



**REQUEST FOR PROPOSAL (RFP)
FOR
SUPPLEMENTAL STAFFING SERVICES
AT
CREATIVE MINDS INTERNATIONAL
PUBLIC CHARTER SCHOOL
DUE 12:00 PM ON JUNE 1, 2022**

I.

Overview of School

1. Creative Minds International Public Charter School (CMI) serves about 560 District of Columbia students from Pre-K through 8th grade. We are located in the historic Sherman building on the Armed Forces Retirement Home (AFRH) property (3700 N Capitol Street NW, Washington DC 20011).
2. CMI's mission is to cultivate within ALL of our students the mindset, skills, creativity, and commitment to equity essential in becoming globally aware and independently minded citizens.
3. The decision to close or delay the opening of the building in event of inclement weather or any other reason is at the sole discretion of CMI. CMI will communicate schedule adjustments to the vendor. The vendor shall adjust the schedule accordingly.

Intent and Definitions

1. This RFP aims to solicit high-quality, professional supplemental staffing services to provide the following:
 - a. Part-time before and/or afterschool student care positions
 - b. Provide engaging activities that cultivate students' mindset, skills, creativity, and commitment to equity essential in becoming globally aware and independently minded citizens.
 - c. A program that provides a mix of enrichment activities, learning opportunities, and movement / "play time".
2. This RFP describes the general framework and should be considered a minimum standard of service.
3. The objectives of this RFP are:
 - a. Maintain continuity of education and provide our students with a positive learning environment that supports post-pandemic learning recovery
 - b. Reduce internal costs
4. The term "CMI" refers to Creative Minds International Public Charter School.
5. The term "contractor", "consultant" or "bidder" means the responsible bidder.
6. The term "successful contractor" or "successful bidder" refers to the bidder awarded the contract.
7. The term "contracted employee(s)", "contracted staff", or "contracted personnel" refer to staff, agents, or employees of the successful bidder.
8. The term Quality Assurance (QA)" means a robust program to ensure accountability that the contract is executed as per the details of this RFP, executed contract, and addendums.

Timeline of the RFP

1. Publication of the RFP: May 20, 2022
2. Proposal due date: 12 PM Eastern Time on June 1, 2022
3. Notification of award: June 15, 2022
4. Contract effective date: July 1, 2022

Vendor Qualifications and Requirements

1. As general guidelines, vendor will:
 - Supply sufficient trained and qualified staff throughout the school year;
 - Maintain confidentiality in accordance with all applicable laws, regulations, and procedures. The contractor and support staff personnel provided by the contractor shall maintain strict confidentiality of all information and records which the contractor or support staff personnel provided by the contractor may come in contact with or be privy to in the course of providing services;
 - Ensure that contracted staff receive all local, state, and federally mandated training;
 - Be solely responsible for the salaries, payroll, taxes, benefits, fees, insurance, and other charges of contracted personnel as required by any federal, state, or local law or regulation (e.g., unemployment taxes, Social Security contributions, worker's compensation premiums, etc.);
 - Provide a 24-hour, 7-day-a week, point of contact for communication of urgent services and issues (e.g., building status due to inclement weather) as identified by CMI primary point of contact;
 - Implement and maintain a robust quality assurance (QA) and communication program;
 - Ensure that all contracted staff physically working on-site are in compliance with CMI's vaccination policy;
 - Verify that all contracted staff are familiar and comply with CMI's Health and Safety Guidance to mitigate the spread of COVID-19;
 - Verify that all contracted personnel are familiar and comply with CMI's rules regarding appropriate behavior of persons established to create a safe environment. As reasonably requested by the successful bidder, CMI will assist the contractor with compliance of any and all applicable policies;
 - Work proactively with CMI to devise an acceptable resolution if the conduct of a contracted employee violates CMI's policies and expectations. Resolution may include removal of the employee temporarily or permanently;
 - Immediately remove and not allow any contracted employee to work as part of this contract upon receiving written notification from CMI to remove a contracted employee by name due to deficiencies in performance or professionalism. (Note that email is considered written notification);
 - Adhere to the [DC School Safety Omnibus Amendment Act of 2018](#) and vet all contracted personnel are in compliance prior to dispatching to CMI;
 - Provide automated reporting / billing system if applicable,
 - Provide as requested daily staff coverage schedule
 - Provide a written quote prior to executing work beyond the scope of this contract (special project) at a predetermined rate. Quotes for special projects will be inclusive of all materials and labor;
 - Ensure that all contracted staff that are dispatched meet the following criteria:

