



<b>REQUEST FOR QUALIFICATIONS</b> SY20-21 IN-PERSON STUDENT SUPPORT CENTERS TERM 1		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY,			Page of Pages 1   16	
1. REQUEST NO.  GAGA-2020-A-0126	2. DATE ISSUED  September 14, 2020	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS ®			
5A. ISSUED BY: District of Columbia Public Schools (DCPS) Office of Resource Strategy, Contracts and Acquisitions Division 1200 First Street, N.E., 9 <sup>th</sup> floor, Washington, D.C. 20002			6. DELIVER BY (Date)			
5B. FOR INFORMATION CONTACT: (Name and telephone no.) (No collect calls) District of Columbia Public Schools (DCPS) Office of Resource Strategy, Contracts and Acquisitions Division 1200 First Street, N.E., 9 <sup>th</sup> floor, Washington, D.C. 20002			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			9. DESTINATION (Consignee and address, including ZIP code) District of Columbia Public Schools (DCPS) 1200 First Street, N.E., Washington, D.C. 20002			
10. PLEASE FURNISH RESPONSES TO ISSUING OFFICE ON OR BEFORE <b>OCTOBER 1, 2020 AT NOON</b>	11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> LONG-TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE					
<b>IMPORTANT:</b> This is a request for qualifications furnished are not offers. If you are unable to respond, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission or to contract for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by offerors. Any representations and/or certifications attached to this Request for Qualification must be completed by the offeror.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
LINE ITEM	DESCRIPTION	QUANTITY (c)	Unit (d)	UNIT PRICE (e)	AMOUNT (f)	
001	STUDENT SUPPORT SERVICES (STUDENT GROUPS OF 10, MINIMUM OF 2 GROUPS)		GROUPS			
002	STUDENT SUPPORT SERVICES ADMINISTRATIVE FEE		PER SITE			
13. DISCOUNT FOR PROMPT PAYMENT <b>u</b>		10 Calendar Days %	20 Calendar Days %	30 Calendar Days %	---- Calendar Days %	
14. OFFEROR FEDERAL ID AND EMAIL ADDRESS:			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUALIFICATION RESPONSE		16. DATE OF RESPONSE	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

**SECTION B: INTRODUCTION AND BACKGROUND**

**B.1** The District of Columbia Public Schools (DCPS) educates approximately 49,000 students in 118 schools and educational centers. DCPS employs about 8000 teachers, principals, classroom aides, social workers, counselors, custodians and other support staff who work to carry out the public education mission in DC. DCPS also counts amongst its facilities another four (4) administrative locations and mission-oriented offices, such as the Central office location and support sites, warehouse and logistics facilities.

Due to the COVID-19 pandemic, DCPS will be operating in an all-virtual posture for Term 1 of the 2020-2021 school year. Because of this, DCPS is utilizing CARES Act funding and the DCPS 21st Century Community Learning Center (21CCLC) grant funds will be repurposed to hire community-based partners to support in-person student support center programs at selected DCPS school sites for students that are furthest from opportunity. There will be a particular focus on students experiencing homelessness and housing transitions, as well as at-risk eligible students, special education students, and English language learners while DCPS participates in fully virtual learning.

Summary

DCPS will utilize CARES Act and 21CCLC grant funds to hire community-based partners to lead in-person student support center programming for students at identified school sites (from the [list of 55 school sites](#) approved in the OSSE grant proposal). This in-person programming will provide students with academic support, academic enrichment, and other activities intended to enhance the students’ regular daytime academic program during the COVID-19 health crisis.

DCPS will provide partners with a per pupil allocation of \$600 per student served in addition to a \$4,200 flat administration award per site for Term 1. Vendors will bid on the total number of students they are able to serve in groups of ten (10) students. Partners must be able to accommodate a minimum of twenty (20) students and a maximum of fifty (50) students per site. Selected partners will facilitate programs that provide learning opportunities for students that met DCPS’s desire to:

- a. Provide a safe, supported space and tutoring for targeted groups of students to supplement online learning with their teacher.
- b. Provide opportunities for safe, social interactions and enrichment activities that can support the development of the whole child (e.g. physical activity, arts experiences).

Selected partners must have the ability to provide both academic support and an engaging enrichment curriculum for a minimum of seven (7) hours per day, up to a maximum of eight (8) hours per day. Required number of program hours per day will be dependent upon the grade band(s) to be served by the vendor.

