



REQUEST FOR PROPOSALS

School Review Staff and Student Survey of School Climate

Proposal Deadline:

March 26, 2019 at 2:00pm

Survey Results to be presented no later than April 8, 2019

Einstein Charter Schools
4801 Maid Marion Drive
New Orleans, LA 70128

RFP TERMS AND CONDITIONS

Supplier Default – Failure of the supplier to comply with any of these provisions may be considered reason for rejection of proposal.

1. The issuance of this Request for Proposals (RFP) constitutes only an invitation to submit a response to Einstein Charter Schools (District). It is not to be construed as an official and customary invitation to bid, but as a means by which the District can facilitate the acquisition of information related to the purchase or implementation of services.
2. Any and all information presented herein, including drawings, specifications, instructions, policies, engineering guides, questionnaires, methodologies, etc., which is a part of this RFP package, or disclosed during the selection process, is the property of the District, and shall not be duplicated or disclosed except to those employees of the recipient who have a need to know in order to prepare the response.
3. The District neither makes nor assumes any contractual obligations by issuing this RFP, receiving and evaluating supplier response, or making preliminary supplier selection. Providing a response as provided herein shall neither obligate nor entitle a Responder to enter into a contract with the District.
4. This RFP does not commit the District either to award a contract or to pay for any costs incurred in the preparation of a submission. Responders shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.
5. The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of the submission satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Responder(s), and the right to cancel and/or amend, in part or entirely, the RFP, at any time prior to a written contract.
6. Responses should be directed electronically in a single pdf file to My Tran, Director of Human Resources, my_tran@einsteincharterschools.org, no later than the time and date stated on the cover sheet, for the opening of the RFP.
7. The District is not obligated to respond to any submission submitted nor is it legally bound in any manner whatsoever by the submission of a response.
8. Upon submission, all responses become the property of the District. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP, whether or not the submission is accepted.
9. Questions concerning this proposal should be directed to **My Tran** via e-mail at my_tran@einsteincharterschools.org by 3/22/2019. All answers will be posted to www.einsteincharter.org webpage by end of business day on 3/25/2019.

RFP REQUEST

School Review Staff and Student Survey of School Climate

PURPOSE

The harvested school climate survey data will provide the school review team and district with evidence of staff and student perceptions of school based academic and behavioral structures and support. These data will also help to inform recommendations that will be provided to the school and district as a means for improving school academic and behavioral goals, policies and procedures.

DATA SYSTEM REQUIREMENTS The selected partner must have an effective data system and procedures to monitor the impact of services to achieve the outcomes listed below:

- 90% participation rate or greater for both students and staff
- comprehensive data reporting

LENGTH OF SERVICE

The selected partner will partner with Einstein Charter Schools for a one-time project.. Upon satisfactory evaluation of the provided services, the contract may be extended for three additional projects, under the same terms and conditions as set forth in the original contract.

PROJECT OVERVIEW

The selected partner will be responsible for developing and implementing a primarily web-based survey instrument for Einstein Charter Schools staff and students to be administered to four schools. The harvested data should be delivered to Einstein Charter Schools in an electronic format that is easy to understand and distribute to school and charter leaders.

SCOPE OF WORK

1. The selected partner will collaborate with Einstein Charter Schools to create a survey administration schedule conducive to Einstein Charter Schools staff and students.
2. The selected partner will contact each school and communicate all information pertaining to the school climate survey. This is to include mixed mode administration procedures.
3. The selected partner will collect survey data via a web-based application.
4. The selected partner shall provide response rates, final data reports and any necessary updates to an Einstein Charter Schools designee.
5. The selected partner shall provide Einstein Charter Schools data that is disaggregated by school (minimally) with sub- group disaggregation as an option.

COST:

The proposal should include a delineated and detailed description of costs and services.

MANAGEMENT RESPONSIBILITIES:

The District will designate one representative who will act as the primary contact for this project. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. All questions should be submitted in writing to: My Tran via email to my_tran@einsteincharterschools.org

All questions and answers will be posted on the District’s website at <http://www.einsteincharter.org>.

REQUIREMENTS

1. Format Procedures for Delivery of Proposal

Submit one electronic copy of the proposal in pdf format via email to my_tran@einsteincharterschools.org. .
Proposal must be received on or before 03/26/2019 @ 2:00 P.M.

2. Procedure for Delivery of Proposals

SUBMIT RFP TO: My Tran, Director of Human Resources, 4801 Maid Marion Drive, New Orleans,
LA 70128

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be considered and will not be returned for revisions. No faxed copies will be accepted. The proposal must be signed by an authorized official to bind the offer or to the proposal provisions.

