Request for Proposal ("RFP")

Lead Agency(ies) for Resource Coordination

Post Date: Friday, August 7, 2020
Responses Due: Friday, August 21, 2020 at 12 noon EST
Responses Due: Monday, August 24, 2020 at 2:00 pm EST

RFP Number (#) 20CLCRC01

This institution is an equal opportunity provider.

CPS is committed to diversity and inclusion across all aspects of our organization.
1. Introduction and Background

The Cincinnati City School District, also known as Cincinnati Public Schools (hereinafter also referred to as (“CPS”), serves about thirty-six thousand (36,000) students in over sixty (60) schools spread across a ninety-one (91) square mile district in southwest Ohio. CPS is greater Cincinnati’s largest school district and Ohio's third-largest.

CPS ranks among the top two (2) percent of Ohio districts for students’ learning growth and offers families high-quality school choices and academic programs.

The district’s innovative approach to education, its investment in effective and caring teachers, vast array of collaborative partnerships, and My Tomorrow has transformed our classrooms into highly engaging learning environment have accelerated school performance to the highest level in decades – ensuring that students in preschool to 12th grade thrive and graduate prepared for successful lives in the 21st century.

The purpose of this RFP is to seek Lead Agency Partners to provide Resource Coordinators to support the CPS Community Learning Centers (CLC). The Lead Agency Partner will support the implementation of the Community Learning Center’s nationally recognized model of creating schools as centers of communities. The objective is to strengthen students’ outcomes to align to CPS’ One Plan and to promote vibrant communities for student success. This initiative aligns with CPS’ Board Policy No. 7500 – Community Learning Centers.

1.1 Schedule

A. The following schedule is tentative and represents our intentions the day this document was published. The higher priority of the district issues or activities could possibly affect the schedule. All suppliers must follow this schedule. Unless otherwise noted, the deadline for each item is 12 noon Eastern Standard Time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/07/2020</td>
<td></td>
<td>Post the RFP on the Cincinnati Public Schools’ Website</td>
</tr>
<tr>
<td>08/12/2020</td>
<td>4:00 PM</td>
<td>Deadline for submission of supplier questions. Questions must be submitted via email to <a href="mailto:fisherc@cpsboe.k12.oh.us">fisherc@cpsboe.k12.oh.us</a> (Questions will not be addressed over the phone)</td>
</tr>
<tr>
<td>08/14/2020</td>
<td></td>
<td>Response Posted to Bidder’s questions to the Cincinnati Public Schools’ website</td>
</tr>
<tr>
<td>08/24/2020</td>
<td>2:00 PM</td>
<td>RFP response submission deadline. (This RFP will not be read at a public opening)</td>
</tr>
<tr>
<td>09/02/2020</td>
<td></td>
<td>On or about Notification of intent to award letter sent to Supplier</td>
</tr>
<tr>
<td>Award of vendor contract</td>
<td></td>
<td>Board meeting following the notice of intent to award</td>
</tr>
<tr>
<td>09/15/2020</td>
<td></td>
<td>Contract effective</td>
</tr>
</tbody>
</table>
1.2 RFP Attachments
A. Attachment 1 - Supplier Information and Response Sheet
B. Attachment 2 - Terms and Conditions
C. Attachment 3 - CPS School Locations
D. Attachment 4 - CLCRC CPS Job Description
E. Attachment 5 - CLC Lead Agency for Resource Coordination Role

1.3 RFP Questions
A. Questions or requests for clarification of this Request for Proposal must be submitted in writing no later than the date listed in the Schedule 1.1 section of this RFP. No further inquiries for RFP clarification will be accepted. Responses to questions will be published on CPS’ website by August 14, 2020. CPS reserves the right to decline to respond to any question.

1.4 RFP Addenda
A. In the event that CPS makes modifications, clarifications, or additions to the Request for Proposal (“RFP”), information will be made available and posted to the CPS website/trade publication.

1.5 Proposal Acceptance
A. CPS reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any formalities.

B. CPS reserves the right not to accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP or which are submitted after the deadline are subject to disqualification.

C. CPS reserves the right to request additional information from suppliers after the RFP deadline, should such action be in the best interest of CPS.

D. Following the deadline for RFP submittals: CPS, its Board, its employees, its agents, its representatives and its attorneys reserve the right to have further discussions related to price and services provided with any prospective supplier during the review process. CPS, its Board, employees, agents, representatives, and attorneys reserve the right to conduct these discussions with one or more respondents in order to arrive at a final selection.

