

Notice of Request for Proposals

Granada Hills Charter High School
RFP # 2018-01

Notice is hereby given that the Governing Board of Granada Hills Charter High School (hereinafter referred to as "GHCHS") is requesting proposals for an SAT and ACT Test preparation and practice vendor (hereinafter referred to as "Respondent[s]") to assist with GHCHS student college testing preparation.

Respondents should not construe from this legal notice that GHCHS intends to enter into a fixed-price contract with the Respondent unless, in the opinion of GHCHS, it is in the best interest of GHCHS to do so. GHCHS reserves the right to negotiate final contractual terms with the successful Respondent(s).

The Request for Proposal (RFP) documents are available at GHCHS' web site at www.ghchs.com

To request the RFP documents by e-mail, postal mail, or fax, please contact
Adriana Coria
e-mail: acoria@ghchs.com
postal mail: 10535 Zelzah Ave, Granada Hills, CA 91344
fax: 818.363.9504

Respondents must submit written proposals in a sealed package labeled
"Proposal – SAT and ACT Test Preparation and Practice Provider 2018-01"
Addressed to GHCHS at 10535 Zelzah Ave, Granada Hills, CA 91344
Attn: Julia Howelman

GHCHS will accept all proposals received on or before September 22, 2017. GHCHS will not accept proposals that are received after the deadline. GHCHS will open proposals at August 23, 2017.

GHCHS reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. GHCHS will award the contract(s) based on a review and analysis of the proposals that determines which proposal best meets the needs of GHCHS. Following the review and analysis of all responsive proposals, GHCHS will make a recommendation to their Board of Education at its regularly scheduled meeting.

GRANADA HILLS CHARTER HIGH SCHOOL

SAT and ACT TEST PREPARATION and PRACTICE

Request for Proposals

Procurement Contact:

Julia Howelman

Administrative Director, Instruction

Adriana Coria

Office Assistant

818-360-2361

jhowelman@ghchs.com

acoria@ghchs.com

Request for Proposal No. 2018-01

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I. Overview

Granada Hills Charter High School (“GHCHS”) is based in Granada Hills, Ca. For the current school year, GHCHS will offer educational programs in grades 9-12 in one school with two sites identified in this RFP as the “Facilities.” These Facilities consist of two high school buildings serving grades 9-12.

GHCHS requests proposals from qualified Respondents interested in providing SAT and ACT test preparation materials and services to GHCHS’ students. Proposals will be evaluated for services to be provided during the 2017-18 school year; however, GHCHS reserves the right to extend the term of any subsequent contractual agreement that GHCHS may enter into with a Respondent, upon mutual consent of both parties. GHCHS reserves the right to contract with multiple providers.

II. Purpose

The purpose of this Request for Proposal (“RFP”) is to identify proven Respondent(s) able to offer the professional services listed below in connection with SAT and ACT test preparation and practice for GHCHS students. GHCHS’ goal is to give its students the greatest training, education, and experience possible to maximize the students’ collegiate options. It is expected that the services sought by this RFP will lead to significant gains in student achievement, in keeping with this goal.

GHCHS is seeking responses from qualified Respondents to provide SAT and ACT test preparation materials and services during the 2017-2018 school year. GHCHS may select one or more Respondent to provide these services. The process will include a review and evaluation of a Respondent’s methodology and the procedures they will employ to provide the services contemplated by this RFP. To the extent that a Respondent has experience providing similar services to other educational entities, this information should be highlighted and included in their proposal. GHCHS reserves the right at its sole discretion to not move forward with a project even after selecting a Respondent through this RFP.

III. Scope of Work

Respondent shall provide SAT and ACT test preparation services for GHCHS and its students. Services include, but are not limited to, the following:

- Provide assessments for high school students in grades 9-12.
- Provide a detailed approach regarding how Respondent(s) will implement its services to increase student test scores at each grade level.
- Respondents are required to provide a detailed explanation as to all methodologies used when implementing these test prep programs. Additionally, it is requested that Respondents submit any other types of test preparation programs they may offer.

- Provide test booklets, answer sheets, grading, aggregate reports reflecting data, and other supplies needed to conduct and evaluate SAT and ACT practice tests and study materials for all students at GHCHS.
- Provide professional development and training for school staff regarding proctoring, understanding, and preparing students for exams, as well as assisting with analyzing post testing results.

