



Extended Learning Programs Salem Avenue and Bester Elementary Schools

RFI 2023-06

Request for Information Schedule

Issue Date:	July 7, 2022
Deadline for Written Questions Submission:	July 15, 2022 by 1:00 PM EST
Response Due Date:	July 25, 2022 by 11:00 AM EST
Response Letters will be submitted via email to:	Scott Bachtell (bachtsco@wcps.k12.md.us) & Michelle Schultz (schulmic@wcps.k12.md.us)

Dates and/or times are subject to change by the issuing of a written addendum.

WCPS Contract Managers

Procurement Officer

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This RFI document is posted on the WCPS Purchasing website at www.wcpspurchasing.com. This is also the source for any/all addenda. Please register your company for notices about this Bid/RFP and similar projects on our website.

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SECTION I - GENERAL TERMS AND CONDITIONS

1. **Introduction**

Washington County Public Schools is soliciting interest from community organizations that can offer Extended Learning Programs Salem Avenue and Bester Elementary Schools for the 2022-2023 school year. Priority will be given to non-profit organizations.

2. **Questions and Inquiries**

Questions and inquiries should be emailed to Scott Bachtell (bachtsco@wcps.k12.md.us) with a copy to William Jackson (jackswil@wcps.k12.md.us). Please put the following in the subject line of the email “2023-06 Extended Learning Programs Salem Avenue and Bester Elementary Schools”.

3. **Addenda**

- a. All questions will be addressed through appropriate addenda issued from the Purchasing Department.
- b. Addenda will be available on the WCPS Purchasing Department webpage.
- c. Addenda will be issued no later than four (4) days prior to the Response Date except an Addendum withdrawing the request for the RFI or one which includes postponement of the Response Date.
- d. All Addenda issued shall acknowledge in the RFI Response Submission.

4. **Submission and Format**

Interested offerors may submit a letter of interest for one school or both. Interested offerors are requested to submit their response letter via email by the time and date listed on the coversheet to Scott Bachtell (bachtsco@wcps.k12.md.us) and Michelle Schultz (schulmic@wcps.k12.md.us).

The format of the Response Letter shall be as follows:

- a. **Introductory Cover Letter** - A brief transmittal letter prepared on the Offeror’s letterhead, and signed by an authorized representative of the company. This transmittal letter shall include:
 - i. The name, title, address, telephone number, and e-mail address of the person authorized to address any questions WCPS may have.
 - ii. A brief statement of the Offeror’s understanding of the work to be done, and a statement of why the firm believes it is best qualified to perform the engagement. The offeror should also address the following questions:
 - a. What programs or activities would you be able to implement into the extended learning program?
 - b. How many staff members are you able to commit to the extended learning program?
 - c. Are you able to provide transportation for the participants in the program?
 - iii. Acknowledgment of all Addenda to this RFI

5. **Background Check**

The offeror will need to confirm that its employees and/or volunteers have or will have the required Local, State, and/or Federal clearances and also follow all Local, State, and/or Federal laws required to work with children.

6. **eMaryland Marketplace Advantage (eMMA) Registration**

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace Advantage (eMMA). Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at (<https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhompage>) regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

SECTION II – SCOPE OF SERVICES

1. Bester Elementary School

The program should include the following details:

1. Key Priorities for FY23 Programming:
 - a. Assist students in making positive healthy connections as aligned to our Bester’s school improvement goal: All students will be healthy, informed, and productive citizens.
 - b. Bridging the School and Neighborhood
 - c. Connect students and staff with social and emotional resources to use within the classroom

2. Provide program director to complete the following tasks:
 - a. Creating, developing, and/or refining program curriculum (in collaboration with WCPS) for students to align with the student's needs as evidenced by the needs assessments.
 - b. Recruit, supervise, and manage support staff and volunteers
 - c. Ensuring staffing is in place for the program each day (student-to-teacher ratio 15:1)
 - d. Connecting with community partners and identifying community resources for Bester Elementary
 - e. Facilitate group lessons and activities as needed

3. Program Assistant Responsibilities:
 - a. Engage students and participate in daily after-school activities
 - b. Facilitate group lessons and activities
 - c. Create a safe environment for students before and after school (Walking School Bus)

4. Program to run a minimum of three (3) days a week from 3:30 - 5:30 pm Monday through Friday. Additional days above three (3) will need from Bester Elementary School Principal.

5. Capacity to service up to 100 students

6. Program activities should support academic achievement and socio-emotional development

2. Salem Avenue Elementary School

The program should include the following details:

1. Key Priorities for FY23 Programming:
 - a. Assist students with healthy living- providing students with the knowledge, skills, and encouragement to develop and sustain a healthy lifestyle.
 - b. Students develop skills that promote academic achievement.
 - c. Program activities and experiences that build skills and behaviors that enable youth to function independently and live a productive and fulfilling life. Activities concentrated on social and emotional support, substance abuse, bullying, self-defense, assertiveness, conflict resolution, communication, problem-solving, decision making, and goal setting.
2. Provide program director to complete the following tasks:
 - a. Creating, developing, and/or refining program curriculum (in collaboration with WCPS) for students to align with the student's needs as evidenced by the needs assessments.
 - b. Recruit, supervise and manage support staff and volunteers
 - c. Ensuring staffing is in place for the program each day (student-to-teacher ratio 15:1)
 - d. Connecting with community partners and identifying community resources for Salem Avenue Elementary
 - e. Facilitate group lessons and activities as needed
3. Provide program assistants:
 - a. Engage students and participate in daily after-school activities
 - b. Facilitate group lessons and activities
 - c. Support with transportation for the program (participate with student transportation home)
4. Program to run five (5) days a week from 3:30 - 5:30 pm Monday through Friday.
5. Capacity to service up to 125 students
6. Provide additional activities which focus on healthy living, academic support and socio-emotional development.
7. Provide transportation from the program for students. The offeror will have their own form of transportation for student evening drop-off.