CRITERIA AND EVALUATION OF PROPOSALS

Each proposal will be evaluated using the selection criteria indicated below. The complete rubric starts on page 10. Maximum points for each criterion are as follows:

EVALUATION CRITERION	MAXIMUM POINTS
<p>Project Overview – Explain the area of need or the problem that you are trying to solve? Explain how their project fills that need or provides a solution. Explain your methods and the expected result.</p>	5
<p>Scope of Work- Should provide a detailed, step-by-step plan for completing each of the tasks described in the “Scope of Work” section. It should include a proposed project schedule and a schedule of deliverables. It should include information on how mix mode administration and Spanish and Vietnamese translation will be addressed.</p>	5
<p>Data System Requirements- Should include a detailed description of the web- based application that will be used to procure survey responses, as well as mix mode solutions; this is to include all possible operating systems/ platforms available for use with application</p>	5
<p>Accountability- Should include how key staff will be organized during each phase of the project. Bidders should explain what steps they will take to ensure that the project schedule, data quality standards, and budget are sufficiently monitored.</p>	5
<p>Vendor Experiences- the bidder’s expertise in the specific areas of school climate, developing and administering school staff and student perception survey and descriptions of similar surveys conducted in the past, including the sample size, the response rate, and the average cost</p>	5
<p>Cost/Budget- description of costs related to survey design and development, data security and confidentiality, fixed costs per school, per capita costs per respondent, all school level administration logistics and report preparation estimation of future fixed and per capita costs</p>	5
<p>Total</p>	30

*Final decision will be based on the evaluation criterion and an evaluation of the efficacy of the product demonstration as judged by the committee.

TIMELINE

03/18/2019	RFP Advertised and distributed
03/22/2019	All Questions Submitted by 2:00 PM CST
03/25/2019	All Questions and Responses posted to website by 3:00 PM
03/26/2019	Proposals due to My Tran at 4801 Maid Marion Drive, N.O., LA 70128
3/27/2019	Award of contract
3/28/19 - 4/7/2019	Survey Period
04/09/2019	Results presented to Board of Directors

DISTRICT’S RESERVED RIGHTS

Einstein Charter Schools reserve the right to:

- Reject any or all proposals received;
- Withdraw the RFP/RFB/RFQ/RFI at any time, at the agency’s sole discretion;
- Make an award under the RFP/RFB/RFQ/RFI in whole or in part;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP/RFB/RFQ/RFI;
- Seek clarifications and revisions of proposals;
- Use proposal information obtained through site visits, management interviews and the District’s investigation of a bidder’s qualifications, experience, ability or financial standing,

and any material or information submitted by the bidder in response to the agency’s request for clarifying information in the course of evaluation and/or selection under the RFP/RFB/RFQ/RFI;

- Prior to the bid opening, amend the RFP/RFB/RFQ/RFI specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP/RFB/RFQ/RFI amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
- Waive any requirements that are not material;
- Negotiate with the successful bidder within the scope of the RFP/RFB/RFQ/RFI in the best interests of the District;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the proposals received;
- Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 60 days from the bid opening; and,
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's proposal and/or to determine an offeror's compliance with the requirements of the solicitation.

POST SELECTION PROCEDURES

Upon selection, the successful bidder will receive a proposed contract from the DISTRICT. All terms set forth in the selected bidder's technical proposal will be final. The contents of this RFP, any subsequent correspondence during the proposal evaluation period, and such other stipulations as agreed upon may be made a part of the final contract prepared by the DISTRICT. Successful bidders may be subject to audit and should ensure that adequate controls are in place to document the allowable activities and expenditure of DISTRICT funds.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, under penalty of perjury, that to the best of his knowledge and belief:

- 1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Bidder or with any competitor; and
- 2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening directly or indirectly, to any Bidder or to any competitor; and
- 3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

This proposal is made without any connection with any person making any proposal for the material herein listed and it is in all respects fair and without collusion or fraud, and also, that no Officer or Member of Einstein Charter Schools, is directly interested therein, or in the supplies to which it relates, or any portion of the profits thereof.

If the Bidder is a corporation, the execution of the non-collusive certification on the form of proposal shall be deemed to have been authorized by the Board of Directors of the Bidder and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

No proposal shall be considered for an award nor shall any award be made to a Bidder where the proposal does not include the statements as to non-collusion as set forth in the form of proposal herein; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason. No award shall be made unless Einstein Charter Schools determines that such disclosure was not made for the purpose of restricting competition. It should be noted that the fact that a Bidder has published price lists, rates or tariffs covering items being procured or has informed prospective customers of the proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same price as being proposal, does not constitute, without more, a disclosure to any other Bidder or to any competitor within the meaning of the non-collusive certification included in the form of proposal.