**B.2 Summary Table**

<b>WHO</b>	DCPS will assign selected vendors to work with students in grades PK-12 at a minimum of one of the identified school sites. Each site will host up to five (5) classes, with each class having a <i>student-to-instructor ratio of 10:2</i> . This program will particularly focus on students experiencing homelessness and housing transitions, at-risk eligible students, special education students, and English language learners.
<b>WHAT</b>	The selected partners will provide in-person student support center programming that includes academic support and enrichment to students during the remaining portion of Term 1 of SY2020-2021, during the COVID-19 pandemic.
<b>WHERE</b>	Identified DCPS school locations across the city.

	Vendors are invited to recommend their preferred school site, but DCPS will ultimately have the final decision on which school sites selected vendors will be assigned to.
<b>WHY</b>	<p>Selected community-based partners will facilitate in-person student support center programming in meeting the DCPS’s desire to:</p> <ul style="list-style-type: none"> <li>• Provide a safe, supported space and tutoring for targeted groups of students to supplement online learning with their teacher.</li> <li>• Provide opportunities for safe, social interactions and enrichment activities that can support the development of the whole child</li> </ul>
<b>WHEN</b>	<p>In-person student support center programming will occur from October 13 to November 5, 2020 for a total of 17 days. <b>There will be no programming on November 3.</b> Selected partners may begin doing any necessary pre-work (e.g. hiring, curriculum planning, etc.) upon receipt of a purchase order from DCPS (no sooner than October 1, 2020). Further, selected partners should be able to extend programming past November 5, should DCPS continue all virtual learning.</p> <p>Required program hours will vary depending on the grade band(s) to be served by selected partners, as determined by DCPS’ scheduling policies:</p> <ul style="list-style-type: none"> <li>• Grades PK-5: 7 hours per day (8:30am-3:30pm)</li> <li>• Grades 6-8: 8 hours per day (8:30am-4:30pm)</li> <li>• Grades 9-12: 7.5 hours per day (9:00am-4:30pm)</li> </ul>

**B.3 Laws and Requirements**

- a. Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers
- b. The 21st CCLC Program, 84.287C, Public Law 108-199
- c. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund), 84.425D, authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act
- d. [OSSE Health & Safety Guidance for Schools: COVID-19 Recovery Period](#)

**B.4 COVID-19 Safety Protocols**

Selected partners will be required to acknowledge adherence to DCPS, OSSE, and DC Health safety requirements. These are in alignment with the [OSSE guidance](#) for reopening schools, and include (but are not be limited to):

- a. Students and staff staying home when sick
- b. Health screening protocol for all students and staff
- c. Face coverings for all students and staff
- d. Stable groupings of students and staff
- e. No more than twelve (12) total people (students plus adults) in a group; a 13<sup>th</sup> person (e.g. site director) may enter a group briefly
- f. Reporting procedures in the event someone tests positive for COVID-19

DCPS will require all partners to create a written plan indicating how they will adhere to these safety protocols and will conduct periodic site-visits to ensure compliance. If a partner does not adhere to required safety protocols, DCPS retains the right to terminate the contract.

**SECTION C: STATEMENT OF WORK**

**C.1 SCOPE**

Community-based partners will facilitate in-person student support center programs at selected schools to provide learning opportunities for students in meeting DCPS’s desire to:

- a. Provide a safe, supported space and tutoring for targeted groups of students to supplement online learning with their teacher. This could include:
  - 1. Supporting students to log onto Canvas (DCPS’s learning management system) and Teams (DCPS’s live instruction platform) to access instructional resources
  - 2. Providing individual or small group academic support as needed
- b. Provide opportunities for safe, social interactions and enrichment activities that can support the development of the whole child

Interested partners should create a response and accept the pricing model based on the grade band(s) they wish to serve and the number of students they’re able to serve. Partners must create a response and accept the pricing model based on groups of ten (10) students and must have the ability to serve a minimum of twenty (20) and a maximum of fifty (50) students per site.

**C.2 Required Tasks and Deliverables**

A. Task	B. Deliverable	C. Responsible Party	D. Deadline	E. Award Amount
1. Recruitment, enrollment, attendance	1. DCPS ranks each student’s level of need based on set criteria (e.g. homeless status, at-risk status, students with disabilities, students with IEPs). 2. DCPS identifies first cohort of students who would be eligible to receive in-person programming based on above criteria. 3. DCPS sends message to identified families, offering the opportunity and a deadline for enrolling. 4. Based on enrollment numbers, DCPS will invite a second wave of students spots for in-person programming, following the same process as above, until all spots are filled.	1. DCPS	1. Upon receipt of purchase order from DCPS until November 5, 2020.  2. If required, selected vendors should have the ability to continue program past November 5, 2020.	1. Selected vendors will receive a per pupil award amount of \$600 per student served, in addition to a flat administrative fee (for on-site administration support) of \$4,200 per site for Term 1.  2. Vendors must submit a response and accept the pricing model in groups of ten (10) students and must be able to accommodate a minimum of twenty (20) and a maximum of fifty (50) students per site.  EXAMPLE 1: A vendor that can serve
	5. After initial outreach by DCPS, call families to confirm enrollment. 6. Use DCPS-provided rosters to take attendance daily and report it to the DCPS site administrator 7. Only students selected by DCPS may be present during	2. Vendor		