IV. Proposal Qualifications

GHCHS is seeking proposals from Respondents who:

- Have the necessary capacity and infrastructure to deliver all services as outlined herein;
- Have the ability to provide a reduced fee structure to eligible students along with paying students;
- Provide on-site ACT and SAT preparation and instruction;
- Provide on-line ACT and SAT preparation and instruction;
- Agree to purchase, prior to the commencement of services, and maintain for the duration of any subsequent agreement that the GHCHS and a Respondent may enter into, the following insurance coverage in the minimum amounts indicated; and
- Name GHCHS, its employees, directors, and volunteers as additional insureds.

Commercial General Liability Insurance: On an “Occurrence Basis” with limits of liability not less than \$1,000,000 each occurrence, \$5,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Respondent’s Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

Workers’ Compensation including Employer’s Liability Coverage: In accordance with all applicable California law.

Motor Vehicle Liability: If Respondent, or its employees, will use motor vehicles to satisfy its responsibilities, then Respondent must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If an insurance coverage furnished by Respondent is on a “claims made” basis, the Respondent shall continue the coverage required under the contract for a minimum period of three years after the expiration or termination of the contract.

Errors and Omissions/Professional liability: With limits no less than One Million Dollars (\$1,000,000) per claim and Three Million Dollars (\$3,000,000) in the annual aggregate. In addition, Respondent shall include the following as Additional Insured: GHCHS including its elected and appointed officials, employees, and volunteers.

V. Content Requirements for Proposal

Minimum Submission Requirements: Any proposal that does not meet the following requirements will be automatically deemed ineligible for further review and consideration:

- Submitted by the submission deadline of September 22, 2017.
- Submitting a complete proposal in Microsoft Word via email to the person listed on the cover page of this RFP; and
- Submitting a sworn and notarized statement disclosing any familial or social relationship that exists between the Respondent or any employee of the Respondent and GHCHS staff or board members (*See Attachment A*).

All bids must include the following information and documents:

Transmittal Letter: Each Respondent's submission should include a transmittal letter signed by a party authorized to sign binding agreements for the project described by this RFP. The letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP and describe how the respondent meets the Minimum Requirements.

Respondent Qualifications:

1. Company Information

- Company Status (private or publicly-held)
- Year founded
- Other Firm Names: Indicate all other names by which your organization has been known and the length of time known by each name.
- Number of employees (full time employees, excluding subcontractors or consultants)
- Please state the location of your firm's local building office that is proposed to manage the project. Is it within 50 driving miles of the LEA office?

Financial

- Provide the audited financial report for the three (3) most recent fiscal years of the Respondent, and the most recent interim report. The audited financial report must be for the business entity that would provide a guarantee of performance.
- Demonstrate your firm's financial capacity to successfully carry out this project. Include company bond rating, bond limits, and evidence of insurability.

2. K-12 Project Experience

California References

- Each proposal must include detailed evidence that the Respondent is currently providing similar services for other 9-12 public school districts or educational institutions. The Respondent must provide this information, including contact names, addresses, phone numbers of those individuals at other districts and/or educational entities that have knowledge of your experience. Please also include a description as to the type and scope of services provided to these entities. In addition, a detailed explanation as to the

similarity in services performed for other school districts of similar size and scope as GHCHS would be helpful.

- Describe any unique experience or offered services that you believe GHCHS should consider when evaluating your qualifications, including examples of your organization's experience serving as an SAT/ACT service provider for other schools and/or districts.

3. Litigation History

Litigation and Regulatory Proceedings

- List all litigation or regulatory proceedings the Respondent may have been a party to, and/or involved in, during the past five (5) years, within the state of California, or within those state(s) where 85% or more of the Respondent's contracts are performed. Please only provide information as to litigation and regulatory proceedings that may have involved contract disputes and/or negligence actions involving: (i) school districts in which the Respondent has been a service provider; (ii) issues as to supplies, equipment or services similar to those requested in this RFP; (iii) noncompliance of the Respondent's reporting or documentation requirements, alleged poor working conditions of the Respondent and/or unlawful employment practices under the Occupational Safety and Health Act, Title VII or other applicable state and federal laws; or (iv) any suits whereby an employee of the Respondent was found to have mistreated students in any manner. It is contemplated under this RFP that workers' compensation and unemployment proceedings are not included in this requirement.

