



Kent County Public School
Growing a Community of Leaders

Request for Proposal Alternative Education Services
Sealed RFP for: Alternative Education Services 2020-2025 School Year

RFP Number: 20-KC03-18

RFP Posting Date: March 18, 2020

Pre-RFP Meeting Date: Tuesday, March 31, 2020 at 11:00 am

This meeting will be held electronically at the following link:

<https://zoom.us/j/402925383>

Please provide good contact information to Mr. Kreigh Kirby (contact info below) If you are in need of additional details for the Pre-RFP meeting.

Pre-RFP Meeting Location: Kent County Board of Education, 5608 Boundary Avenue,
Rock Hall, MD 21661

RFP Submission Deadline: April 30, 2020 at 2:00 P.M. All proposals must be received in the Finance Office at 5608 Boundary Avenue, Rock Hall, MD 21661 prior to the deadline to be considered. Proposals or unsolicited amendments to proposals arriving after the closing date and time will **NOT** be considered.

Prior to the time and date designated for receipt of Statements, early submissions may be modified or withdrawn only by notice to the Board. Timely modifications or withdrawals of a Statement must be in writing and must be received by the Board on or before the date and time set for receipt of Statements. By submitting a Statement, the vendor agrees it may not modify any terms offered therein for 90 days following the deadline designated for the receipt of Statements of any amendments thereto.

Failure to submit all requested information may render a Statement incomplete and ineligible for further consideration. A Statement submitted to this RFP does not constitute acceptance by the Board, reflect a commitment of any kind on behalf of the Board, impose any binding obligations on the Board, or grant any rights to the vendor. Furthermore, the RFP does not represent a commitment or offer by the Board to enter into an agreement with the vendor or to pay any

costs incurred in the preparation of a Statement in response to this RFP, nor does it commit the Board to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected vendor (if any) and the Board. Any commitments made by the Board will be subject to the availability of funds to carry out the same and the execution of an agreement(s) acceptable to the Board.

Bidders are cautioned that bids mailed, shipped express, by courier, or hand delivered to arrive the day of the bid opening must be in the hands of the Bid Receipt Office no later than April 30, 2:00 P.M. on the date specified. Bids received later than that time will be returned unopened. Please check your method of delivery to see if it conforms to this requirement. Proposals must be mailed, shipped, or hand delivered to the above address.

Bid Documents: Bidders may obtain the solicitation documents from the following websites: Kent County Public Schools <http://www.kent.k12.md.us/> or Bidders should check the websites for possible Addenda to the bid prior to the bid closing date.

Note: Minority and Small Businesses Are Encouraged to Apply

This request for Proposal (“RFP”) must be signed by an owner, partner, or in the case of the corporation, the President, Vice President, Secretary, or other corporate officers. To be signed by any other official, a Power of Attorney or Corporate Resolution must be attached to the bid. If respondent is a corporation or Limited Liability Company (“LLC”), then it must be registered in accord with the Corporation and Association Article of the Annotated Code of Maryland. Your signature on this page hereby provides the Board of Education of Kent County your acknowledgement and acceptance of the terms and conditions contained in the RFP and the execution of same during the discharge of any succeeding contract. It shall be clearly understood that unless otherwise indicated, when this page is executed by an authorized officer of the Board of Education of Kent County (“the Board”), these specifications, terms and general conditions, and price included in this RFP shall become a legally binding Contract between the successful bidder and the Board.

GENERAL INFORMATION & CONDITIONS

- 1.1 GENERAL - The Board of Education of Kent County (the “Board”), also called Kent County Public Schools (Collectively “KCPS”) is soliciting competitive sealed Proposals for all necessary supplies, materials, equipment, labor and supervision required to provide the services as more fully described herein. Services shall be performed in accordance with the specifications, terms, general conditions, and attachments (if any). *If further information is required, contact Kreigh Kirby at 410-778-7121.* Familiarize yourself with the Request for Proposal (RFP). The opening place, due date, and time are stated on the title page. Schedules for site inspections and or pre-RFP conference, if required are also noted. Familiarize yourself with the Instructions to Respondents, Check-Off List,

Specifications, Qualifications, Mandatory Terms and Conditions, Price Proposal Worksheet.