E. If Supplier has operations (production, sales, administrative) physically located within the CPS district boundaries, the supplier should develop procurement and contracting strategies aimed at supporting the district’s Supplier Diversity Development Program. Strategies shall include sourcing methods, goals, reporting, and efforts to encourage local, small disadvantaged and minority business partnerships. Supplier shall use its best efforts to use such Business Enterprises.
F. All proposals and all supporting documentation submitted with the proposals shall become the property of CPS and will not be returned.

G. All proposals and supporting proposal documents become public information after award or rejection of all proposals and are available for inspection by the general public.

H. Responses to this RFP may be incorporated into the resulting contract at the discretion of CPS.

I. The respondent expressly understands that any data stored on any computer system owned by CPS shall remain the sole and exclusive property of CPS.

J. Expenses incurred by supplier in developing a response to this RFP are entirely the responsibility of the supplier and may not be charged to CPS. Respondent shall make no public statement, explicitly or implicitly, indicating a supplier or potential supplier relationship with CPS unless agreed upon in writing by CPS.

K. This RFP may be awarded to a single supplier or multiple suppliers in order to meet the service requirements of this RFP.

1.6 Proposal Evaluation
A. CPS will consider the following criteria in evaluating proposals:

<table>
<thead>
<tr>
<th>Weight Factor</th>
<th>Evaluation Criteria</th>
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</thead>
<tbody>
<tr>
<td>50%</td>
<td>Ability to satisfy all requirements stated in the RFP</td>
</tr>
<tr>
<td>15%</td>
<td>Community Engagement</td>
</tr>
<tr>
<td>15%</td>
<td>Alignment to CPS' Mission and Vision</td>
</tr>
<tr>
<td>5%</td>
<td>Pricing</td>
</tr>
<tr>
<td>10%</td>
<td>Local Business Enterprise Initiative participation (per Board Policy 6320.03 and 6320.01*)</td>
</tr>
<tr>
<td>5%</td>
<td>Minority, Women-owned, and/or Small Business Enterprise</td>
</tr>
</tbody>
</table>

1.7 RFP Responses
A. To submit and upload your bid response, enter this link in your internet browser or click here: https://cpssftp.exavault.com/share/view/24e8x-dgag6gjn. Enter your email address and the password “bidding”. In the Subject Line, enter your Supplier Name and RFP# 20CLCRC01. IMPORTANT: Your company name MUST be included in each file name of the file that you submit.

B. CPS requires a uniform proposal format to make our evaluation as efficient and as fair as possible. Respondents must respond to ALL items provided in this RFP. All questions
concerning the submission of this RFP shall be directed to David Rineair at rineaid@cpsboe.k12.oh.us.

C. Submit a cover letter on your letterhead, signed by the responsible official in your organization, certifying the accuracy of the information in the response, and that the proposal will remain valid for 90 days from the proposal due date.

D. Unnecessarily elaborate responses that do not adequately address the RFP are not desired. Elaborate brochures are not desired. Reproduced copies of standard manuals may not be substituted for the specific responses requested. Emphasis should be on completeness and clarity of the proposal. Failure to comply with the format guidelines may be considered indicative of the respondent’s unwillingness to support customer needs: **Those who do not respond in keeping with the format guidelines may be omitted from the evaluation process at the discretion of CPS.**

2. **Statement of Work**

2.1 **Background**

A. CPS Community Learning Centers (CLC) partner with non-profit community-based organizations that are invested for the mutual benefit of the success of the school, community, and the organization as the Lead Agency partner. This mutual benefit is established through alignment with the district and the Community Learning Center goals. It is the responsibility of the Local School Decision Making Committee (LSDMC) to select a community based organization from the list that will be generated by the award of this RFP.

B. CPS seeks proposals from Community based organizations that have an emphasis of working with local schools and their community to positively impact student and community success. The organization will collaborate with the school site, through the role of a Resource Coordinator, to identify, implement and manage collaborative strategies to provide programs, services and activities that will enhance the Community Learning Center. The maximum reimbursement amount for a Resource Coordinator that is allowed is $65,000.00 which includes salary, benefits and administrative cost not to exceed $2,500. It is required that each Resource Coordinator have a minimum of an Associate degree as it relates to the position needed at the school(s). If an assigned Resource Coordinator is not performing to the expectations of the LSDMC, the lead agency partner and the LSDMC will work together to create an improvement or find an appropriate replacement.
2.2 **Objectives**

A. CPS Community Learning Center models goal is to support student achievement and maximize the community’s return on its investment in public schools. The recruitment, development, coordination and management of the strategic partnerships and resources are an important component of achieving this success.

