesteruplandsd.org. **Proposals must be submitted by July 15, 2024.**

XV. RFP BUDGET

Using the Program Scope of Services shown for each Title Program, provide the following information in the chart:

- Approximate cost of instructional program component based on numbers of students/schools to be served
- Approximate costs of professional development component
- Approximate costs of parental engagement component
- Percentage of allocation Provider will charge to provide services for each Title

Costs of instructional program including salaries and benefits, materials, supplies, etc.	
Costs to provide professional development for Title I staff	
Costs to provide parent engagement activities for families	
Title I Administrative Fees based on allocation (list % fee)	
Title II Administrative Fees based on allocation (list % fee)	