Respectfully submitted,

BY
(signature)

·
(print)

TITLE

FIRM NAME

ADDRESS

DATE

PHONE

In the case of any joint proposal (which for these purposes shall include any proposal where the Bidder has consulted with a subcontractor in making the proposal), each party or subcontractor thereto shall sign this non-collusion certification as to its own organization or corporation.

CERTIFICATION OF AUTHORITY

The Individual signing this document certifies that he/she is authorized to contract on behalf of the vendor/contractor.

The individual signing this document certifies that the vendor/contractor is not involved in any agreement to pay money or other compensation for the execution of this agreement other than to an employee of the vendor. Exceptions require full disclosure.

The individual signing this document certifies that the prices quoted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.

The individual signing this document certifies that the prices quoted in this proposal have not been knowingly disclosed by the vendor prior to an award to any other vendor or potential vendor/contractor.

The individual signing this document certifies that the vendor/contractor is properly certified /credentialed to perform the scope of work as outlined.

The individual signing this document certifies that the vendor/contractor is not currently involved in any legal dispute that could terminate or adversely affect performance up to and including all final reports and recommendations both written and verbal.

The individual signing this document certifies that he/she has read and clearly understands all of the information contained in the Request for Proposal.

BY

(Signature)

(Print)

TITLE

DATE

	<i>Strong</i>	<i>Adequate</i>	<i>Marginal</i>	<i>Weak</i>	<i>Does Not Address</i>
	5	4	3	2	1
Project Overview: Did the vendor; -explain the area of need or the problem that you are trying to solve? -explain how their project fills that need or provides a solution. -explain your methods and the expected result.	Proposal strongly demonstrates the vendor's knowledge of the best practices in schools and a strong overview of their strategy.	Proposal adequately demonstrates the vendor's knowledge of the best practices in schools and an adequate overview of their strategy.	Proposal marginally demonstrates the vendor's knowledge of the best practices in schools and a marginal overview of their strategy.	Proposal weakly demonstrates the vendor's knowledge of the best practices in schools and a weak overview of their strategy.	Proposal does not address the vendor's knowledge of best practices nor is there an overview of their strategy.
Scope of Work: -work to be performed is described. -should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. -contain a timeline for all deliverables.	Proposal evaluation addresses all components listed among the deliverables and specifications. Components described are likely to yield specific, coherent, on-time results.	Proposal evaluation addresses all components listed among the deliverables and specifications. Components are addressed but, unsupported	Proposal evaluation addresses some components listed among the deliverables and specifications. Some components are missing. 1 – 2 components are missing	Proposal evaluation addresses all components listed among the deliverables and specifications. Some components are missing. Components that are addressed but, unsupported	Proposal evaluation does not address any of the components listed among the deliverables and specifications. More than 3 components are missing. (place components on rating sheet)
Data System Requirements:	The organization has a strong data system that will monitor the metrics identified in this RFP on a quarterly basis. Their data is evidence that the system will be strongly used to adjust services as needed.	The organization has an adequate data system that will monitor the metrics identified in this RFP on a quarterly basis. Their data is evidence that the system will be adequately used to adjust services as needed.	The organization has a marginal data system that will monitor the metrics identified in this RFP on a quarterly basis.	The organization has a weak data system that will monitor the metrics identified in this RFP on a quarterly basis.	The proposal does not address data systems.
Accountability:	Proposal addresses all components listed among deliverables and specifications. Components described are likely to yield specific, coherent, on-time results.	Proposal addresses all components listed among deliverables and specifications. Components are addressed but, unsupported	Proposal addresses most components listed among deliverables and specifications. Components are addressed but, unsupported	Proposal addresses some components listed among deliverables and specifications. Some components are missing. (1 to 2 components are missing.)	Proposal does not address any of the components listed among deliverables and specifications.
Staff Requirements:	At least three staff members have 2+ years conducting reviews AND 5+ years in an instructional/administrative role in an urban setting.	At least three staff members have 2+ years conducting reviews AND 5+ years in an instructional/administrative role.	At least three staff members have 2+ years conducting reviews OR 5+ years in an instructional/administrative role.	Less than three staff members have 2+ years conducting reviews OR 5+ years in an instructional / administrative role.	Proposal does not address staff requirements
Vendor Experience:	Experience with large urban districts, schools, and nonprofits is fully aligned to proposed work with ECS..	Experience with districts, schools, nonprofits and federal programs aligned with proposed work with ECS..	Experience with small districts, schools, and non-profits is related to proposed work with ECS.	Experience with districts, schools, and non-profits is unrelated to proposed work with ECS.	Proposal does not address vendor experience
Comprehensive Proposal of Requested Services:	Proposal addresses all components of administering aligned surveys to students and staff, and that describes a plan that is responsive to ECS needs.	Proposal addresses all components of administering aligned surveys to students and staff, and generally describes a plan that is responsive to ECS needs.	Proposal addresses most components of administering aligned surveys to students and staff, but provides unclear description of the needed components, or one that is not fully responsive to ECS needs.	Proposal addresses 1-3 components. The overall proposal seems unlikely to inform future planning.	Proposal does not address any components.
Cost: 30% of Final Score	The cost of services is responsive, delineated into specified categories and fully detailed, and fixed so that fees will be known up front. The cost seem reasonable throughout and overall, given the scope of the project.	The cost of services is responsive, but lacks one of the following characteristics: -broken down/fully detailed -fixed so that fees will be known up front -reasonable, given the scope of the project	The cost of services is responsive, but lacks two of the following characteristics: -broken down/fully detailed -fixed so that fees will be known up front -reasonable, given the scope of the project	The cost of services is responsive, but lacks more than two of the following characteristics: -broken down/fully detailed -fixed so that fees will be known up front -reasonable, given the scope of the project	The cost of services is not responsive