GAGA-2020-A-0126 – SY20-21 IN-SCHOOL STUDENT SUPPORT CENTERS

	programming; no additional youth may be present			20 students at one site will receive a total of \$16,400 for Term 1.
2. Space	<p>8. DCPS will assign the site(s) where the vendor’s program will take place</p> <p>9. Ensure that the appropriate space is assigned for vendor’s program needs (e.g. classrooms, gym, media center, etc.) at no cost</p> <p>10. Provide security and custodial services</p>	3. DCPS		EXAMPLE 2: A vendor that can serve 100 students at two sites will receive a total of \$68,400. For Term 1.
3. Program Management & Staffing	<p>11. Provide vendor support via the 21CCLC Grant Specialist, Extended Learning Budget Specialist, OSTP coordinators, and/or school-based site administrator or afterschool coordinator</p> <p>12. Provide daily breakfast and lunch for all students.</p>	4. DCPS		Total grant award amount for Term 1 for all sites should not exceed \$684,000.
	<p>13. Must participate in required training by DCPS prior to program start date.</p> <p>14. Provide academic and enrichment program to serve the aforementioned student populations at the identified schools.</p> <p>15. Program must operate on assigned school days for the required number of hours per grade band, as required by DCPS scheduling policies:</p> <p>a. Manage the daily program at the site and provide the necessary administrative support needed for program reporting and billing.</p> <p>b. Provide all supplies necessary for implementation of the program.</p> <p>c. Hire staff appropriate to the program requirements and follow a student-to-staff ratio of 10:2 per classroom, with a maximum of five (5) classrooms per site. This must include at least one (1) main point of contact (per school site) that is always on site during the program. Two individuals may be rotated in this role, but that must be communicated with and approved by DCPS.</p> <p>d. Hire appropriate staff to maintain student-to-staff ratio in the event</p>	5. Vendor		

	<p>of staff absence; DCPS will not provide substitutes.</p> <p>e. Can support a minimum of two (2) classrooms and up to five (5) classrooms per site.</p>			
4. Safety	<p>16. Develop reporting strategy for vendor to inform DCPS of any COVID-19 cases at school sites</p> <p>17. Regularly monitor school sites to ensure compliance with DC government/OSSE COVID-19 safety policies</p> <p>18. Ensure partner has needed personal protective equipment (PPE) as required by the DC government</p>	6. DCPS		
	<p>19. Ensure no other individuals (other than approved DCPS students and partner staff) are onsite for the program. No other additional youth may participate in programming.</p> <p>20. Adhere to all policies and procedures from the DC Government related to COVID-19.</p> <p>21. Ensure there are no more than twelve (12) total people (including students and staff) in any one classroom at any given time. A 13th person (e.g. site coordinator) may enter briefly as needed.</p> <p>22. Inform DCPS immediately of any known student or staff COVID-19 cases.</p>	7. Vendor		
5. Finance & Reporting	<p>23. Submit itemized invoice for all approved charges (via the DC Vendor Portal) no later than November 19, 2020. Vendor will pay for all charges up front and invoice DCPS thereafter.</p> <p>24. Ensure only charges allowable on the 21CCLC grant are purchased.</p>	8. Vendor		
	<p>25. Ensure timely review and payment of partner’s invoices.</p>	9. DCPS		

**C.3 Vendor Qualifications**

- a. Vendor must be a current registered School Program Provider with DCPS.
- b. Vendor must have obtained a valid OSSE Child Development Center (CDC) License or have the ability to obtain license by October 13, 2020. This is applicable for vendors serving students in grades PK to age 12.
- c. Vendor must be able to provide programming for a minimum of twenty (20) students and a maximum of fifty (50) students per site.