- Are compliant with the Omnibus Act of 2018
- Possess sufficient oral and written English language skills to execute duties
- Remain free of alcohol and other drugs while on CMI’s premises
- Are in compliance with CMI’s current vaccination policy
- Adhere to CMIPCS’s Health and Safety Guidance to mitigate the spread of COVID-19, including adhering to vaccination requirements and participation in any testing program that CMI may have in place.
- Not subcontract any services unless written pre-approval is provided by CMI
- Ensure safety of all individuals at CMI while performing services
- Be knowledgeable and abide by all provisions of local, state, and federal codes, statutes, and ordinances with regard to safety and building code compliance;
- Report all health and safety issues within 24 hours to CMI primary point of contact.

Scope of Work

1. Before and after-school student care program estimated demand
 - The numbers below are our best estimates and not guaranteed.
 - CMI’s needs may increase or decrease during the school year and the Vendor must agree to meet the ongoing staffing needs.
 - The expected grade levels for before and aftercare services are PK3 - 4th grade; CMI may choose to extend the program to grades 5 - 8, however that is not our intent at this time.
 - Support would begin starting the first day of school (August 29) and run through the expected last day of school (June 21).

BEFORE CARE ESTIMATED DEMAND: 7:30 am - 8:15 am

	Monday	Tuesday	Wednesday	Thursday	Friday
PK3 - K	20	20	20	20	20
1 - 4	15	15	15	15	15
5 - 8	5	5	5	5	5

AFTER CARE ESTIMATED DEMAND: 3:30 pm - 6:00 pm

	Monday	Tuesday	Wednesday	Thursday	Friday** (see notes below)
PK3 - K	60	60	60	60	60-70

1	15-20	15-20	15-20	15-20	15-25
2	15-20	15-20	15-20	15-20	15-25
3	15-20	15-20	15-20	15-20	15-25
4	15-20	15-20	15-20	15-20	15-25

- On Monday, Tuesday, Wednesday, and Thursday we estimate a total of about 280 -300 students will participate from 3:30 pm - 6:00 pm.
- On Friday, we estimate about 450 -480 students will stay for 12:30 - 3:30 enrichment. Note that CMI has PD that begins at 1:00 pm every Friday
- On Fridays, we estimate about 300 students will stay between 3:30 - 6:00

- Times of Support
 - (Most staff) Monday, Tuesday, Wednesday, and Thursday 3:00 pm - 6:00 pm
 - Staff should be on site by 3:00 pm and ready to assist with transitions that begin at 3:30 pm.
 - (Some staff) Fridays from 12:00 pm - 6:00 pm
 - Staff should be on site by 12:00 pm and ready to assist with transitions that begin at 12:30 on.

- Qualifications: In addition to the criteria listed under “Vendor Qualifications and Requirements” the Vendor and all individuals working on site:
 - Must be at least eighteen (18) years of age, possess a high school diploma, and have prior experience working with children age 3-12
 - Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Creative Minds PCS program and philosophy
 - Maintain a professional attitude at all times
 - Maintain an overall professional personal appearance adhering to CMI’s guidelines
 - Treat all children with dignity and respect
 - Reports to CMI’s main point of contact any problems that may arise with the children, families, or any other individual
 - Ability to work with many distractions, interruptions and still accomplish their objectives and meet established deadlines
 - Manage resource and equipment
 - Develop age appropriate lesson plans and activities and instruct students
 - Create an engaging environment that fosters a sense of belonging for youth

- Maintain cleanliness in all program areas.
 - Assist with the setup and breakdown during program day to contribute to ongoing maintenance in an effort to keep the school or community site clean and orderly.
2. Quality Assurance (QA) and Communication Plan
- Vendor will implement and execute a QA plan that at a minimum addresses the following:
 - Monitor, measure, and ensure quality, safety, timeliness, and reliability of performing scope of work outlined in this RFP
 - Address urgent needs in a timely manner
 - Supervise contracted staff to ensure performance and professional standards are maintained
 - Execute a clear communication plan with CMI primary point of contact to disseminate information about performance progress, staff changes (short-term and permanent), issues or deficiencies, and general performance toward meeting tasks as outlined in this RFP
 - Shares vendor’s SOPs with CMI primary point of contact
 - Have a clear policy to resolve issues efficiently

