



REQUEST FOR PROPOSAL
OFF-SITE DIGITAL EDUCATION PROGRAM
FOR STUDENTS IN GRADES 6–12

RFP Number:	RFP 2602
Issued:	May 27, 2026
Proposal Deadline:	June 30, 2026 at 12:00 p.m. (EST)
Program Period:	August 30, 2026 – June 2027
Submission Address:	Ms. Lakeisha Bost, Business Office 1350 Edgmont Avenue, Chester, PA 19013
Pre-Bid Conference:	No pre-bid conference required

Envelope must be plainly marked:
"Off-Site Digital Education Program Proposal No. 2602"

Section 1: Invitation

The Chester Upland School District (CUSD) invites qualified and experienced educational service providers to submit proposals for an Off-Site Digital Education Program for students in Grades 6–12. This initiative reflects the District's commitment to expanding equitable access to high-quality instruction through innovative digital delivery models while maintaining meaningful opportunities for in-person engagement.

The program will operate primarily through an off-site, technology-mediated learning environment for the 2026–2027 school year (August 30, 2026 through June 2027). The successful contractor must be capable of delivering rigorous, standards-aligned instruction in a fully digital format while incorporating structured on-site activities at District-designated locations to support social development, hands-on learning, and community connection.

Key Objectives:

- Design and deliver a comprehensive, standards-aligned digital curriculum for students in Grades K–12.
- Ensure equitable access to instruction, technology, and support services for all enrolled students, including students with disabilities, English Language Learners, and students with 504 Plans.
- Incorporate scheduled, structured on-site activities that complement digital learning and address social-emotional, hands-on, and experiential learning needs.
- Provide robust academic support, attendance monitoring, and case management to promote student success and re-integration pathways.
- Implement evidence-based digital instructional strategies aligned with Pennsylvania academic standards.

It is the intent of CUSD to establish a contract with a vendor to provide digital education and social-emotional services to students assigned to the off-site program, including students who are medically homebound, students requiring an alternative placement, students seeking credit recovery, and students for whom a fully digital environment is determined to be the most appropriate setting. CUSD will review submissions as described herein with the goal of selecting a qualified vendor with whom to negotiate a contract to provide these services during the 2026–2027 school year, with options for renewal through 2027–2028 and 2028–2029.

The chief mission of CUSD is to provide successful learning for all students. This Off-Site Digital Education Program will ensure that high-quality, standards-aligned instruction occurs in a flexible digital environment, while addressing and supporting the academic, behavioral, and social-emotional needs of students.

Section 2: RFP Timeline

Deadline for Written Inquiries	June 6, 2026 at 2:00 PM EST
Response to Questions Issued	June 13, 2026 by 5:00 PM EST
Proposal Submittal Deadline	June 30, 2026 at 12:00 PM EST
Contractor Presentations	July 9–10, 2026
Anticipated Board Approval	July 24, 2026
Program Launch	August 30, 2026

Section 3: Proposals and Award of Contract

1. The School District will receive sealed proposals from any Contractor. Proposals must be in the hands of Ms. Lakeisha Bost Business Office, Administrative Building, 1350 Edgmont Avenue, Chester, PA 19013 on or before 12:00 p.m. on Tuesday, June 30, 2026, and plainly marked on the envelope "Off-Site Digital Education Program Proposal No. 2602." The School District reserves the right to extend the date for the submission of sealed proposals.

2. Proposals shall be opened on July 1, 2026, in Chester Upland's School District Business Office, Administration Building, 1350 Edgmont Avenue, Chester, PA 19013, beginning at 1:00 p.m. The School District reserves the right to change the date for the opening of proposals.
3. Contractors who submit proposals by June 30, 2026 at 12:00 p.m. will be invited to meet with members of the CUSD Executive Team to present key elements of their proposal and to answer clarifying questions.
4. The contract, if awarded, shall go to the Contractor(s) whose proposal is in the best interests of the School District, taking into consideration relevant factors including but not limited to: price, digital platform quality and capabilities, on-site activity design, service offerings, completeness and clarity of proposal content, and demonstrated capability. This RFP does not require that the contract be awarded to the Contractor with the lowest price proposal. The School District, in its sole discretion, reserves the right to award contracts to the best qualified contractor(s) as it determines based on evaluation of their proposals.
5. The School District shall have no obligation to any Contractor unless and until formalized in a written contract duly approved by the Board of School Directors at a public meeting and signed by its designee.
6. Proposals should clearly describe the Contractor's capabilities to satisfy the requirements of the request. All proposals become the property of the School District upon submission. There will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the selection process.
7. Submission of proposal should include: one paper original, one paper copy, and one electronic copy of the proposal (submitted via email to the contact listed in Section 7).

