



*Third Party Provider for Title I Services*

**Request for Proposal (RFP)**

Cleveland Heights-University Heights  
City School District

June 11, 2020

## Table of Contents

1.	Summary	Page 3
2.	Contact Information	3
3.	Purpose	3
4.	Proposal Guidelines and Requirements	4
5.	RFP: Third Party Provider Information	4
6.	Instructional Services Description	5
7.	Pricing	7
8.	Submission, Agreement, Funding and Deliverables	7
9.	Format for Proposals	10
10.	RFP Evaluation Criteria	11
11.	Scoring Rubric	12

## 1. Summary

The Cleveland Heights-University Heights City School District Board of Education (“CH-UH” or “School District”) is accepting proposals for Third Party Providers to provide Title I services for non-public schools that serve eligible non-public CH-UH children. Title I services or benefits may be provided by a Local Education Agency (LEA) or by a contractor who is independent of the non-public school and any religious organization. Title I services or benefits must be secular, neutral and non-ideological.

The purpose of this Request for Proposals (“RFP”) is to gather competitive proposals for the delivery of Title I-funded services during the 2020-2021 school year.

## 2. Contact Information

Susan D. Pardee  
Supervisor of Federal Programs and Grants  
Cleveland Heights-University Heights City School District  
Board of Education  
2155 Miramar Blvd.  
University Heights, Ohio 44118  
[s\\_pardee@chuh.org](mailto:s_pardee@chuh.org)

## 3. Purpose

The School District is seeking to contract with-Third Party Providers to provide Title I services to eligible CH-UH children being served in non-public schools. The Title I services that are to be provided are listed below:

- Direct services: Reading and/or Mathematics intervention instruction to eligible non-public CH-UH children qualified through Title I Targeted rank ordering procedures
- Documentation: Collection, review, and submission to CH-UH of all required documentation from nonpublic schools to ensure accuracy and completion
- Teacher Licensure: Submission and maintenance of all required documents to ensure highly qualified teachers provide direct service to eligible CH-UH children in non-public schools
- Participation: Attendance at consultation and non-public meetings as requested

## 4. Proposal Guidelines and Requirements

This is an open and competitive process.

Quotes received after the deadline will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The prices that are quoted should include the cost of direct service with any administrative costs or fees per hourly amount indicated separately. If your price excludes certain fees or charges, provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed requires hiring sub-contractors, clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. Provide the name, address, and Employee Identification Number (EIN) of the sub-contractor. The School District will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors identified/selected by the Third Party Provider.

The RFP specification includes the following areas that require a response:

- Third Party Provider Information;
- Instructional Services Description;
- Hourly Pricing; and
- Provision of three (3) references.

***This RFP does not guarantee that your services will be selected or purchased. Responsive proposals that the District deems to be most advantageous will be selected as an approved vendor provided that the vendor scores the minimum required points as set forth herein under "RFP Evaluation Criteria", and the District, at its option, may select more than one approved vendor to provide the services.***

### RFP: Third Party Provider Information

- A. General information regarding your business. Information must include the following:
1. Type of Company (e.g., LLC, S Corp etc.)

- 2. Total Number of Employees and the technical training, education, experience, capacity, job responsibilities and availability of the key personnel who will be assigned to perform the services
- 3. Years in Business
- 4. Summary of Services
- 5. **References - three (3) required**

**B. Evidence of sound financial background**

- 1. Indicate your earnings for the past two years and three quarters

Year	Total Earnings	Comments
FY – 2		
FY – 1		
Year to Date		

- 2. List your top 3 Customers by US \$ dollar volume or customer base.

Customer Name	Contact Name	Phone Number

**● Instructional Services Description**

Please provide the following information for the proposed Quote:

**1. History of service delivery**

- a. Describe your company’s history of providing like services to students, especially Title I-served students, and working with LEAs.

**2. Employee monitoring**

- a. Describe how your company monitors and evaluates employee performance.