Bid Details and Submissions

1. Basic Requirements
- Be licensed to do business in the District of Columbia. The amount of the bid shall not exceed the license limit;
 - Capable of providing qualified staff who are fully vaccinated against COVID-19;
 - Compliant with [Omnibus Act of 2018](#);
 - Have sufficient insurance coverage;
 - Three references
2. Bid Details
- Submit a detailed proposal to realize the goals of this RFP.
 - Please include the sections below in your proposal.
 - **PROGRAM APPROACH** that must include / consider:
 - An overview and details fully describing the Vendor’s approach to programming that meets the requirements:
 - Provide engaging activities that cultivate students’ mindset, skills, creativity, and commitment to equity essential in becoming globally aware and independently minded citizens.
 - A program that provides a mix of enrichment activities, learning opportunities, and movement / “play time”.
 - Include the role technology plays in your program, including:
 - Which technologies are used and how much of the programming relies on the use of technology (“screen time”).

- How are they provided and who is responsible for providing the technology
 - What are the staffing ratios of Vendor employee to student?
 - What is the Vendor’s approach to supporting students that may require additional physical or social/emotional support?
 - Approach to providing consumables including who is responsible for the purchase of any materials?
 - Are services provided to families on days designated as all-day “professional development” days when students are not in the building?
 - Who has responsibility for snacks? If the vendor provides snacks, please include:
 - Sample listing of snack offerings
 - Approximate size of snacks as applicable
 - Are students limited to one snack, or are they free to select several?
 - Do you have a licensed food manager on site?
 - Please describe the registration and billing process.
- **BUDGET** that must include / consider:
 - Inclusive fixed pricing per student to meet the minimum guidelines outlined in this RFP
 - Any structures or approaches to revenue sharing
 - There will be NO payment for travel time, mileage to and from CMI, and miscellaneous expenses.
 - Clearly denotes any exclusions to the RFP
 - Details on approach to providing any free participation, or discounted rates, to families in need along with how those determinations are made including the school’s ability to request free or discounted rates for specific students.
 - Any additional costs for items such as consumables, instructional materials, or snacks.
- **QUALITY ASSURANCE (QA)** and communications must include:
 - Sample documentation to verify completion of specific routines and cyclic services
 - Compliance and recordkeeping plan
 - How is on-site supervision of staff delivered?
 - Communication method with primary account manager, site supervisor if applicable, and key CMI point of contact.
 - Communication protocol for any incidents related to injuries, behavior, family conversations, or similar.
 - Policies and procedures related to requests to remove any students from the program
 - Standard operating procedures related to attendance taking and student sign out. Please provide specifics on how students are safely dismissed only to individuals authorized to pick up students.

- There is a possibility that staff members employed by CMI may want to seek employment with the Vendor for before and aftercare services. Please describe how you would communicate with CMI regarding performance issues with staff also employed by CMI.
- Overview of training:
 - What training is provided to new employees
 - What ongoing training or professional development programs are delivered to Vendor's employees
- **STAFFING**
 - Please provide an overview of the benefits your employees receive to include
 - Vacation policy
 - Sick leave policy
 - Approach to offering health insurance
 - Range for hourly employee pay. CMI is committed to ensuring our employees and vendor's employees receive a fair, livable wage.
 - Approach to offering any other benefits such as a 401k savings plan, educational support, etc.
- **ADDITIONAL SERVICES** addressing exclusions and additional services must include:
 - If applicable, a description of any additional services or provisions that will be provided at cost by the bidder above the minimum standards outlined in this RFP and Addendum A, which would enhance the education environment.
 - Any exclusions should be clearly stated along with a proposed rate to add such exclusions. Note that additional administrative time, travel time to CMI, etc. are not billable expenses
- **MISCELLANEOUS BUSINESS INFORMATION**
 - Organization chart of the company/staffing model
 - Whether your company is a small business, based in DC, or a Certified Business Enterprise;
 - Three references;
 - Proof of liability insurance.
 - Proposal must be signed by an officer of the contractor who is a legally authorized agent to enter into a contract.