Background and Qualifications: Background information and qualifications of any and all personnel who will be involved in carrying out and/or performing the services required under this RFP and any subsequent contract, must be provided. Please also provide a description as to the chain of command and/or reporting relationships within your organization. To the extent that an organizational chart is available, please also include this in your proposal.

Description of Service Model and Approach: Describe your approach to develop student assessments, as well as your ability to deliver them electronically. Please also include the strategies your organization will employ to effectively execute the work in each of the areas described in Section III, above.

Compliance with Laws and Regulations: Each Respondent must demonstrate their understanding and ability to comply with all regulations, codes, ordinances local, state, and/or federal laws that apply to the requirements and/or obligations contemplated by this RFP and/or resulting contract, which includes, but is not limited to, IDEA, FERPA, and any California rules and regulations promulgated thereunder.

Cost Information: Provide an overview of the costs associated with your model. Please utilize Attachment B – Pricing, and provide information requested therein. The rate shall include supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work. GHCHS will not accept invoices that contain anything other than the contract rate, should a contract be reached between GHCHS and Respondent.

Respondent Presentation of Supporting Evidence: Within the sole discretion of GHCHS, Respondents may be invited to present additional evidence relating to their experience, performance, ability, and/or financial surety, all of which may assist in the evaluation of a Respondent’s ability to perform the services requested in this RFP.

Respondent Demonstration of Proposed Services and/or Products: At the discretion of GHCHS, Respondent may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP. This additional information must be provided without cost to GHCHS.

Proposal Expenses: Respondents are responsible for all costs and expenses incurred in the preparation and/or presentation of proposals.

Agreement to be Bound: All Respondents are required to provide a signed letter setting forth the Respondent's agreement to be bound by the terms and conditions of this RFP.

VI. Proposal Schedule and Process

GHCHS anticipated timeline for its selection process is:

Issuance of this RFP	4:30 p.m. August 23, 2017
Deadline for written Intent to Respond	4:30 p.m. September 01, 2017
Deadline for written Requests for Clarifications	4:30 p.m. September 11, 2017
DUE DATE FOR PROPOSALS	4:30 p.m. September 22, 2017
Proposed interviews and presentations as needed	
Week of September 25, 2017 to the GHCHS selection committee	

Due Date and Location for Intent to Respond:

September 01, 2017, at 4:30 pm PST
Adriana Coria
e-mail: acoria@ghchs.com
postal mail: 10535 Zelzah Ave, Granada Hills, CA 91344
fax: 818.363.9504

Due Date and Location to Submit Proposals:

Respondents must submit written proposals in a sealed package labeled
“Proposal – SAT and ACT Test Preparation and Practice Provider 2018-01”
Addressed to GHCHS at 10535 Zelzah Ave, Granada Hills, CA 91344
Attn: Julia Howelman

PLEASE NOTE: GHCHS reserves the right, in its sole and absolute discretion, to make modifications to the above selection timeline as it determines to be in its best interest. During the period from your organization’s receipt of this RFP, and until a contract is awarded, your organization may not contact any employee of GHCHS for additional information, or for any other reason, (except by e-mail) directed to the Procurement Contact listed on the cover page.

Intent to Respond: Each Respondent who intends to submit a Proposal in response to this RFP shall submit an "Intent to Respond" via email to acoria@ghchs.com (Subject Line: SAT and ACT Test Preparation RFP Intent to Respond), on or before **4:30 p.m., September 1, 2017**. The Intent to Respond shall include the name of the Respondent, the name of a contact person employed by Respondent, and that employee's e-mail address. Failure to submit an Intent to Respond by the aforementioned deadline does not preclude a Respondent from submitting a Proposal; however, Respondents who do not submit an Intent to Respond by the aforementioned deadline will not receive notifications of Requests for Clarification and/or Addenda, and it shall be the Respondent's sole responsibility to check the GHCHS website for the same.

Late Proposals: Each Respondent is responsible for submission of its Proposal. Proposals or Proposal revisions received after the due date will not be accepted or considered. GHCHS is not liable for any delivery or other delays.