GAGA-2020-A-0126 – SY20-21 IN-SCHOOL STUDENT SUPPORT CENTERS

- d. Vendor must provide highly trained and qualified instructors to provide support in accordance with DCPS and Department of Health guidelines.
- e. Vendor must have demonstrated experience working with students furthest from opportunity, including those experiencing homelessness or housing transitions, at-risk eligible students, special education students, and English language learners.
- f. Vendor must have a minimum of two (2) years of experience within the last five (5) years of providing childcare and enrichment services to youth.
- g. Vendor must be approved (or have ability to be approved) to do work with the DC Government, must register in the DC Vendor Portal, and must meet all requirements to become a vendor with DCPS.
- h. Vendor must comply with all other DCPS requirements for School Program Providers, as outlined on the DCPS website (e.g. annual registration, insurance, background checks, building use agreements, memoranda of agreements) and with any other documents that may be required by the DC Office of the State Superintendent of Education for the 21<sup>st</sup> Century Community Learning Center Grant.
- i. Vendor must be able to comply with the DC’s COVID-19 safety guidelines and protocols.

**C.4 Applicable Documents**

<b>Item No.</b>	<b>Document Type</b>	<b>Name</b>	<b>Version</b>
1	PDF	OSSE Health & Safety Guidance for Schools: COVID-19	Current
2	PDF	21 <sup>st</sup> Century Community Learning Center Grant Term 1 Proposal	Current

**C.5 Costs Schedules for Student Support Centers Term 1**

**(October 5, 2020 - November 5, 2020 including training & set up; student start date of October 13)**

Grade Band	Example Student Virtual Instruction Schedule Time (Partner Supported)	Partner Program Hours	Program Purpose	Min & Max # of students to be Served Per Site	Student-to-Staff Ratio	Cost per Student (Must bid in groups of 10, min. of 2 groups)	Flat Rate Admin. Fee (per site)
PK3 & PK4	9:15-11:30 11:30-12:15 (Lunch) 12:15-1:15	8:30-3:30 (7)	Virtual learning support plus partner-led enrichment based on school day schedule	20-50 students	10:2	\$600.00	\$4,200
K-2	8:45-11:30 11:30-12:30 (Lunch) 12:30-2:45	8:30-3:30 (7)		20-50 students	10:2	\$600.00	\$4,200
3-5	8:45-12:00 12:00-12:45 (Lunch) 12:45-2:30	8:30-3:30 (7)		20-50 students	10:2	\$600.00	\$4,200
6-8	9:00-12:30 12:30-1:15 (Lunch) 1:15-3:45	8:30-4:30 (8)		20-50 students	10:2	\$600.00	\$4,200
9-12	9:30-12:30 12:15-1:15 (Lunch) 1:15-3:45	9:00-4:30 (7.5)		20-50 students	10:2	\$600.00	\$4,200

*Example: Organization decides to serve 20 students at a school. 20 x \$600 = \$12,000. Plus, flat rate administrative fee of \$4,200. Total value of services = \$16,200.*

**SECTION D: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

**D.1 MOST ADVANTAGEOUS TO DCPS**

The DCPS intends to award *multiple* in-person student support agreements resulting from this solicitation to the responsible offerors whose offers conforming to the solicitation will be most advantageous to DCPS, technical and other factors, specified elsewhere in this solicitation considered.

**D.2 INITIAL OFFERS**

DCPS may award in-person student support agreement on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror’s best terms from a standpoint of technical and other factors.



**D.3 CONTRACTOR QUALIFICATION RECORD ORGANIZATION AND CONTENT**

- a. This solicitation will be listed on the [DCPS Website](#). To be considered, an offeror must submit the required attachments via email to [dcpsoca.inquiries@k12.dc.gov](mailto:dcpsoca.inquiries@k12.dc.gov) before the closing date and time. Paper, telegraphic, and facsimile proposals will not be accepted.
- b. All attachments shall be submitted as a pdf file. The DCPS will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.
- c. Please note that each attachment is limited to a maximum size of 25 MB.
- d. Offerors are directed to the specific evaluation criteria. The offeror shall respond to evaluation criteria in a way that will allow the DCPS to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and delivery thereof. The information requested shall facilitate evaluation for all Contractor Qualification Records (CQRs). The CQR must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.

