

High Point Academy

REQUEST FOR PROPOSAL (RFP)

After School Program Services

HPA FW / HPA SFW

High Point Academy

Central Office

7225 Crowley Rd

Fort Worth, Texas 76134

Phone: 817-600-6269

jana.tennyson@hpafortworth.com

Date: May 1, 2019

REQUEST FOR PROPOSAL
HPA FW / HPA SFW
Fort Worth - Texas

SUBMISSION DEADLINE: May 16, 2019, 5:00 pm

Questions may be submitted in written form no later than May 10, 2019 to:

RFP Contact Name: Jana Tennyson
7225 Crowley Road
Fort Worth, Texas 76134

Telephone Number: 817-600-6269

Email Address: jana.tennyson@hpafortworth.com

INTRODUCTION

High Point Academy invites and welcomes proposals for their HPA FW / HPA SFW After school project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for HPA FW / HPA SFW which are located at 1256 Jim Wright Freeway, White Settlement, Texas 76108 / 7241 Crowley Road, Fort Worth 76134.

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to secure an aftercare provider that gives superior value to the parents and reduces the cost of after school care.

PROJECT SCOPE AND SPECIFICATIONS

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Start of School Year:

August 19, 2019

End of School Year:

May 29, 2020

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

High Point Academy shall award the contract to the proposal that best accommodates the various project requirements. High Point Academy reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either High Point Academy or to any Bidder offering or submitting a proposal.

High Point Academy has the following expectations for after school programming:

- 1) Program will provide a safe, secure on-site after-school environment for students in grades K - 12
- 2) Program will include the following:
 - Homework help
 - Extracurricular activities
 - Physical activities
 - Enrichment activities
- 3) Provide a healthy snack for each student in the program
- 4) Utilize the facilities of the campus in cooperation with the campus level administration
- 5) Provide confirmation of afterschool employee background check to school/charter district
- 6) Be available to receive students at 3:30 each school day
- 7) Provide for half days in our calendar (to be available at 11:30 until 3 pm or after)

INTENT TO SUBMIT PROPOSAL

All invited Bidders are required to submit a "Letter of Intent" no later than May 10, 2019 informing High Point Academy of their intent to either submit or decline to submit a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by High Point Academy no later than 12:00 pm on May 16, 2019 for consideration in the project proposal selection process. In addition,

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposed cost to students/parents and the school
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of High Point Academy.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

High Point Academy shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Texas (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required of High Point Academy, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Insurance

- Details of any liability or other insurance provided in regard to the staff or project.

References

- Provide 2 references

Bidder agrees that High Point Academy may contact all submitted references to obtain any and all information regarding Bidder's performance.