Disqualification: Any Proposal not providing the required information, or not conforming to the format specified herein, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services requested under this RFP; (ii) demonstrate the ability to provide the SAT and ACT Test Preparation set forth in this RFP and any subsequent contract the parties may enter into; and (iii) include all necessary and relevant information that will enable GHCHS to thoroughly evaluate each Respondent's overall experience, expertise, qualifications and ability to deliver SAT and ACT test preparation in accordance with the requirements and obligations of this RFP and any subsequent contract. Each Proposal shall also include any other information or explanations that the Respondent deems significant with respect to GHCHS making an informed decision relative to their proposal.

Exceptions: Any exceptions to the terms and conditions contained in this RFP or the form of any subsequent contract entered into by the parties, or any other special considerations or conditions requested or required by the Respondent **MUST** be specifically enumerated by the Respondent and be submitted as part their proposal, together with an explanation as to the reason such terms and conditions of the RFP or resulting contract cannot be met by, or, in the Respondent's opinion, are not applicable to, the Respondent. The Respondent shall be required and expected to meet the specifications and requirements as set forth in this RFP and resulting contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Respondent's Proposal, and those exceptions or special consideration or conditions are expressly accepted by GHCHS. All pricing factors must be clearly indicated in the Respondent's Proposal.

Addenda to the RFP: If it becomes necessary to revise any part of this RFP, notice of the revision will be emailed in the form of an addendum to all parties that submitted an Intent to Respond with GHCHS. All addenda will be issued through GHCHS's website and all addenda shall become a part of this RFP. To avoid any miscommunication, each Respondent must acknowledge all addenda that they have received, but the failure of a Respondent to receive, or

acknowledge receipt of, any addendum shall not relieve the Respondent of the responsibility to comply with the terms thereof.

Ownership of Proposals: Upon submission, all proposals shall become the sole property of the GHCHS and will not be returned. All the information contained in a proposal submitted in response to this RFP may be subject to the provisions of the Freedom of Information Act (FOIA) and/or the California Public Records Act. As a result, proposals may be considered public records, in which case the public would have a right to inspect such records and receive a copy of such records, except as exempted under other applicable federal or state laws.

Respondent Bears Proposal Costs: A recipient of this RFP is responsible for any and all costs and liabilities incurred by them, or others acting on their behalf, in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to their proposal or this RFP.

Amendment or Cancellation of the RFP: GHCHS reserves the right to cancel, amend, modify or otherwise change this RFP at any time, if deemed in the best interest of GHCHS to do so. Further, GHCHS, at its option, may seek the retraction and/or clarification of any discrepancy or contradiction that may be discovered during the proposal review process.

E-Mail Clarifications: GHCHS intends to communicate with Respondents via e-mail (e.g., RFP clarifications and addenda). References in this RFP to "written" form of communications include email.

Additional Requests for Clarification: Prospective Respondents may request that GHCHS clarify information contained in this RFP. All such requests must be made in writing and submitted via email. GHCHS will attempt to provide a written response to all written requests for clarification within forty-eight (48) hours after the receipt of such request. GHCHS will not respond to any request for clarification received after **4:30 pm on September 11, 2017**. The response to any request for clarification will be posted to GHCHS's website and notification of such posting will be provided to all parties that filed an Intent to Respond with GHCHS by the deadline set. Requests for clarification and inquiries must be made via email. All requests for clarification must be directed to Adriana Coria (Subject Line: SAT and ACT Test Preparation RFP Request for Clarification). No response will be made to any oral questions. It is each Respondent's responsibility to check GHCHS's website prior to the RFP due date to ensure that they have received all of the information, including, but not limited to, all Addenda to this RFP.

Restrictions On Communication: From the issue date of this RFP until a Respondent is selected and the selection announced, a prospective Respondent shall not communicate about the subject of this RFP or a Respondent's proposal with GHCHS, its Board of Directors, administrators, faculty, staff, students, or employees, except a Respondent may have communication with the GHCHS procurement contract matters related to the pre-proposal conference/facility walk-through (if applicable), additional requests for clarification as described above, or as otherwise required by applicable law.

RFP Information Controlling: GHCHS intends that all Respondents shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Respondent shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification, or other written response thereto, or in the Proposal.

Irrevocability of Proposals: All Proposals submitted shall not be withdrawn after the Due Date for Proposal and shall be irrevocable for a minimum period of one hundred twenty (120) calendar days following the Due Date for receipt of proposals set forth above.