**D.4 Contractor Qualification Records (CQR) shall be organized and presented in the following four (4) separate sections:**

- a. Section 1 – Specialized Experience
  1. Firm's Description & Statement of Qualifications
  2. Sample Youth Enrichment Plan
- b. Section 2 – Technical Competence
  1. The Firm's Program Description(s)
  2. Personnel Resumes & Staffing Plan
  3. Firm OSSE license to operate the facility
  4. Sound Fiscal Management to include – Any Audits and/or Financial statements
  5. Three references for the organization's current contracts excluding DCPS

**D.5 Section 1 – Specialized Experience**

- a. *Firm's Description & Statement of Qualifications*: Provide a brief description of the firm and its qualifications to undertake this project. DCPS is particularly interested in the firm's staff experience and qualifications relevant to the Scope of Services and the specific roles they played in past similar projects. Also, provide a roster of board of director or listing of business owners.
- b. *Firm's Historical Service Offerings*: Offeror must provide a description of its experience providing childcare and/or enrichment services to youth furthest from opportunity, including those experiencing homelessness or housing transitions, at-risk eligible students, special education students, and English language learners. This experience must have been obtained within the last five (5) years.
- c. The Offeror must provide oral language interpretation services to any individual with limited or no-English proficiency who seeks to access or participate in the Offeror's services. Interpretation can be provided either by bilingual personnel or telephonic interpreters such as Language Line (the Language Line dial-in codes can be obtained by emailing [language.access@k12.dc.gov](mailto:language.access@k12.dc.gov)). The Offeror must ensure that culturally competent and

linguistically appropriate services are provided to students. The Offeror must ensure the ability of appropriately trained and qualified staff/service partners to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its clients so the Offeror can respond to the individual needs of each student.

**D.6 Section 2 - Technical Competence:**

- a. *Personnel & Staffing:* Identify and provide resumes for professional staff and applicable licenses who will have responsibility for performing the Scope of Work. Organization must indicate the organization of the proposed staff. The Offeror must maintain documentation that personnel possess adequate training, certifications, qualifications, and competence to perform the duties to which they have been assigned. If the CQR involves a team submission, explain how the team will be organized to ensure adequate communication and performance among the firms in the team arrangement.
- b. *Sound Fiscal Management:* Financial statements (including without limitation cash flow statement, income statement, and balance sheet), audited or unaudited, prepared in accordance with generally accepted accounting principles for each of the immediately preceding two (2) years, or the duration of the applicant’s existence, whichever is shorter.

**D.7 Attachments:**

The Offeror shall provide in this section the following documents and pertinent information:

- a. Resumes
- b. Copy of License and/or certifications.
- c. Copy of Valid Business License.
- d. Audited or Unaudited financial statements
- e. Price Schedule
- f. Cover Page of this RFA

**D.8 REQUIREMENT FOR AN ELECTRONIC COPY OF PROPOSALS TO BE MADE AVAILABLE TO THE PUBLIC**

In addition to the Request for Qualification (RFA) submission requirements above, the offeror must submit an electronic copy of its RFA, redacted in accordance with any applicable exemptions from disclosure under D.C. Official Code §2-534. Redacted copies of the offeror’s RFA must be submitted by e-mail attachment to the contact person designated in the solicitation. D.C. Official Code §2-536(b) requires the District to make available electronically copies of records that must be made public. The District’s policy is to release documents relating to District RFAs following award of the HCA, subject to applicable FOIA exemption under §2-534(a) (1). Successful RFAs will be published on the DCPS Website in accordance with D.C. Official Code §2-361.04, subject to applicable FOIA exemptions.

**SECTION E: CONTACT**

All responses must be received on or before Thursday, September 24, 2020 by 12:00 pm to [depsoca.inquiries@k12.dc.gov](mailto:depsoca.inquiries@k12.dc.gov); Subject line: “GAGA-2020-A-0126 – Student Support Centers”.

**SECTION F: PERIOD OF PERFORMANCE**

The period of performance shall begin October 5, 2020 and continue through November 5, 2020 as executed by the Contracting Officer.

**SECTION G: QUALIFICATION INSTRUCTIONS**

**G.1 SUBMISSION**

- a. In order to be considered for selection, contractors must email the response to [dcpsoca.inquiries@k12.dc.gov](mailto:dcpsoca.inquiries@k12.dc.gov) - Subject line: “GAGA-2020-A-0126 – Student Support Center” An offeror may submit no more than one (1) response in response to this RFA.
- b. All electronic responses are to be formatted for print on standard 8.5” X 11” paper in 12-point font minimum type.
- c. Any costs incurred by contractors in preparing or submitting a quote shall be the contractor's sole responsibility.
- d. Qualifications should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of this RFA so that DCPS may properly evaluate contractor's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.
- e. DCPS reserves the right to waive informalities or irregularities, to reject any or all responses received, to accept the responses deemed best for the agency, and/or request new responses if necessary.

**G.2 MINIMUM ACCEPTANCE PERIOD**

DCPS requires a minimum acceptance period of 90 calendar days from the due date and time of this RFA.