- 1.2 NO OBLIGATION: This inquiry implies no obligation on the part of the KCPS.
- 1.3 REJECTION/CANCELLATION OF RFP - This solicitation is subject to cancellation by the KCPS when it, in its absolute discretion, determines it to be in its best interest to do so. Additionally, to insure fair competition and to permit a determination of the lowest responsive and responsible contractor, non-responsive or non-responsible proposals which demonstrably show a risk of default, or which include omissions, alterations of form and Proposals that are conditional or irregular in any respect, may be rejected.
- 1.4 PRICE GUARANTEE - The respondent warrants that the Proposal price response, if made, shall be effective for a period of not less than ninety (90) days from the date Proposals are due. NOTE: If successful, prices shall remain firm over the duration of the contract stated herein.
- 1.5 EXCEPTIONS - Should a respondent find any discrepancy in the plans and/or specifications or should there be any doubt as to the meaning or intent of any part thereof or should respondent have any exceptions to the terms and conditions stated herein, respondent must, not later than seven (7) days (Saturdays and Sundays included) prior to the opening of the Proposals, request clarification from the KCPS, which shall correct the discrepancy, Failure to request such clarification shall be construed as a waiver of any claim by the respondent for the expense made necessary by reason of a later interpretation of the contract documents by the KCPS. Failure to comply with this paragraph shall indicate full acceptance of the terms and conditions as stated, and/or result in the rejection of your response as non-responsive.

PURPOSE:

The Kent County Public School System (KCPS) is currently seeking proposals from all interested applicants (school districts, community-based organizations, postsecondary institutions, faith-based organizations, agency collaboratives, etc.) to provide a

therapeutic program for secondary students who require an alternative alternative placement in order to continue their educational programming. The Alternative Program is designed for instruction in a small, structured school environment, providing academic, behavioral, and emotional support depending on student needs.

OVERVIEW:

The chief mission of KCPS is to provide successful learning for all students. The alternative program is located on the campus of Kent County High School at 25301 Lambs Meadow Road, Worton, MD 21678. The Alternative Program will ensure that high quality, standard aligned instruction will occur that matches what is being taught in the general education environment, while addressing and supporting the behavioral and emotional needs of the students. This service is offered on an interim basis for KCPS students who are experiencing situational and behavioral challenges that prevent them from achieving academic and personal success in their general education program.

The typical Alternative School day is 6.5 hours and operates on the 180-day school year, aligned with KCPS approved calendar. The Alternative Program is operated in accordance with the Kent County Public Schools Alternative Education Program Handbook, promulgated by the Kent County Board of Education and reviewed and revised on an annual basis. A copy of the Handbook is available at the KCPS Board of Education, located at 5608 Boundary Avenue, Rock Hall, MD 21661 and online at:

The KCPS Board is soliciting qualifications and general proposals from vendors interested in providing therapeutic and educational services to students assigned to an alternative program, including students with behavioral and emotional disabilities. The KCPS Superintendent and her staff will review such submittals as more fully described herein with the idea of selecting a qualified vendor with whom to negotiate a contract to provide educational services to alternative students during 2020- 2021 and 2021 - 2022 school years with the option to extend yearly up to an additional two years after the initial two years.

The Superintendent may negotiate with more than one vendor simultaneously. If the Superintendent succeeds in negotiating a contract that she deems acceptable, she will make a recommendation to the Board to approve such contract for services for the 2020- 2022 school years. Such contract could have a pricing structure for multiple years of service, subject to performance acceptable to the Superintendent and the Board, and subject to continuing approval of funding by the Board and the County Commissioners of Kent County, who must approve the operating budget for KCPS. Neither the

Superintendent nor the Board will be obligated to negotiate with a vendor who responds to the RFP.