2.3 **Tasks/Scope of Service**

A. The Lead Agency will Report and Collaborate with the school to:

   a. Commit to work with the school, community and district to transform the school into a Community Learning Center and achieve CPS CLC goals as determined in collaboration with the school.

   b. Assure the mission and values of the agency are consistent and in alignment with the district, school and the community.

   c. Actively engage to support the implementation of the CPS CLC model.

   d. Promote trust and collaboration by fostering and strengthening relationships among CPS’ internal and external stakeholders for a culture of high expectations.

   e. Engage with the district, school and community leadership regularly to support the successful implementation of the CPS CLC Model.

   f. Actively engage in the CLC Lead Agency Collaborative to strengthen relationships and best practices of the model.

   g. Establish regular meetings with key stakeholders including the Principal, LSDMC, and Resource Coordinator to discuss progress with development of the CPS CLC and the work of the Resource Coordinator.

   h. Interview and select Resource Coordinator candidates to present to the Local School Decision Making Committee (LSDMC) for recommendation of employment by Lead Agency.

   i. Comply with CPS Board policies and guidelines in accordance with local, state, and federal laws, including data use. Ensure that the Resource Coordinator and other Lead Agency staff follow these policies, guidelines and laws.

   j. Attend monthly LSDMC meetings to report out on progress with development of the CPS CLC and the work of the Resource Coordinator.

   k. Provide supervision for the Resource Coordinator in collaboration with the Principal as the on-site supervisor.

   l. Progress towards reaching the Community Learning Center Goals.

   m. Represent effective performance of Resource Coordinator.

B. The Resource coordinator will work with CLC stakeholders to:

   a. Use Standard Operating Procedures to support the implementation and maintenance of the CLC model.
b. Participate as key leader in the school “needs assessment” process to identify gaps in service for students, family and community members.

c. Collaborate with the Principal and LSDMC to establish and monitor CLC Goals, and the effectiveness of partnerships.

d. Initiate, facilitate, and maintain programs and strategies that are aligned with the school’s One Plan.

e. Engage community in partnerships that meet critical needs and support student achievement.

f. Serve as key information contact for non-school day schedule and act as key community contact person for school & their assigned school staff.

g. Maintain and update agreements for all partners and programs, (using CPS CLC Partnership Agreement) and include outcome measurements against CLC goals.

h. Coordinate, support and monitor partner resources and services to serve the students and families of the school and the community that school is located in.

i. Coordinate all community resources serving school including, but not limited to tutoring, primary health, mental health, arts, recreation, afterschool, and other any other resources identified as partners in the CLC per the community engagement process (needs assessment) and district-wide initiatives.

j. Convene and lead regularly scheduled partnership meetings to ensure ongoing synergistic, coordinated and integrated programming working seamlessly with the school staff.

k. Ensure that all partner's staff and volunteers complete and follow all CPS policies and guidelines.

l. Collect actionable data including but not limited to grades, test scores and attendance.

m. Track partner and resource activity in the CLC using Learning Partner Dashboard (or other data system as identified by the District)

n. Facilitate communication and relationship-building with key CLC stakeholders, community members and volunteers.

o. Prepare reports for submission to school, LSDMC, District, and agency leadership regarding resource activity and progress monthly or as otherwise requested.

p. Regularly attend Community Council meetings.

q. Regularly attend District coordinated Resource Coordinator meetings.

r. Work to build Students’ academic achievement and positive behavior improvements.

s. Increase efficiency of the Community Learning Centers.

t. Improve social and economic vitality of the school’s neighborhood, and ultimately, the school district.
u. Increase engagement with all stakeholders.

2.5  Place of Performance
A. Selected Agency(ies) may agree to service one (1) or more CPS Community Learning Center sites as mutually determined by the Lead Agency Partner and LSDMC. Programs and services may be delivered on and offsite including virtually.

2.6  Period of Performance
A. It is the intent of the District to award to the successful supplier(s) a contract for the term beginning September 15, 2020 through June 30, 2021. This Contract may be extended for two (2), one (1) year terms (a “Renewal Term”) with the mutual agreement of the parties. For the purposes of this Contract, “Term” shall include the initial Term and the Renewal Term.