Section 4: Scope of Services

The Chester Upland School District seeks proposals for an Off-Site Digital Education Program that serves students in a technology-mediated learning environment with integrated on-site activity components. Contractors may propose services for the full program or for discrete components, clearly delineating scope and pricing for each.

4.1 Digital Instruction

The successful vendor shall, at a minimum, provide the following instructional services through the digital program:

1. Standards-aligned instruction delivered via a secure, interactive digital learning platform, in all core academic areas including English Language Arts, Mathematics, Science, and Social Studies, by Pennsylvania-certified, highly qualified content teachers.
2. Elective and enrichment course offerings appropriate to the grade bands served.
3. Synchronous and asynchronous instructional options to accommodate varied student needs and schedules, with a minimum of twenty (20) hours of meaningful instructional engagement per week.

4. Research-based intervention programs, approved by CUSD, to support reading, writing, and mathematics.
5. Differentiated and individualized instruction using digital tools, adaptive learning software, and small-group virtual sessions.
6. Specialized services for diverse learners including English Language Development (ELD) students, students receiving Special Education services, and students with 504 Plans, in accordance with all applicable federal and state laws.
7. Credit recovery pathways for students in Grades 9–12 who are over-aged and under-credited.
8. Teacher-guided digital instruction supplemented by adaptive technology, virtual labs, and multimedia resources.
9. Technology, materials, devices, and connectivity resources needed to effectively deliver instruction aligned with the CUSD curriculum. The Contractor shall include in its proposal a plan for addressing device access and internet connectivity for enrolled students.

4.2 On-Site Activity Integration

Although the program operates primarily off-site in a digital format, the successful vendor must incorporate scheduled, structured on-site activities at CUSD-designated or mutually agreed-upon locations. On-site sessions are an essential component of the program and are not optional. The on-site activity design shall include, at a minimum:

1. Regularly scheduled on-site sessions (minimum of one (1) per week or as otherwise agreed upon with CUSD) for project-based learning, STEM labs, arts, physical education, and other experiential learning activities.
2. Social-emotional learning (SEL) group sessions and peer interaction opportunities facilitated in person.
3. Counseling, mentoring, and behavioral support services that may be provided in person during on-site sessions, supplemented by virtual counseling as needed.
4. Career interest and aptitude assessments, career exploration activities, and college and workforce readiness programming available during on-site sessions for secondary students.
5. A clear and detailed schedule of proposed on-site activities, including frequency, duration, location logistics, transportation planning responsibilities, and safety protocols.
6. *Note: The School District will not be responsible for transportation to on-site sessions. The Contractor's proposal must address how students will access on-site activities equitably.*

4.3 Student Support and Case Management

- Attendance monitoring and intervention for all enrolled students, including virtual check-ins, phone contacts, family conferences, and home visit coordination as needed.
- Individualized case management to support academic progress, behavioral goals, and re-integration into a traditional school environment when appropriate.
- Collaborative communication with CUSD personnel regarding student progress, IEP implementation, and transition planning.
- Transition services including career interest assessments, resume writing, interview skills, and community-based work-study connections for secondary students.
- Social skill development and behavior support programming aligned with Positive Behavioral Interventions and Supports (PBIS), restorative practices, and trauma-informed care frameworks.

4.4 Reporting and Accountability

- Monthly progress reports submitted to the designated CUSD administrator documenting: Behavioral Data, Academic Performance Data, Attendance Data, Intervention Data, Platform Usage and Engagement Metrics, and On-Site Activity Participation.
- Quarterly and end-of-year summary reports demonstrating program impact on student attendance, academic achievement, social-emotional growth, and school re-integration rates.
- A tracking system for student recidivism rates and outcomes following program exit.
- Cooperation with CUSD on all required Pennsylvania Department of Education reporting.

4.5 Technology Platform Requirements

- A secure, FERPA-compliant learning management system (LMS) accessible on multiple device types including Chromebooks, tablets, and laptops.
- Real-time parent/guardian and student access to assignment progress, grades, and attendance records.
- Built-in data analytics tools that allow CUSD to monitor student engagement, course completion, and performance at the individual, cohort, and program levels.
- Technical support available to students and families during instructional hours, including a help desk or support line.
- Platform accessibility features compliant with WCAG 2.1 AA standards to support students with disabilities.