Collusive Bidding: The Respondent certifies that their proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same service, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Questions: Questions for the purpose of clarifying this RFP must be submitted in writing and must be received no later than **4:30 PM Pacific Standard Time on September 11, 2017**. Questions must be emailed to acoria@ghchs.com or jhowelman@ghchs.com. Answers to questions received will be posted as an Addendum to this RFP.

VII. Selection Process & Criteria

A selection committee will review and score all proposals, subject to the requirements and exceptions in this section. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, may be included in the selection process:

Evaluation Criteria: The evaluation shall be a two-step process in which all determinations shall be made within the sole discretion of GHCHS. GHCHS shall seat a review committee (“Committee”) of not less than three GHCHS personnel and/or consultants determined by GHCHS. The Committee shall first evaluate the qualifications of all Respondents to determine the three most qualified Respondents. Qualifications shall be evaluated and determined consistently based on all the information available to the Committee, including, without limitation, information provided in the Proposals, as well as information from any source deemed reasonably relevant and reliable by the Committee.

The Committee shall then score the Proposals from each of the three most qualified Respondents according to the objective criteria related to description of service model, experience and track record, staffing model, cost information as described in indicated below in Section IX, including all information implicit therein. These criteria will be interpreted and applied by the Committee within the sole discretion of GHCHS. Responses should include all necessary information that is pertinent to these evaluation criteria.

The Committee shall evaluate those criteria indicated above that relate to each factor according to the information apparent to the Committee from each Proposal and any additional information it deems relevant to any Proposal, including each evaluation factor and all related criteria.

Respondents are solely responsible for the clarity and completeness of their Proposal, including, without limitation, the expression of criteria relevant to the evaluation factors. Respondents shall assume that the Committee does not possess specific expertise in SAT and ACT test preparation and shall make all information deemed relevant by the Respondent express, without reliance upon any assumptions or inferences that the Committee may or may not draw from the Proposal.

Oral Interviews: GHCHS may require Respondents to participate in an oral interview and negotiation process to discuss their proposal and to answer any questions GHCHS may have regarding their proposal. If this is requested, GHCHS will notify the Respondent by contacting the individual(s) identified in their proposal. If selected to participate in an oral interview, the Respondent(s) should be prepared to make a presentation to the selection committee for no more than twenty (20) minutes.

Contract Award: GHCHS reserves the right to award contract(s) in a manner deemed to be in the best interest of the GHCHS, based on the factors listed in this RFP, all Proposals received, and any other information or documents relevant to GHCHS' determination.

Erroneous Awards: GHCHS reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract, and subsequently awarding said contract to another Respondent. Such action on the part of the GHCHS shall not constitute a breach of contract.

Ownership of Subsequent Products: Any product, whether acceptable or unacceptable, which may be developed under any contract that may be awarded as a result of this RFP, shall be, and remain, the sole property of GHCHS, unless otherwise stated in the contract.

Oral Agreement or Arrangements: Any alleged oral agreements or arrangements made by Respondents with any GHCHS appointed or elected official, employee, or volunteer is not binding and will accordingly not be considered during the evaluation process, or subsequent awarding of a contract.

Sub-Contractors: GHCHS must approve, in writing, any and all sub-contractors utilized by the successful Respondent prior to any such sub-contractor commencing work. Respondents acknowledge, by the act of submitting a proposal, that any work provided under a subsequent contract, is work conducted on behalf of GHCHS and that the Executive Director or his/her designee may communicate directly with any sub-contractor as GHCHS deems to be necessary or appropriate. It is also understood that the successful Respondent shall be responsible for all payment of fees charged by the sub-contractor(s). Upon request, a performance evaluation of any sub-contractor shall be provided promptly by the Respondent to the GHCHS. It is

expected however, that the Respondent will, and must, provide the majority of services described herein.

Finality of Decision: Any decision made by GHCHS, including the Respondent selection, shall be final.

Reservation of Rights: GHCHS reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all Proposals with or without cause. The GHCHS reserves the right to request additional information from any or all Respondents. The GHCHS reserves the right to negotiate with the Respondents concerning their proposals. In the event a Respondent's Proposal is accepted by GHCHS and the Respondent asserts exceptions, special considerations or conditions after acceptance, GHCHS, in its sole and absolute discretion, reserves the right to reject the Proposal and award the contract to another Respondent.