**G.3 TYPE OF AWARD**

DCPS reserve the right to award multiple contracts resulting from this solicitation. Contractors are advised that:

- a. If “Services” are to be performed pursuant to this RFQ, they must be provided in all respects as specified herein and include the services to be furnished, together with any labor, material or other work necessary for satisfactory performance.
- b. If “Supplies” are to be provided pursuant to this RFQ, they must be in all respects as specified herein and include the items to be furnished, together with any labor, service or other work necessary for satisfactory performance.

**G.4 BASIS OF AWARD**

- a. The Award(s), if made, will be made to the Contractor (i) whose response is judged to be responsive to the terms of the solicitation and based solely upon the qualifications. Any such award will be made within 15 days after receipt of the responses.
- b. Notwithstanding the foregoing or any other provision in Terms and Conditions, DCPS reserves the right to reject all responses and cancel this RFA at any time prior to award.

**G.5 QUOTE STRUCTURE**

The offeror shall accept the pricing model included in the RFQ, and submit Price Schedule in Section P.

## G.6 CONTRACT ADMINISTRATOR

The offeror shall accept the pricing model included in the RFQ, and submit Price Schedule in Section P.

## SECTION H: WARRANTY

The Contractor warrants all services provided, components, parts and material furnished under this contract against defects or failures, for a period of at least three (3) years from the date of acceptance.

## SECTION I: LAWS AND REGULATIONS INCORPORATED BY REFERENCE

The offeror certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this agreement:

Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;  
<https://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Standard%20Contract%20Provisions%20-%20July%202010.pdf>

## SECTION J: CONFIDENTIALITY

- J.1 Offerors awarded In-person Student Support Agreements through this Request for Qualifications must keep information concerning clients strictly confidential, and the information shall not be divulged to unauthorized persons. Offerors must demonstrate an ability to maintain the confidentiality of student information, and Offerors must adhere to all Federal and local laws related to confidentiality (HIPAA). Client information must be shared with the Agency upon the request of the Agency's staff.
- J.2 Offerors shall ensure that all staff with access to confidential or sensitive information is aware of and trained on the relevant provisions of local and Federal laws and regulations regarding student information and confidentiality, including statutes addressing mental health, HIV/AIDS, substance abuse, domestic violence, and minors.

## SECTION K: QUALITY ASSURANCE

- K.1 The Offeror shall monitor and evaluate activities of staff performing services under DCPS that will result from this RFA, including staff working as part of a team to provide services that are related to DCPS's service plan.
- K.2 The Offeror shall be responsible for documentation of services provided to DCPS, including updates regarding overall progress as well as any issues that may arise.
- K.3 The Offeror shall inform all clients of the process by which to file a complaint or grievance, and the process by which a grievance disposition can be appealed. The Offeror shall develop and comply with, a process for receiving, investigating and addressing client complaints and client requests for reassignment of their staff.
- K.4 The Offeror shall ensure the delivery of in-person student support services free from discrimination on the basis of race, color, religion, national origin, language, culture, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, and source of income.
- K.5 An **unusual incident** is an event that affects Offeror staff or customers and is significantly different from the regular routine or established procedures. Examples of these incidents include, but are not limited to:
  - a. Death;

- b. Injury;
- c. Unexplained absence of student;
- d. Physical, sexual, or verbal abuse of a student by staff or others;
- e. Staff negligence;
- f. Fire;
- g. Theft, destruction of property, or sudden serious problems in the physical facility;
- h. Complaints; and
- i. Requests for information from the press, attorneys, or government officials outside of DCPS staff involved with the contract.

#### **SECTION L: RECORDKEEPING AND RECORD RETENTION**

The Offeror shall keep records of overall activities, evaluations of supportive services, and files on all staff engaged in services through this solicitation. To ensure confidentiality and security, the Offeror shall keep records in a locked file controlled by appropriate staff. The Offeror shall retain records for at least three (3) years following the termination of any contract. The Offeror must demonstrate an ability to ensure the confidentiality and security of records in their proposal(s).

#### **SECTION M: MONITORING & EVALUATION**

The Contract Administrator (CA) will monitor and evaluate the performance of the Offeror in accordance with the scope of work and related service delivery standards as set forth in this solicitation. The CA will make periodic scheduled and unscheduled monitoring visits to review records and discuss the scope of work in relation to the services being rendered. The CA will interview DCPS participants to get their feedback on the efficacy of the in-person student support services being provided.