3.  Award Information

3.1  Shall Respondent be awarded the RFP: 
A. Respondent acknowledges and agrees to the requirements in any and all Exhibits, Attachments, and Policies to this RFP. If there are any Exhibits, Attachments, and Policies that Respondent is not willing to comply with or does not have the capability to accept or agree to, please address in the response to this RFP. Failure to specify any concerns, disagreements, and/or issues with any and all Exhibits, Attachments, and Policies to this RFP shall be deemed as an acceptance of the Exhibits, Attachments, and Policies by Respondent.

B. Respondent acknowledges and agrees to the District policies, which may be found online at: https://go.boarddocs.com/oh/cps/Board.nsf/Public?open&id=policies.

C. Respondent acknowledges and agrees to submit invoices no later than sixty (60) days after completion of Services. If Services are provided in separate milestones and/or Deliverables, Respondent agrees to submit invoices no later than sixty (60) days after completion of each milestone and/or Deliverable. Payment terms are Net 30 after receipt of a valid and verifiable invoice. CPS reserves the right to conduct a Supplier Performance Review if Invoices are submitted more than sixty (60) days after completion of Services.

D. Respondent will be required to conduct criminal background checks on all employees who will be working on school property and will not permit any employee to enter the premises of CPS who has been convicted of any offense listed in Ohio Revised Code §3319.39(B)(1). Respondent must provide written certification
that no employee who enters CPS property has been convicted of, or pled guilty to, an offense listed in Ohio Revised Code §3319.39. All employees who work directly with students must provide a background check.

E. Should Respondent receive an award from CPS, Respondent acknowledges and agrees to the terms and conditions in Attachment 2. If there are any terms and conditions that Respondent is not willing or unable to comply with or does not have the capability to accept or agree to, please address in the response to this RFP.

F. Respondent acknowledges and agrees to the conditions in Exhibit A, Resolution on Equal and Fair Opportunity in Contract Employment and Business Opportunities.

G. Respondent acknowledges and agrees to the conditions in Exhibit B, Provisional Contractor Employment Goals.

H. Respondent acknowledges and agrees to the conditions in Exhibit C, Provisional Annual Contract Benchmarks in Construction for Economically Disadvantaged and Small Business Enterprises.

I. Respondent acknowledges that CPS is subject to the Ohio Public Records Act.

J. Respondent shall be responsible for identifying its employees who are participants in the School Employees Retirement System ("SERS") and/or School Teachers Retirement System ("STRS"). Respondent shall be responsible for withholding and paying all SERS/STRS contributions, including both the employees’ and employers’ contributions, and all surcharges.
WHEREAS, the Board of Education of Cincinnati Public Schools desires to provide all citizens or lawfully admitted permanent residents equal and fair opportunities to participate on a level playing field in employment and development opportunities sponsored by the Cincinnati Public Schools, including the Facilities Master Plan to rebuild or renovate all schools over the next ten years; and

WHEREAS, discrimination based on race, color, gender, national origin, and other factors as referenced in “Equal Employment Opportunity and Affirmative Action Policy” (4001) is prohibited by various federal and state laws, and by policy of the Cincinnati Public Schools Board of Education; and

WHEREAS, Cincinnati Public Schools recognizes its obligation concerning its employment and contracting practices, and the employment and contracting practices of its contractors and their subcontractors, to ensure that applicants, employees, bidders, and contractors are not discriminated against on the basis of race, color, gender, national origin, and other factors; and

WHEREAS, Cincinnati Public Schools wishes to ensure that its contractors and their subcontractors recruit, train, hire and promote all personnel in an equitable fashion and that economically disadvantaged and small business enterprises are afforded an equitable opportunity to share in all forms of contract opportunities;

NOW THEREFORE BE IT RESOLVED, That Cincinnati Public Schools shall encourage all of its contractors and their subcontractors to embrace goals shown in Exhibit A, to take affirmative action to achieve and maintain levels of minority and female employment, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on factual availability determinations; and

FURTHER BE IT RESOLVED, That Cincinnati Public Schools shall assure that economically disadvantaged and small business enterprises have the maximum practicable opportunity to participate in construction contracting opportunities by establishing provisional benchmarks for their participation, as shown in Exhibit B, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on factual
availability determinations and that every effort will be made to attain the highest percentage of the ranges; and

**FURTHER BE IT RESOLVED,** That Cincinnati Public Schools shall utilize relevant and factual data to determine the availability of economically disadvantaged and small business enterprises and minority and female employees in our relevant geographic area versus our utilization levels; and