VENDOR:

SCORE:

EINSTEIN CHARTER SCHOOLS WILL REQUIRE THE EXECUTION OF A FORMAL CONTRACT BY THE SUCCESSFUL RESPONDENT

The Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or his right, title or interest therein, or his power to execute the same, to any other person, company or corporation, without the previous consent in writing of Einstein Charter Schools. Any such purported action without such consent shall be null and void. The assignment of this contract to any person, firm or corporation by whom a proposal was submitted to Einstein Charter Schools for the same contract is absolutely prohibited.

INSURANCE

THE SUCCESSFUL BIDDER MUST SUBMIT THE FOLLOWING INSURANCE.

- 1. **WORKERS' COMPENSATION CERTIFICATE** to cover Contractor as named insured for his liability under the law. Certificate shall contain a provision providing that it shall not be cancelled or changed by the Contractor or Insurance Company without ten (10) days prior written notice to Einstein Charter Schools.
- 2. **PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY** insurance to cover Contractor as named insured and including there under as hereafter required. (Certified copy of POLICY must be submitted.)
 - A. Contractual Liability Endorsement covering Einstein Charter Schools.
 - B. Cancellation Notice - Each insurance policy and certificate of insurance shall contain a provision providing that it shall not be cancelled or changed by the contractor or insurance company without ten (10) days prior written notice to Einstein Charter Schools.

POLICY LIMITS

Bodily Injury	\$500,000 per person
\$1,000,000 per accident	

Property Damage \$300,000

(Above limits are the minimums required, they may be changed by Einstein Charter Schools if the contract calls for higher limits.)

CERTIFICATION OF EFFECTIVE INSURANCE

Prior to the signing of the contract, the Contractor shall furnish Einstein Charter Schools, for approval, a certified copy of each kind of insurance policy herein required of the Contractor, together with certificate of insurance, evidencing that the required insurance is in effect irrespective as to whether the Contractor or Einstein Charter Schools is the named insured.

INDEMNITY OF Einstein Charter Schools

The Contractor shall indemnify and save harmless the Einstein Charter Schools, its officers and employees from all claims, suit actions, damages, losses, and costs of every name and description to which Einstein Charter Schools may be subjected or put by reason of injury to the person or property of another, or the property of the Einstein Charter Schools, resulting from the negligence or carelessness, active or passive, of the Contractor, or the joint negligence, active or passive, of the Contractor and Einstein Charter Schools, his or their employees, agents or subcontractors, in the performance of any work under this contract, or in the delivery of materials and supplies. The whole, or so much of the money is to become due under this contract as shall be considered necessary by Einstein Charter Schools, may be retained by it until all suits or claims for damages shall have been settled or otherwise disposed of, and evidence to that effect furnished to the satisfaction of Einstein Charter Schools.

TAXES

Bids submitted on these specifications shall not be made subject to any Federal, State, or Parish Taxes.

CHECKLIST

1. Please review each of the following items as their inclusion is necessary for all proposals submitted to Einstein Charter Schools.

Non Collusive Bidding Certification

Certificate of Authority

Cost Proposal with all-inclusive rate

Demonstrated ability to meet all of the requirements of this RFP