4.6 Staffing

- The vendor will recruit and hire its own staff. Each virtual class section must be led by a Pennsylvania-certified, highly qualified content teacher for the grade and subject matter they are instructing.
- A dedicated instructional assistant or learning coach will be available to support students during both synchronous digital sessions and on-site activities.
- A full-time Program Director/Principal will be assigned to oversee program operations, student welfare, and District communication.
- A qualified school counselor will be assigned to the program to provide social-emotional support and case management.
- Special Education and English Language Development teachers will be available in sufficient numbers to serve all identified students.
- All vendor staff must comply with Pennsylvania criminal history review requirements, FBI clearances, and Child Abuse clearances prior to beginning service.
- The vendor will provide ongoing, job-embedded professional development to staff, aligned with current CUSD initiatives including PBIS, Multi-Tiered Systems of Support (MTSS), restorative practices, and trauma-informed care.

Section 5: Instructions for Contractor

Interested Contractors are asked to respond to the following items in the sequence presented:

1. Qualifications.

Describe the background, experience, certifications, and capabilities of the organization and its employees to provide the requested services. Include the organization's history in delivering digital education programs, the qualifications of proposed staff, and how the organization ensures compliance with IDEA, Section 504, and Chapters 14, 15, and/or 16 of the State Board of Education regulations. Describe professional development programs provided to staff.

2. Scope of Services.

Provide a detailed scope of services for each component being proposed (digital instruction, on-site activity integration, student support, technology platform). Include service delivery models, proposed number of students served, synchronous versus asynchronous delivery approach, on-site activity schedule and design, ancillary services, and communication protocols with District administration.

3. Technology Platform Description.

Provide a detailed description of the proposed digital learning platform, including the LMS, adaptive tools, student data privacy protections, accessibility features, and parent/guardian portal. Describe how the platform will support both synchronous and asynchronous learning and how data will be made available to CUSD.

4. On-Site Activity Plan.

Provide a detailed plan for on-site activities, including proposed frequency, duration, types of activities, location logistics, safety protocols, and how on-site sessions will integrate with and reinforce digital instruction. Address how equitable student access to on-site sessions will be ensured.

5. Staff.

Name the principal in the organization who will have direct and continued responsibility for services provided to the district. Identify staff roles, certification status, student-to-staff ratios, and specific experience in digital and alternative education environments.

6. References.

Provide at least three (3) references, preferably from school districts or educational entities within Southeastern Pennsylvania. References should include institution name, address, contact name, telephone number, and description of services provided.

7. Pricing.

Provide pricing proposals for one-year, two-year, and three-year contractual terms. Clearly delineate all daily or per-pupil rates, platform fees, on-site activity costs, and any additional expenses. The School District reserves the right to award a contract for one year or multi-years. Prices must remain firm until September 30, 2026.

8. Capabilities and Viability.

Submit evidence of financial and operational capabilities to meet the requirements described herein, including the capability to launch a fully functional program by August 30, 2026.

Section 6: Selection Criteria

Each proposal will be independently evaluated on the following criteria:

- **Background:** The proposal includes a concise and well-organized narrative demonstrating all elements specified in the RFP.
- **Knowledge and Experience:** Demonstrated depth and breadth in providing digital education services with favorable student outcomes. Includes evidence of successful digital program design, technology platform experience, and staffing capacity.
- **Technology Platform & Digital Infrastructure:** Quality, accessibility, security, and data capabilities of the proposed digital learning platform, including parent/guardian access and technical support provisions.
- **On-Site Activity Integration Plan:** Feasibility, creativity, equity of access, and educational quality of the proposed on-site activity component.
- **Student Support & Case Management:** Demonstrated approach to supporting student engagement, attendance, social-emotional needs, and re-integration planning in a digital environment.
- **References:** Evaluation of past services as reported by references and the relevance of past experience to the services requested.
- **Pricing / Budget:** A detailed, reasonable budget relative to comparable programs, clearly delineating all costs for digital and on-site components.

Criteria	Weight
Background & Organization Profile	15%
Knowledge, Experience & Curriculum Design	20%
Technology Platform & Digital Infrastructure	20%
On-Site Activity Integration Plan	10%
Student Support & Case Management	10%
References	10%
Pricing / Budget	15%

Section 7: Terms and Conditions

Contractors are responsible to: (a) become familiar with all Contract Documents and requirements; (b) all applicable federal, state, and local legal requirements; and (c) the contract terms and conditions. By submitting a proposal, the Contractor acknowledges that no promises, representations, or inducements have been made by the School District other than those set forth herein.