#### **SECTION N: CRIMINAL BACKGROUND CHECKS FOR OFFERORS DELIVERING SERVICES TO CHILDREN OR YOUTH**

- N.1 A Offeror that provides services as a covered child or youth services Offeror, as defined in section 202(3) of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*), as amended (in this section, the “Act”), must obtain criminal history records to investigate persons applying for employment, in either a compensated or an unsupervised volunteer position, as well as its current employees and unsupervised volunteers. The Offeror must request criminal background checks for all positions/staff that come in direct contact with clients assigned to the Offeror under this Solicitation.
- N.2 The Offeror shall inform all applicants requiring a criminal background check that a criminal background check must be conducted on the applicant before the applicant may be offered a compensated position or an unsupervised volunteer position.
- N.3 The Offeror shall also obtain traffic records to investigate persons applying for employment, as well as current employees and volunteers, when that person will be required to drive a motor vehicle to transport children in the course of performing his or her duties. The Offeror must request traffic records for all positions/staff that transport clients assigned to the Offeror under the HCA that results from this RFQ.
- N.4 The Offeror shall inform all applicants requiring a traffic records check that a traffic records check must be conducted on the applicant before the applicant may be offered a compensated position or a volunteer position.
- N.5 The Offeror must obtain from each applicant, employee and unsupervised volunteer:
  - a. A written authorization which authorizes the District to conduct a criminal background check;

- b. A written confirmation stating that the Offeror has informed him or her that the District is authorized to conduct a criminal background check;
- c. A signed affirmation stating whether or not they have been convicted of a crime, pleaded nolo contendere, are on probation before judgment or placement of a case upon a stet docket, or have been found not guilty by reason of insanity, for any sexual offenses or intra-family offenses in the District or their equivalent in any other state or territory, or for any of the following felony offenses or their equivalent in any other state or territory:
  - 1. Murder, attempted murder, manslaughter, or arson;
  - 2. Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;
  - 3. Burglary;
  - 4. Robbery;
  - 5. Kidnapping;
  - 6. Illegal use or possession of a firearm;
  - 7. Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
  - 8. Child abuse or cruelty to children; or
  - 9. Unlawful distribution of or possession with intent to distribute a controlled substance;
- d. A written acknowledgement stating that the Offeror has notified them that they are entitled to receive a copy of the criminal background check and to challenge the accuracy and completeness of the report; and
- e. A written acknowledgement stating that the Offeror has notified them that they may be denied employment or a volunteer position or may be terminated as an employee or volunteer based on the results of the criminal background check.

N.6 The Offeror shall inform each applicant, employee and unsupervised volunteer that a false statement may subject them to criminal penalties.

N.7 Prior to requesting a criminal background check, the Offeror must provide each applicant, employee, or unsupervised volunteer with a form or forms to be utilized for the following purposes:

- a. To authorize the Metropolitan Police Department (MPD), or designee, to conduct the criminal background check and confirm that the applicant, employee, or unsupervised volunteer has been informed that the Offeror is authorized and required to conduct a criminal background check;
- b. To affirm whether or not the applicant, employee, or unsupervised volunteer has been convicted of a crime, has pleaded nolo contendere, is on probation before judgment or placement of a case upon a stet docket, or has been found not guilty by reason of insanity for any sexual offenses or intra-family offenses in the District or their equivalent in any other state or territory of the United States, or for any of the felony offenses described in paragraph 16.5(c);
- c. To acknowledge that the applicant, employee, or unsupervised volunteer has been notified of his or her right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report;
- d. To acknowledge that the applicant may be denied employment, assignment to, or an unsupervised volunteer position for which a criminal background check is required based on the outcome of the criminal background check; and