3. Submissions:

- All questions should be submitted to Heather Hesslink at heather.hesslink@creativemindspcs.org.
- All bid proposals will be accepted until **12:00 PM on June 1, 2022**.
- Interested vendors will respond to the advertised Notice of RFP via email at heather.hesslink@creativemindspcs.org.
- Complete RFP details can be found at <https://www.creativemindspcs.org/requests-for-proposal>.

- Any proposal received after **12:01 PM on June 1, 2022** is deemed non-responsive and will not be considered.
- Proposals will not be accepted by oral communications, telephone, telegraphic transmission, or fax.
- All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
- CMI will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from the contractor during the evaluation period.
- All proposals will remain valid for a minimum period of 90 days subsequent to the RFP closing date.

Reservation of Rights

1. Any proposal not providing the required information or not conforming to the format specified in this RFP may be disqualified.
2. CMI reserves the right at its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to:
 - Accept or reject, in whole or in part, any or all proposals with or without cause;
 - Waive any irregularity or informality in the RFP process or any proposal;
 - Make corrections or amendments due to errors identified in proposals by CMI or the bidder;
 - Modify and/or amend the final contract in negotiation with the contractor;
 - Select one or more bidders to perform the services;
 - Only make renewals via written agreement between CMI and the vendor.

Document Interpretation

1. In the event of any conflict of interpretation of any part of this overall document, the interpretation shall be governed by the laws of the District of Columbia.

Hold Harmless Agreement

1. The successful bidder(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend CMI, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the bidder and its agents, employees (paid or volunteer), directors and/or assigns in the indemnification shall also include reasonable attorneys' fees, court costs, and expenses.
2. The vendor will comply with all applicable federal, state, and local laws, rules, ordinances, policies, regulations, licensing, and permitting requirements, and will indemnify, defend, and hold CMI harmless from any liability for failure to comply.

Inspections

1. CMI reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and the needs of CMI. If a bidder cannot furnish a sample of the proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, CMI can reject the proposal as inadequate.

Invoice and Payments

1. The bidder(s) who is awarded the contract is required to send all invoices to invoice@creativemindspcs.anybill.com.
2. Invoices shall be provided within 30 days of providing goods and/or services to CMI or according to the terms in the executed contract.
3. CMI will pay invoices on net-30 days.
4. CMI is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, CMI will not be responsible for payment of the taxes. The bidder awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to CMI.
5. If CMI makes the payment within fourteen (14) days from receipt of the invoice, a three percent (3%) credit of the invoiced amount will be credited to the next invoice. There is no credit or penalty if this payment is not received in this window.

Transition

1. If an executed contract with the bidder terminates for any reason, CMI reserves the right to have a transition period to a new provider. During this transition period, CMI will pay for these goods and/or services to the provider at the negotiated rate(s) in existence at that time. CMI further reserves the right to establish the length of the transition period and communicate this transition period to the provider; however, such transition period shall not exceed 120 days.

Warranties and Associations

1. Bidder(s) shall furnish all data pertinent to warranties or guarantees that may apply to items in the proposal. Bidder(s) may not limit or exclude any implied warranties.
2. Bidder(s) may not use the CMI official logo(s), or any phrase associated with CMI, without written permission from CMI.

Exceptions, Alternations, Additions, or Modifications

1. If any exceptions, alterations, additions, or modifications are submitted by the bidder to any portion of this RFP, the bidder must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the bidder of the RFP as proposed by CMI. CMI reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

Proposal Preparation Costs and Document Retention

1. All costs related to the preparation and submission of this proposal shall be paid by the bidder. Issuance of this RFP does not commit CMI, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate CMI to award a contract or purchase any goods and services stated in the RFP.
2. All proposed materials and supporting documentation that are submitted in response to this proposal become permanent property of CMI.

Evaluation and Award

1. This RFP in no manner obligates CMI to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of CMI and may be terminated at any time prior to the signing of the contract. CMI may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful bidder(s).
2. If CMI is unable to agree to contract terms, CMI reserves the right to terminate contract negotiations with a bidder and initiate negotiations with another bidder. CMI reserves the right to select services and products from any number of bidders if in its sole discretion, it is in the best interest of CMI to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of CMI and such evaluation and determination of best value shall be solely at the discretion of CMI.
3. Purchase price is not the only criteria that will be used in the evaluation process. Additional factors include:
 - Price (45%)
 - Management plan (25%)
 - Experience (15%)
 - Quality of proposal and fit with Creative Minds' community and mission (8%)
 - Company details and references (5%)
 - Company mission, DC based business, and minority-owned business (2%)
4. CMI reserves the right to award the contract to one or more of the bidders at its sole discretion.