**BE IT FINALLY RESOLVED,** That the Cincinnati Board of Education directs the Superintendent and the Treasurer, in conjunction with the Supplier Diversity Office, to administer the implementation of this resolution in accordance with the Cincinnati Public Schools’ Equal Opportunity Program.
# Exhibit B

To the Cincinnati Public Schools
Resolution on Equal and Fair Opportunity
In Contract Employment and Business Opportunities

Provisional Contractor Employment Goals
for Minorities and Women*

<table>
<thead>
<tr>
<th>Trade</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Construction Trades</td>
<td>20 percent, based on Board Resolution April 28, 2003 to be reasonably attained by means of applying good faith efforts.</td>
</tr>
<tr>
<td>All Other Occupations</td>
<td>Targets, to be determined by CPS administration, reasonably attainable by means of applying good faith efforts.</td>
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</tbody>
</table>

*Note: The Cincinnati Public Schools will update the above goals periodically, based on factual availability determinations. These employment goals will be used as a partial basis in determining Bidder’s responsibility, except that the failure of Bidder to comply with this requirement shall not be the sole basis of the rejection of a Bidder as not responsible.

Construction trade categories include the following: Asbestos workers, boilermakers, carpenters, elevator construction, floor layers, glaziers, lathers, marble, tile & terrazzo workers & helpers, millwrights, operating engineers, painters, pipe fitters, plasterers, plumbers, sheet metal workers, other trades.
**Exhibit C**

To the Cincinnati Public Schools
Resolution on Equal and Fair Opportunity
In Contract Employment and Business Opportunities

Provisional Annual Contract Benchmarks in Construction for Economically Disadvantaged and Small Business Enterprises

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Goal/Benchmark Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Economically Disadvantaged and Small Business Enterprise</td>
<td>25-30 percent</td>
</tr>
<tr>
<td>Construction Minority Business Enterprises</td>
<td>20-25 percent</td>
</tr>
<tr>
<td>Construction Women Business Enterprises</td>
<td>4-9 percent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Contracts Valued Less Than $25K</th>
<th>Contracts Valued More than $25K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Nonprofessional Services</td>
<td>50%</td>
<td>30%</td>
</tr>
</tbody>
</table>

The Cincinnati Public Schools will update the above goals periodically, based on factual availability determinations.

Note: CPS relies on the SBA definition of socially and economically disadvantaged business. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. Please see 13 CFR 124.103 for further definition.

Note: CPS will attempt to achieve these goals at both the prime and subcontractor level. CPS will utilize good faith efforts to evaluate the activity of CPS procurement agents and prime contractors. Evidence of good faith efforts is outlined below:
A. The purchasing agent or contractor has attended any pre-bid conference which was scheduled for this project.

B. The purchasing agent or contractor selected portions of the work which are commercially feasible and which reasonably could be expected to be performed by SMWBs in order to increase the likelihood of meeting the SMWB goals, (i.e., breaking contracts into economically feasible units to facilitate SMWB participation).

C. The purchasing agent or contractor has advertised in general circulation, trade associations, and minority and women owned business-focused media concerning the prime and subcontracting opportunities.

D. The purchasing agent or contractor provided written, timely notice to a reasonable number of identified SMWBs that their interest in this contract was being solicited.

E. The purchasing agent or contractor provided interested SMWBs with adequate information about plans, specifications and requirements of the contract opportunity in a timely manner.

F. The purchasing agent or contractor has followed up the initial solicitations of interest by contacting SMWBs to determine with certainty whether the SMWBs were interested in providing a quote, bid or proposal, to associate with contractor either as a joint venture partner or similar business associations, sub-consultant or subcontractor to provide goods and services needed by Cincinnati Public Schools.

G. The purchasing agent or contractor negotiated in good faith with interested SMWBs and did not reject SMWBs as unqualified without sound reasons, based on thorough exploration of SMWB capabilities.

H. The purchasing agent or contractor made efforts to assist interested SMWBs in obtaining bonding, lines of credit, or insurance required by Cincinnati Public Schools or the contractor.

I. The purchasing agent or contractor has effectively used the services of the available minority and women’s community organizations; SMWB contractors’ groups; local, state, and federal MFBI assistance offices; and other organizations that provide assistance in recruitment and placement of SMWBs.
J. The purchasing agent or contractor has effectively used the services of SMWBs in the past.