8. If any Contractor desires information pertaining to or clarifying this RFP, the Contractor is to contact the person below in writing via email. This shall be the only method of communication for purposes of obtaining information prior to submission:

Dr. Carlena J. Parker

Chief Academic Officer

1350 Edgmont Avenue, Chester, PA 19013

610-952-3950 | cparker@chesteruplands.org

9. All Contractor employees or sub-Contractors working with students will be required to provide the School District with a required FBI and Pennsylvania Criminal Background Check and a Pennsylvania Child Abuse Background Check prior to commencement of services.
10. The School District reserves the right to reject any and all proposals, or any parts thereof, and to waive technicalities as it may deem best to protect the interests of the School District. The existence of this RFP shall not, in any way, obligate the School District to take any action regarding any response submitted.
11. The successful Contractor shall not assign the contract or any rights thereunder to any person, firm, or entity without the consent of the School District, which may be withheld in its sole and absolute discretion.
12. If an award is made, the contract will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Any contract entered into is deemed to have been made in Delaware County, Pennsylvania.
13. All information provided in connection with this RFP shall be considered strictly confidential and proprietary to the School District. It is not to be shared with individuals outside of the Contractor's organization without the School District's prior written consent.
14. All costs incurred by any Contractor in preparing and providing responses to this RFP are solely the responsibility of the Contractor. The School District is not, and shall not be, liable for any costs incurred by Contractors in responding to this RFP.
15. Should a Contractor find conflicts or discrepancies in the proposal documents, or should there be uncertainty as to the meaning or intent of any provision, the Contractor must request clarification in writing no later than four (4) business days prior to the Proposal Due Date. Only written addenda are binding.
16. Any personnel provided by the Contractor shall be considered employees, subcontractors, or agents of the Contractor. Under no circumstances will said personnel be considered employees or agents of the School District. However, the School District reserves the right to demand the removal and replacement of any individual provided by the Contractor.
17. The Contractor must disclose any prior or current business or personal relationships with any School District employee or member of the Board of School Directors. If such a relationship exists, the Contractor shall briefly describe when the relationship occurred and its nature.

Section 8: Special Terms and Conditions

18. Contractor agrees that, in performance of the services required under this Agreement, Contractor has full and sole responsibility for compliance with all applicable laws, statutes, ordinances, and regulations, including but not limited to those governing digital education delivery, student data privacy (FERPA, COPPA), and special education.
19. All Contractor personnel must possess current and appropriate Pennsylvania Department of Education certification and/or licensure as required for their role. Copies must be submitted to the School District prior to commencement of services. The Contractor and its staff agree to follow all applicable federal and state laws, including: Act 212 of 1990; 22 PA Code Chapter 14; Part B of the Individuals with Disabilities Education Act (IDEA); Federal regulations at 34 CFR Parts 300 and 301; and District Board-Approved Policies.
20. Prior to performing any service pursuant to this Agreement, each Employee of the Contractor or subcontractor shall: (a) Complete and submit standard Sexual Misconduct/Abuse Disclosure Release forms as developed by the Pennsylvania Department of Education; (b) Obtain federal and state police reports of criminal history record information pursuant to the Pennsylvania Public School Code, Section 111; and (c) Obtain a Child Abuse Clearance pursuant to the Child Protective Services Law, 23 Pa. C.S. §6301 et seq.
21. The Contractor shall ensure that all employees obtain requisite training related to child abuse recognition and reporting pursuant to Act 126 of 2012, and that renewed clearances and reports are submitted within 60 months of the last issuance.
22. Student Data Privacy: The Contractor shall maintain full compliance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and all applicable Pennsylvania student data privacy regulations. The Contractor shall not use student data for any commercial purpose and shall execute a data sharing agreement with the District prior to commencement of services.
23. Contractor agrees to indemnify, protect, defend, and save harmless the School District, its Directors, officers, agents, workers, servants, and employees from any and all claims, demands, causes of action, suits, damages, costs, and expenses arising from services rendered by Contractor hereunder, except those arising from negligent acts or omissions of the School District.
24. Contractor agrees to carry, for the duration of this Agreement, employer and public liability and property damage insurance and adequate workers' compensation insurance coverage in amounts acceptable to the School District. Certificates of coverage shall be furnished to the School District prior to commencement of services. The School District must be named as an additional insured on all such coverages.
25. The School District may terminate the contract in the event of a breach of any material term that remains uncured thirty (30) days after written notice of such breach. The School District may terminate the contract at any time for convenience by providing sixty (60) days advance written notice to the Contractor. If the contract is terminated in accordance with this paragraph, the School District shall only be required to pay Applicant for services satisfactorily performed prior

to the termination. If the School District has paid the Applicant for services not yet provided as of the date of termination, the Applicant shall immediately refund such payment(s). At termination of this Agreement, regardless of the conditions of termination, the Contractor shall leave School District's property under its care in as good condition as it was at the time of acceptance of this Agreement. The determination of such conditions shall be made by the School District.