The number of students who are served through the Alternative Program at any given time varies as students enter the program and others are integrated back into their home school. The Alternative School facility consists of a series of self-contained portable classrooms. It includes 3 classrooms, 2 offices, a conference room, and 2 bathrooms. The successful vendor shall not be responsible for transporting students to and from the facility, providing food, the utilities, maintenance and upkeep for this building.

The successful vendor shall be required to provide:

1. Instruction in core academic areas in a highly structured setting, thereby enabling students to progress in their general education curriculum;
2. Training in social skills and behavior management as necessary to assist students in developing replacement behaviors that are appropriate for success in a traditional school environment;
3. Intensive, individualized academic instruction, behavior management system implementation, and/or counseling services, as determined by the student's IEP or behavior plan;
4. Individualized instruction and classroom management in basic skills (i.e. reading, language arts, and math) via one-on-one or small group instruction using differentiated materials and research - based instructional strategies;
5. Small group and full group instruction in content area subjects (i.e. social studies, science, arts and physical education) aligned with grade level common core standards
6. Teacher guided instruction supplemented by; technology;
7. Attendance monitoring, intervention, and case management for all enrolled students (i.e. phone calls, home visits, parent conferences);
8. Work collaborative with KCPS personnel to assist with case management services for students returning to Kent County High School;
9. Transitional services, such as career interest and aptitude assessments, career exploration and awareness courses, community based work-study programs and job search, resume writing and interview skills.
10. Monthly reports will be submitted to document student progress:
 - Behavioral Data
 - Academic Data
 - Intervention Data (if needed)

The successful vendor shall be responsible for staffing as follows:

1. The vendor shall recruit and hire its own staff, provided that each KAP classroom shall be staffed by one teacher with a Maryland certificate and one full-time instructional assistant; preferably one English teacher and one math teacher with dual certification in Special Education.
2. The vendor shall provide professional development and training to staff and assign a mentor to staff. Any professional development required by the Superintendent must be incorporated into vendor professional development and training;
3. A director shall be assigned to the program and on site full time;
4. The vendor's staff shall be required to comply with any local or State law requiring a criminal history review in connection with obtaining any necessary clearance along with fingerprinting.
5. The vendor's staff shall be formally evaluated twice per year with input from KCPS instructional administration;
6. The vendor and/or vendor's staff shall be required to adhere to any understandings reached under an IEP or pursuant to the Individuals with Disabilities in Education Act and shall have to adhere to, follow, and/or implement any program or reporting requirement of the Maryland State Department of Education and the Maryland State Board of Education; and
7. The vendor shall replace any staff member with a substitute staff member upon request of the Superintendent made for any legitimate business/educational reason.

Interested vendors having demonstrated experience and financial capability to operate and manage the KAP on a contracted basis are encouraged to submit a Statement of Qualifications and General Response (the "Statement") in response to the RFP. In order to receive serious consideration, a Statement must be comprehensive and should include, at a minimum, the following information:

The vendor's name and contact information:

1. A statement of qualifications, including experience, background description and examples of similar work successfully performed by the vendor, providing client names and contact information;
2. A summary demonstrating that the vendor understands the requirements of the RFP and a description of how the vendor proposes to operate KAP;
3. A list of all staff to be assigned and their qualifications;

4. A statement of ownership interest, identifying the names, addresses, and respective percentage interests of all owners, partners and stockholders of any partnership, LLC, close or privately held corporation;
5. Three references, identifying, at a minimum, persons able to characterize the vendor's experience with management and provision of educational services, and identifying each reference by name, address, contact person, telephone number, e-mail address, and nature of relationship with vendor;
6. A copy of an annual financial statement prepared by an independent certified accountant reflecting the vendor's financial condition for a 12 month period ending not prior to December 2019;
7. In the case of a corporation, written evidence, in the form of a certificate of good standing or otherwise, that the vendor is in good standing under the laws of the state in which it is licensed to do business;
8. In the case of a non-Maryland corporation, a statement the corporation will take all necessary steps to become licensed/registered to lawfully operate in the State of Maryland;
9. A proposed cost or cost structure for providing the services requested herein;
10. A proposed contract term; and
11. The general terms of a proposed contract and any additional terms deemed appropriate or optional in light of the vendor's understanding of the desired services.