**3. Service delivery for 2020-2021**

- a. Description of services:
  - i. Direct Reading intervention instruction and curriculum
  - ii. Direct Mathematics instruction and curriculum
  - iii. Additional Title I requirements per federal requirements including but not limited to rank order lists, parent school compacts, parent notification letters, parent refusal of services letters, evidence of family engagement

- iv. Any other anticipated services (describe)
  - v. Method of instruction in the event of continuing or renewed closure of schools due to emergencies such as the COVID-19 pandemic (see item 5 below). In any event, firms shall adhere to State mandated and recommended best practices for COVID-19 virus prevention
  - b. Curricula used for Reading and Mathematics instruction
  - c. Minimum and maximum number of students your agency can serve
  - d. Minimum and maximum number of students in groups
  - e. Proposed frequency of instruction for the individual student (e.g., 1 x per week, 2 x's per week)
4. Time period of a unit of instruction (e.g., 50 minutes, 60 minutes)

**5. Remote (distance/virtual/online) Service Delivery:**

The provider will assume complete and sole responsibility for providing services remotely (distance/virtual/online) if students are unable to attend school in accordance with a federal and or state order.

The provider shall provide the service aligned with the method of service delivery used by the nonpublic school for which the provider is contracted and in consultation with both the nonpublic school and CH-UH.

1. Describe your company's prior experience with providing remote/distance/virtual/online services to students. Include the following:
  - a. The online platform used
  - b. Type of devices provided to students
  - c. Technical support provided specific to student devices and internet access
  - d. How services were provided to students not having internet access
2. Describe your company's plan for providing remote/distance/virtual/online services to students. Include the following:
  - a. The online platform that will be used
  - b. Type of devices that will be provided to students
  - c. How technical support specific to student devices and internet access will be provided
  - d. How services will be provided to students not having internet access
  - e. The methods by which you will provide services. This should include, but is not limited to, the methods by which access to the curriculum will be provided, such as assignment papers, lesson plans, study guides, etc.

## ● Pricing

Please provide the following information:

1. Hourly cost of services for the upcoming school year
  2. Administrative costs / fees
  3. Itemize any other costs not included in the hourly cost of services and administrative costs/fees
- 

## 6. Submission, Funding and Deliverables

### ● Timeline

- A copy of this RFP is available on the District's website at [www.chuh.org](http://www.chuh.org).
- **Proposals are due no later than 12:00 pm/noon (Eastern) on June 26, 2020.** Proposals must be submitted by e-mail to Susan Pardee at [s\\_pardee@chuh.org](mailto:s_pardee@chuh.org). The subject line of the transmitting e-mail should read as follows: "Proposal for Title I Services".
- Proposals will be evaluated thereafter.
- Any questions pertaining to this RFP must be submitted to Susan Pardee at [s\\_pardee@chuh.org](mailto:s_pardee@chuh.org). All questions must be submitted in email format (no phone calls will be permitted). Answers to any questions shall be in writing and shall be posted on the District's webpage at [www.chuh.org](http://www.chuh.org). The District will endeavor to notify Vendors who are on record with the District as having received a copy of this RFP. It is therefore imperative that Vendors provide full and accurate contact information to the District, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all Vendors will be presumed to have actual knowledge of all information posted on the District's webpage relating to this RFP, and Vendors shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFP and any addenda thereto resulting from the Vendor's failure to register with and provide accurate contact information to the District and/or a firm's failure to check the District's webpage. Interpretations, corrections and changes of the RFP which are made in any manner other than a written addendum will not be binding.
- It is requested that Vendors submit questions regarding this RFP for clarification instead of the Vendor taking exception to any provisions of this RFP in the proposal.
- The list of Third Party Provider awardees for the upcoming school year will be announced on or before July 10, 2020 on the District's website.

