

REQUEST FOR PROPOSAL (RFP)
SCHOOL-BASED PROGRAMS AND SERVICES FOR AT-RISK STUDENTS

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
2500 EDGEWOOD RD NW
CEDAR RAPIDS, IA 52405
SCHOOL YEAR 2019-2020

RFP RELEASED: WEDNESDAY MAY 1ST, 2019

PROPOSALS DUE: FRIDAY MAY 31ST, 2019 AT 5PM

DECISIONS COMMUNICATED: TUESDAY JULY 2ND, 2019



1. SUMMARY AND BACKGROUND

Cedar Rapids Community School District is currently accepting proposals to offer inter-agency programs that support social and emotional well-being for at-risk students in elementary, middle and high schools. Proposed programs and services will increase student connectedness with school, provide supplemental learning support services, and build capacity for enhanced response to student emotional needs in order to better promote academic achievement and improved attendance. Services may include, but are not limited to, assisting in the identification, referral and support of students experiencing poor academic achievement due to social, emotional or behavioral risk factors, and offering programs that build social and life skills to address emotional needs that may prevent future academic success.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. **Proposals will be accepted via email to partnerships@cr.k12.ia.us until 5pm on Friday May 31st, 2019.** All relevant documents should be included in a single email. Any proposals received after this date and time will not be reviewed. All proposals must be signed by an official agent or representative of the company submitting the proposal and include a cover page with contact information and the name of the program/service.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized and include an explanation.

Contract terms and conditions will be negotiated upon selection of the winning bidders for this RFP. All contractual terms and conditions will be subject to review by CRCSD legal consultant and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROPOSAL PURPOSE AND DESCRIPTION

Addressing student needs in the area of social, emotional and mental well-being is an ongoing and increasing challenge for staff in the Cedar Rapids School District. The need for a comprehensive trauma-informed approach that recognizes the impact of Adverse Childhood Experiences (ACES) and integrates with other learning supports including social skills and health education curriculum, positive behavioral intervention and supports (PBIS), multi-tiered systems of support (MTSS) and restorative practices is evident. The purpose of the services sought in this proposal is to identify and build capacity within existing structures



that allow a more effective response to the ongoing challenges faced by at-risk youth that create barriers to learning.

4. SCOPE OF SERVICES

The scope of services includes those which involve building skills of individuals or groups of students and connecting students and families to needed resources. Some or all of the service must be provided to students on-site in at least one CRCSD building. Service providers will be required to actively participate in efforts to improve the climate and perception of safety in buildings in which they are proposing services based on the High Reliability Schools (HRS) Framework. Applicants are encouraged to gain support from building administrators to ensure programming is provided as part of a larger effort to ensure student success; however, letters of support are not required.

The successful bidder(s) will provide onsite services or programs targeting students who are at risk for academic failure based on the following factors:

- Experiencing chronic or acute trauma
- Lack of access to community-based services (lower socio-economic status)
- Homelessness
- Known barriers to academic success (i.e. attendance, social-emotional, engagement/connectedness)

The narrative should include a process for how students are identified for services/programs, the minimum and maximum number of students accepted into the program, and how individual progress is measured and reported to building staff. Qualifications of key staff should also be included.

Services are intended to support existing services and frameworks by providing targeted interventions that increase capacity of staff for meeting student needs. Projects should cite the source by which students will be assessed to determine if they meet the at-risk criteria. Logic models are encouraged. **Projects should be scalable as multiple proposals may be accepted based on building needs.**

5. PROPOSAL AND SERVICE PROVISION TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **5pm Friday May 31st, 2019.**

The CRCSD Community Partnership Review Team may contact organizations with which they would like to meet in person after reviewing all proposals. Please provide an organization contact on the cover sheet that will be available during to meet during the month of June if necessary.



Notifications to bidders will be completed by Tuesday, July 2nd, 2019.

Upon notification, the contract negotiation with the funded bidders will begin immediately. Agreements will be developed by Tuesday, July 9th, 2018 to prepare for approval by the Local Board of Education on Monday, July 15th, 2018.

Project Timeline:

The contract period will be August 1, 2018 - July 31, 2019 with possible opportunities for renewal based on delivery of stated outcomes.

6. BUDGET

All proposals must include projected costs to provide the services described in the project scope. Funding requests should be scalable.

A budget narrative should be included and provide a brief description of each associated cost. The budget should also identify any other sources of funding that are supporting the provision of the services/programs in the request.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- History of providing proposed services in partnership with schools including staff qualifications, expertise and experience
- Data to demonstrate past outcomes of services provided including changes in school culture/climate and individual student growth resulting from service provision
- Capacity to report the following outcomes (based on applicability to service provision) at least quarterly:
 - Referral tracking
 - Effectiveness of staff training/consultation/coaching
 - Recommendations made to buildings
 - Recommendations implemented in buildings
 - Student outcomes including measures of student skills and attitudes toward school
 - Other outcomes that measure student capacity to respond to adversities that create barriers to learning (please include evaluation tool and how information will be shared)

8. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

1. Funding and Sustainability
2. Common Purpose
3. Fit



4. Proposal Alignment
5. Communication and Expectations
6. Data and Reporting

Please see the Framework for Assessing School-Community Partnerships found at partnership.cr.k12.ia.us/Default.aspx

Each bidder must submit their proposal electronically to partnerships@cr.k12.ia.us by Friday May 31st at 5pm with the subject line *Proposal for At-Risk Funding - [name of Organization]*

Questions about the proposal process can be emailed to partnerships@cr.k12.ia.us. After the RFP is released, this email address will be the only channel for questions about the process.