All statements submitted in response to this RFP shall become part of the Board's official files. The Board is not obligated to return any Statements submitted in response to the RFP. The RFP and any vendor's statement, communications and questions any, by reference, become part of any formal agreement between the selected vendor (if any) and the Board. The Board reserves the right, in its sole and absolute discretion, to reject any and all Statements received in response to the RFP and to cancel the RFP at any time, for any or no reason, prior to entering into a formal written agreement with a vendor that is approved by the Board.

The Board further reserves the right to request clarification of information provided in any Statement submitted in response to this RFP without changing the terms of the RFP. If a vendor contends that any part of its statement is proprietary or confidential and the vendor desires such information to be limited or protected from disclosure as provided under the Maryland Public Information Act, Md. Code Ann. State Gov't §§ 10-611 et seq. (the "MIPA"), the vendor must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the Board in response to a MIPA request.

The Board, as custodian of any records submitted in response to the RFP, reserves the right to determine whether such records are proprietary or confidential under the MIPA, or whether the MIPA permits nondisclosure. The Board shall provide the vendor with notice of any request for records marked privileged or confidential so that the vendor has an opportunity to institute legal proceedings against the person requesting such records to obtain a court order protecting against the disclosure of such records. The Board generally will favor the disclosure of Statements and other records submitted in response to this RFP.

It is the intention of the Superintendent and/or her designated review team to evaluate all Statements received, giving due consideration to the information requested herein and, where applicable: The vendor's competence, responsibility, and ability to satisfactorily perform the requested services; the quantities involved; the time required for delivery; the purpose for which this RFP is made; and the plan for utilization of minority contractors.

All Statements shall include one original and six copies in 8 1/2" by 11" format with no smaller than 12- point font and should be no greater than 50 pages. Statements must be bound and sealed, and must be mailed or personally delivered to :

Kent County Board of Education
Attention: Kreigh Kirby, Accountant
5608 Boundary Avenue
Rock Hall, Maryland 21661
Solicitation Reference No.:19-0503-01
Alternative Education Services Request for Qualifications

PROPOSAL REVIEW CRITERIA:

Proposal submissions will be reviewed to ensure that all the required documentation, signatures, and assurances are included. The cost of the proposal will not be the sole determining factor for selection. The proposal contents will be reviewed and scored.

PROPOSAL REVIEW PROCESS:

The Superintendent of KCPS will establish a review panel and conduct a comprehensive, fair, and impartial evaluation of all proposals received that meet the Request for Proposals minimum requirements. Proposals that do not meet minimum criteria will not be reviewed. Applications will be reviewed using the criteria listed below. Applications will be ranked based on the decisions made by the review committee after careful evaluation. The final decision will be based on the application score.

- **Background:** The proposal must include all of the required forms, signatures, attachments, and address all elements specified in the RFP. The narrative must be in the order described below and written in a straightforward and concise manner.
- **Statement of Work:** Proposal shall consist of a narrative that demonstrates the applicant's knowledge of the need to serve students who would benefit from an alternative education program using the points listed above. All proposals must be typed. Supplementary materials charts, and exhibits may be included in the proposal and clearly identified as appendixes. These appendixes must be referenced in the text of the formal proposal.
- **Operational Capacities/Outcomes:** Describe your organization and its ability to provide quality alternative education programming. Also include a summary of staff title, job descriptions, qualifications, and responsibilities of key program staff.
- **Case Management For Attendance and Transitional Returns to the High School:** Describe how your organization will support students in transition back to their general education program or least restrictive environment of their home school. In addition, describe how you will work collaboratively with KCHS staff to ensure students succeed in their home school, including behavioral strategies you will share with teachers and staff to ensure students are successful once returned to their home school.
- **Budget:** Prepare a detailed proposed budget for this RFP outlining the necessary costs to support program operations, that are reasonably relative to similar charges elsewhere.