## ● Agreement

- The Performance Period for the list of Third Party Providers identified through this RFP will be for one school year, starting upon selection of the vendor in the current year and ending June 30 of the following year.
- The agreement may be modified based on the ESEA reauthorization (ESSA) and/or for changes from the Ohio Department of Education during the performance period of the agreement.
- Agreements will be subject to the applicable requirements of Appendix II of 2 C.F.R. Section 200.
- A selected Vendor shall perform or cause to be performed an Ohio Bureau of Criminal Investigation and Identification and Federal Bureau of Investigation criminal background check of the employees of the vendor or of any sub-contractors that will perform work or services. Prior to the performance of any services by such employees, the criminal background check shall be performed and completed at the Vendor's sole cost and expense. No person shall be employed by the vendors or any subcontractors who has been found guilty of any of the criminal offenses enumerated in Ohio Revised Code Section 3319.39 or any equivalent provisions under Federal law or the laws of any of the other states. The Vendor must provide evidence of such background checks/results to the Board prior to providing any of the equitable services.
- Vendors will be required to maintain the following insurance coverage by insurance companies authorized to do business in the state of Ohio with an A.M. Best Rating of A or better. A Certificate of Insurance of Vendor's insurance coverage indicating these amounts and naming the District as an additional insured must be submitted at the time of the award.
  - i. Comprehensive General Liability – An each-occurrence limit of not less than \$2,000,000, a general-aggregate limit of not less than \$2,000,000, and a products and completed-operations aggregate limit of not less than \$2,000,000
  - ii. Automobile Liability: covering all owned, non-owned, and hired vehicles used in connection with the Work: Bodily injury (including death and emotional distress) and property damage with a combined single limit of \$1,000,000 each accident
  - iii. Workers' Compensation-Statutory
  - iv. Employer's Liability: one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit
  - v. Excess Umbrella Liability: \$5,000,000 Combined Single Unit
  - vi. Sexual Abuse and Molestation Insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in the aggregate
- The Vendor shall indemnify and hold harmless the Board, the District and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the Vendor's performance of the contract.



- The Vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including both employer and employee contributions and surcharges to any applicable public retirement system, Social Security taxes, unemployment compensation, Medicare and other similar deductions.
- The District shall have the right to terminate the contract at any time in the event of (i) a material breach of the contract by the vendor that remains uncured for fourteen (14) days after notice of the breach is provided to the vendor by the District, or (ii) a determination by a court or administrative agency that any material provision of the contract is contrary to law or that any material provision of the contract may not lawfully be carried out.
- The Contract may also be terminated by District for its convenience and without cause upon thirty (30) days written notice to vendor.

## ● Funding

- The School District will inform the Third Party Provider of the amount of funds available for each school upon selection and consultation between the nonpublic representative and CH-UH.
- The amount of funds available are not negotiable and may fluctuate based on School District, state and federal funding changes.

## ● Required Deliverables

**The Third Party Provider will provide the following by the agreed upon timeline:**

- Licensure: Submit ODE properly licensed documentation for Title I teachers and background checks.
- Reports: Submit Title I student progress reports by July 31, 2021.
- Documentation: Ensure accuracy and completeness of documentation from non-public schools for:
  - Teacher schedules including CH-UH percentage of students for billing purposes
  - Student data sheets
  - Student attendance
- Provide parent information: Provide parents of children receiving Title I services and the appropriate school with information on the achievement progress of each child, in a format and, to the extent practicable, in a language that the child's parents can understand.
- Submit invoices following the district procedures clearly indicating costs, dates and hours of service delivery and students served.
  - In the case of state or federally ordered emergency mandates where service is delivered remotely (distance/virtual/online), the provider must follow District

guidelines (e.g. including contact logs indicating service time, student served, subjects covered)

- Participation: Attendance at consultation and non-public meetings as requested.
- Comply with stated deadlines and CH-UH requests.
- Comply with all applicable Title I statutory and regulatory requirements.
- Comply with all applicable federal, state, and local health, safety, and civil rights laws.
- Ensure that the instruction provided is aligned with Ohio's academic content standards.
- Name the CH-UH City School District on the provider's liability insurance.

## ● Responsibilities of the Local Educational Agency

- Conduct consultation and planning meetings.
- Approve appropriate instructional programming and materials.
- Monitor the Third Party Provider.
- Conduct unannounced visits.
- Provide clear procedures for submission of invoices, and request more documentation to support invoices, when needed.
- Communicate the amount of funds available and provide funding status reports as requested.
- Pay the Third Party Provider the amounts indicated per approved invoices upon delivery of service, documentation and completion of all requirements.

## 7. Format for Proposals

Please use the following as a guideline to format your proposal:

### **Length and Font Size:**

Please use fonts no smaller than 12 point. Maximum proposal length including title page, cover letter, and proposal should not exceed 10 pages.