Non-performance by bidder/contractor

1. Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by CMI on the basis of nonperformance.
2. Nonperformance shall be determined as follows:
 - Failure to meet and maintain all qualifications required in this RFP;
 - Failure to keep and maintain all required insurance coverage;
 - Failure to meet required operating performance standards in the time period required and consistent with workmanlike and professional manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective";

- Failure to rectify deficiencies within thirty (30) days of written notification of such deficiency, or such shorter period of time as set forth in the Contract Documents.

Licensing and Insurance

1. All bidders must supply evidence of appropriate licenses and certifications that apply to this contract and the ability to conduct business in Washington DC.
2. All bidders must provide evidence of insurance or insurability. Contractor shall maintain at its own expense throughout the life of this Agreement, the following insurance with insurers reasonably acceptable to CMI. The successful bidder must provide written notice to CMI at least thirty (30) days prior to the cancellation, non-renewal, or material modification of any policies as evidenced by return receipt of United States certified mail.
 - Workers' Compensation Insurance in the greater sum of (1) the insurance currently maintained by the Contractor, (2) any amounts and scope required by statute or other governing law, or (3) the following: (i) bodily injury by accident - \$100,000 each accident; (ii) bodily injury by disease - \$500,000 policy limit; or bodily injury by disease - \$100,000 each employee.
 - Commercial General Liability Insurance on an occurrence basis in an amount equal to the greater of (1) the insurance currently maintained by the Contractor or (2) \$2,000,000 each occurrence; and such insurance shall include the following coverage; (i) completed operations coverage, (ii) contractual liability coverage, (iii) personal injury coverage, (iv) an endorsement naming CMI, as an additional insured, and (v) an endorsement providing that such insurance as is afforded under Contractor's policy is primary insurance in respect to the additional insureds. NOTE: The additional insured endorsement required herein shall be an ISO Form B (CG 2010 85) or equivalent.
 - Professional insurance (Errors and Omissions) in the same amount as the Commercial General Liability Insurance stated in (B)
2. No endorsement limiting or excluding a required coverage is permitted. In addition to securing the above insurance policies, Contractor shall also require all of its subcontractors to maintain the same types of insurance required of Contractor under this Contract, and, in connection with the subcontractors' commercial general liability insurance policies, Contractor shall also require its subcontractors to provide endorsements (i) naming CMI as an additional insured, and (ii) providing that such insurance as is afforded under the subcontractor's policy is primary insurance as it pertains to the additional insured.
3. No endorsement limiting or excluding a required coverage is permitted. In addition to securing the above insurance policies, Contractor shall also require all of its subcontractors to maintain the same types of insurance required of Contractor under this Contract, and, in connection with the subcontractors' commercial general liability insurance policies, Contractor shall also require its subcontractors to provide endorsements (i) naming CMI as an additional insured, and (ii) providing that such insurance as is afforded under the subcontractor's policy is primary insurance as it pertains to the additional insured.

Conflict of Interest

1. The prospective bidder, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with CMI that may have an impact upon the outcome of this contract or potential future of the CMI projects resulting from this effort. The prospective bidder, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or CMI projects that will follow. In particular, the prospective bidder its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the CMI projects.

Non-discrimination

1. The selected bidder(s) shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or any other prohibited basis.

Bid

Your signature attests:

- ***That you are authorized to sign on behalf of your organization;***
- ***Your proposal to provide the goods and/or services is in accordance to the published provisions of this Request for Proposal unless modifications or alterations are clearly noted in your proposal submission;***
- ***This submission of a response shall be prima facie evidence that your organization has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed;***
- ***Your organization is not listed on the [US Excluded Parties List](#) or the [DC Excluded Parties List](#);***
- ***Your company will comply with the [Omnibus Act of 2018](#);***
- ***That your proposal has not violated the antitrust laws of this state, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if CMI believes that collusion exists among the proposers. Proposals in which the prices are obviously unbalanced may be rejected.***

SIGNED: _____

TITLE: FULL NAME: (Please Print) _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE NUMBER: _____

Please attach your detailed bid. It must include proof of licensing, liability insurance, workman compensation for contractor's employees, warranties, etc.