GAGA-2020-A-0126 – SY20-21 IN-SCHOOL STUDENT SUPPORT CENTERS

- e. To inform the applicant or employee that a false statement on the form or forms may subject them to criminal penalties pursuant to D.C. Official Code §22-2405.
- N.8 The Offeror shall direct the applicant or employee to complete the form or forms and notify the applicant or employee when and where to report to be fingerprinted.
- N.9 Unless otherwise provided herein, the Offeror must request criminal background checks from the Chief, MPD (or designee), who is responsible for conducting criminal background checks, including fingerprinting.
- N.10 The Offeror shall request traffic record checks from the Director, Department of Motor Vehicles (DMV) (or designee), who is be responsible for conducting traffic record checks.
- N.11 The Offeror shall provide copies of all criminal background and traffic check reports to the CA within one business day of receipt.
- N.12 The Offeror shall pay for the costs for the criminal background and traffic record checks, pursuant to the requirements set forth by the MPD and DMV. The District shall not make any separate payment for the cost of criminal background and traffic record checks.
- N.13 The Offeror may make an offer of appointment to, or assign a current employee or applicant to, a compensated position contingent upon receipt from the CO of the CA's decision after his or her assessment of the criminal background or traffic record check. The response shall be received from CO and CA within seven (7) days.
- N.14 The Offeror may not make an offer of appointment to an unsupervised volunteer whose position brings him or her into direct contact with children until it receives from the contracting officer the CA's decision after his or her assessment of the criminal background or traffic record check. The response shall be received from CO and CA within seven (7) days.
- N.15 The Offeror shall not employ or permit to serve as an unsupervised volunteer an applicant or employee who has been convicted of, has pleaded nolo contendere to, is on probation before judgment or placement of a case on the stet docket because of, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.
- N.16 Unless otherwise specified herein, the Offeror must conduct periodic criminal background checks upon the exercise of each option year of this contract for current employees and unsupervised volunteer in the positions listed in sections C.13.1 and C.13.2.
- N.17 An employee or unsupervised volunteer may be subject to administrative action including, but not limited to, reassignment or termination at the discretion of the CA after his or her assessment of a criminal background or traffic record check.
- N.18 The CA is solely responsible for assessing the information obtained from each criminal background and traffic records check report to determine whether a final offer may be made to each applicant or employee. The CA must inform the CO of its decision, and the CO shall inform the Offeror whether an offer may be made to each applicant.
- N. 19 If any application is denied because the CA determines that the applicant presents a danger to children or youth, the Offeror must notify the applicant of such determination and inform the applicant in writing that she or he may appeal the denial to the Commission on Human Rights within thirty (30) days of the determination.

N.20 Criminal background and traffic record check reports obtained under this section must be confidential and are for the exclusive use of making employment-related determinations. The Offeror shall not release or otherwise disclose the reports to any person, except as directed by the CO.



**SECTION O: QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS**

All questions for this Request for Qualifications is are due 7 days after the RFQ has been posted.

**SECTION P: PRICE SCHEDULE**

<b>Item No.</b>	<b>Grade Band</b>	<b>Description</b>	<b>Estimated Qty (Min. of 2)</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Est Total Price</b>
001	PK3 & PK4	Virtual learning support plus partner-led enrichment based on school day schedule		Group	\$6,000	\$
002	K-2	Virtual learning support plus partner-led enrichment based on school day schedule		Group	\$6,000	\$
003	3-5	Virtual learning support plus partner-led enrichment based on school day schedule		Group	\$6,000	\$
004	6-8	Virtual learning support plus partner-led enrichment based on school day schedule		Group	\$6,000	\$
005	9-12	Virtual learning support plus partner-led enrichment based on school day schedule		Group	\$6,000	\$
006	N/A	Admin Fee		Site	\$4,200	\$
<b>Estimated Total Price</b>					<b>\$</b>	

**SECTION Q: SCHOOL SITE PREFERENCE**

Please list school site in preference order from the list of applicable school sites in Section B.1; if additional rows are necessary add an attachment.

<b>Item No.</b>	<b>Grade Band</b>	<b>Preferred School Site</b>
001		
002		
003		
004		
005		
006		
007		
008		
009		
010		
011		
012		
013		
014		
015		

**SECTION R: ATTACHMENTS**

The following list of attachments is incorporated into the solicitation by reference, and shall be a part of an order placed as a result of this RFA, if applicable.

<b>Attachment Number</b>	<b>Document</b>	<b>Amount When Document Becomes Applicable</b>
<b>R.1</b>	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Any/All Dollar Orders

<b>Attachment Number</b>	<b>Document</b>	<b>Amount When Document Becomes Applicable</b>
<b>R.2</b>	U.S. Department of Labor Wage Determination N0.: 2015-4281, Rev16, Date of Revision: 4/23/2020	Any/All Dollar Orders
<b>R.3</b>	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85 available at available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Any/All Dollar Orders
<b>R.4</b>	Department of Employment Services First Source Employment Agreement available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Orders Over \$300,000
<b>R.5</b>	Way to Work Amendment Act of 2006 - Living Wage Notice available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Orders Over \$300,00
<b>R.6</b>	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Any/All Dollar Orders
<b>R.7</b>	Tax Certification Affidavit available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Any/All Dollar Orders
<b>R.8</b>	Subcontracting Plan (if required by law) available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Orders Over \$250,000
<b>R.9</b>	First Source Initial Employment Plan available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on “Required Solicitation Documents”	Orders Over \$300,000
<b>R.10</b>	Contractor Qualification Record	Any/All Dollar Orders (To Be Submitted With Response)