### **Title Page:**

- Cleveland Heights-University Heights City School District
- Third Party Provider for Title I Services
- Request for Proposal
- Company name
- Address
- Web site address
- Telephone number
- Fax number
- Email address
- Primary contact person.

- Authorized signature.

**Proposal:**

Containing all information required as described in Proposal Guidelines and Requirements section. The sections are to be clearly titled with the following headings:

- Third Party Provider information
- Instructional services description
- Pricing

- **RFP Evaluation Criteria**

The following criteria will form the basis upon which the School District will evaluate proposals. No proposal received after the deadline of 12:00 pm on June 26, 2020 will be considered. The mandatory criteria must be met in order to be considered for review and scoring:

1. Identify one individual for supervision of all personnel and functions for implementation of full scope of work
2. Address all of the requirements
3. Demonstrate evidence of no acts of recovery or unresolved audit finding for the Fiscal Agent

The District may conduct such additional subsequent interviews, discussions and due diligence with any of the responding Vendors as the District deems necessary. District reserves the right to reject all proposals and to cancel at any time for any reason this RFP. District shall have no liability to any Vendor arising out of such cancellation or rejection. District reserves the right to waive minor variations or irregularities in the selection process.

**Any proposal that does not receive a minimum of 70 points overall** will be deemed by the School District as not representing the minimum qualifications necessary to undertake the work outlined in the RFP and will not be selected as a Third Party Provider.

**SCORING RUBRIC****Rubric for Third Party Provider Information: 15 points**

General information about the Third Party Provider is complete per instructions	Provider information is incomplete	No general third party Provider information is included
<b>4-5</b>	<b>1-3</b>	<b>0</b>
All years of earnings requested are provided	Some of the years of earnings are requested	Earnings are not included
<b>4-5</b>	<b>1-3</b>	<b>0</b>
3 top customers are listed	Less than 3 customers are listed	Top customers are not indicated
<b>4-5</b>	<b>1-3</b>	<b>0</b>
<b>TOTAL possible: 15</b>	<b>9</b>	<b>0</b>

\_\_\_\_\_ points

**Rubric for Instructional Services Description: 85 points**

Complete description of the organization's multi year history of providing like services to students, especially Title I-eligible students, and working with LEAs	Partial or incomplete description of the organization's providing like services to students, especially Title I-eligible students, and working with LEA	No description of the organization's providing like services to students, especially Title I-eligible students, and working with LEA
<b>6-10</b>	<b>1-5</b>	<b>0</b>
Complete description of the organization's process for monitoring and evaluating employee performance	Partial or incomplete description of the organization's process for monitoring and evaluating employee performance	No description of the organization's process for monitoring and evaluating employee performance
<b>11-20</b>	<b>1-10</b>	<b>0</b>
Complete description of how instruction will be provided by the service provider personnel including minimum and maximum numbers, proposed frequency, time period and curricula that will be used	Partial or incomplete description of how instruction will be provided by the service provider personnel, minimum and maximum numbers, proposed frequency, time period, and/or curricula that will be used	No description of how instruction will be provided by service provider personnel

<b>14-25</b>	<b>1-13</b>	<b>0</b>
Complete description of how remote / virtual / online instruction will be provided by the service provider personnel including minimum and maximum numbers, proposed frequency, time period, method, online capabilities, technical assistance, devices and curricula that will be used	Partial or incomplete description of how remote / virtual / online instruction will be provided by the service provider personnel, minimum and maximum numbers, proposed frequency, time period, method, online capabilities, technical assistance, devices and/or curricula that will be used	No description of how remote / virtual / online instruction will be provided by service provider personnel
<b>9-20</b>	<b>1-8</b>	<b>0</b>
Complete description of hourly costs of service is included with any additional costs	Partial description or costs not provided on an hourly basis	No cost information provided
<b>6-10</b>	<b>1-5</b>	<b>0</b>
<b>TOTAL possible: 85</b>	<b>41</b>	<b>0</b>

\_\_\_\_\_ points

TOTAL for RFP \_\_\_\_\_ points out of possible 100 points