

REQUEST FOR PROPOSALS

COMMUNITY NEEDS ASSESSMENT

FOR

EINSTEIN CHARTER SCHOOLS

**EINSTEIN CHARTER SCHOOLS
4801 MAID MARION DRIVE
NEW ORLEANS, LA 70128**

Services to begin May 1, 2019

Einstein Charter Schools is requesting proposals for a Community Needs Assessment Responses are due to Einstein Charter by 3:00 p.m. on April 12, 2019 at 4801 Maid Marion Drive, New Orleans, LA 70128.

I. Proposal Instructions

All bids should be submitted via email to My_Tran@einsteincharterschools.org (Einstein Charter) or mailed/hand-delivered to 4801 Maid Marion Drive by 3:00 p.m. on April 12, 2019. Late bids will not be accepted.

All bids should be submitted with a minimum of 3 customer references with contacts, (school references are preferred) & community or university clients with similar services.

All questions, about scope, should be directed to My Tran via email
My_Tran@einsteincharterschools.org

The selected vendor will conduct community forums, focus groups, gather volumes of pertinent demographic data from multiple sources, conduct surveys, canvass neighborhoods and produce a finished document

II. Proposal Evaluations

Einstein Charter reserves the right to reject any and all proposals received as a result of this RFP.

The selection proposal will be the most advantageous regarding price, quality of service, the Contractor's qualification and capabilities to provide the specified service, and other factors, which Einstein Charter may consider.

III. Service Requirements

Einstein Charter is looking for a consultant to complete a Community Needs Assessment to provide a clear analysis of Einstein Charter Schools' position within New Orleans East.

SCOPE OF SERVICES

The qualified consultant will be responsible for the coordination and creation of a fully completed Community Needs Assessment document. Einstein Charter Schools Need Assessment must include specific data and analysis.

The Community Needs Assessment must contain the following:

1. Executive Summary
2. Neighborhood Summary
3. In-depth explanation of the impact of Einstein Charter School on New Orleans East
4. An analysis of the demographic data and economic trends of residents of New Orleans East.
5. Community Resource Assessment

There are multiple other metrics that may be included:

1. Student needs assessment
2. Parent needs assessment
3. Teacher assessment (of student and teacher needs)

GENERAL:

Information Required with Proposal:

- **Prior experience and qualifications**
- **Estimated cost**
- **Estimated completion time**
- **References**

V. Insurance Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract, and must name Einstein Charter as an additional Insured.

- ❖ Workman's Compensation insurance at a minimum \$500,000 per incident that covers all employees of contractor.
- ❖ General liability or a similar comprehensive insurance policy with a minimum of \$500,000 per incident coverage.

VI. Proposal Inclusion

Each proposal shall include the following:

- The total cost of the contract
- The scope of services to be provided by the contractor
- Copies of insurance coverage declaration pages
- A staffing outline
- A description of capacity and skill sets necessary to complete the job
- Three (3) references from other similar sized or larger clients.

Thank you for taking the time to review our Request for Proposal. Please consider responding.

My Tran, Director of Human Resources
Einstein Charter Schools
4801 Maid Marion Drive
New Orleans, LA.70128
Email: My_Tran@einsteincharterschools.org