Release of Claims: Each Respondent, by submitting their proposal, releases GHCHS from any and all claims arising out of, and related to, this RFP process and selection of a Respondent.

VIII. Contractual Obligations

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. GHCHS will pursue negotiations with the highest scoring Respondent(s). If, for some reason, GHCHS and the highest scoring Respondent(s) fail to agree to a contract, then GHCHS may commence contract negotiations with other Respondent(s). GHCHS may decide, at any time, to start the RFP process again.

Insurance Certificates: An Insurance Certificate evidencing all insurance coverage required, as outlined herein, will be required from the Respondent once the contract is finalized.

Services: The Respondent shall agree to perform all the services contemplated by this RFP and any subsequent contract that the parties may enter.

Personnel/Staffing Levels: Throughout the initial term, and any renewal term(s) which may be exercised under a resulting contract, the Respondent shall provide all its personnel (including management, supervision, related administrative personnel necessary for the provision of services) with any and all requisite training. The Respondent shall also recruit, ensure that background checks and TB tests are performed, employ, compensate, and supervise all staff provided to GHCHS.

Hold Harmless/Indemnification: The Respondent shall indemnify, defend and hold GHCHS harmless pursuant to the terms and conditions of any subsequent contract the parties may enter into.

Compliance with Laws: The Respondent shall comply, and ensure that their employees and agents performing services for GHCHS comply, with any and all federal, state and local laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the services anticipated in this RFP and any subsequent contract. The Respondent, including their employees and agents, shall be required to acknowledge and comply with the GHCHS policies and procedures concerning appropriate behavior of persons in its facilities and, on its properties, including for example, policies related to sexual harassment, GHCHS and workplace conduct, and shall comply with all such policies and procedures. Additionally, all services must be provided in compliance with IDEA and FERPA. The Respondent shall be responsible and liable for the safety, injury and health of its personnel/employees while its personnel/employees are performing services for the GHCHS.

IX. Request for Proposal Rubric

Section	1-Below	2-Partially Meets	3-Meets	4-Exceeds
Description of Service Model and Approach	Offers insufficient information regarding the organization’s model and approach to delivering the services solicited through the RFP.	Offers a somewhat clear explanation of the organization’s services that could be strengthened by greater detail and specificity.	Offers a comprehensive and well-written explanation of the organization’s services solicited through the RFP.	Offers an exceptionally clear, comprehensive, and compelling description of the organization’s services solicited through the RFP.
Experience and Track Record	Provides insufficient evidence of the organization’s ability to satisfactorily provide the requested services in a school setting.	Provides some evidence to suggest the organization’s ability to satisfactorily provide the requested services in a school setting.	Provides sufficient evidence to validate the organization’s ability to satisfactorily provide the requested services in a school setting.	Provides ample evidence of the organization’s ability to satisfactorily provide the requested services in a school setting.
Staffing Model	Provides insufficient information regarding the organization’s leadership structure and staffing model for the engagement outlined in the RFP.	Provides some information to describe the organization’s leadership structure and staffing model for the engagement outlined in the RFP.	Articulates the organization’s leadership structure and proposed plans to staff the engagement with experienced and talented professionals.	Fully describes the organization’s leadership structure and proposed plans to staff the engagement with experienced and talented professionals.
Cost Information	Fails to provide cost information and/or cost information is unclear and lacks alignment with the organization’s proposed services.	Provides some cost information; however, the presentation may be disorganized or lack detail and alignment to the services requested through the RFP.	Provides adequate cost information, including a breakdown of the proposed services aligned to the RFP.	Provides clear and sufficient cost information aligned to the proposed services, showing justifications for all costs.

Section	Score	Weighting	Total Points
Description of Service Model and Approach		x5	_____/ 20
Experience and Track Record		x5	_____/ 20
Staffing Model		x3	_____/ 12
Cost Information		x2	_____/ 8
Total Score:			_____/ 60

ATTACHMENTS

Attachment A — Familial & Contractual Disclosure Affidavit

Attachment B — Pricing

ATTACHMENT A – Familial & Contractual Disclosure Affidavit

The undersigned, the owner or authorized officer of _____
(the "Respondent"), pursuant to the familial & contractual disclosure requirement provided in the
Granada Hills Charter High School ("GHCHS") Request for Proposal – SAT and SAT Test Preparation,
hereby represents and warrants that, except as provided below, no familial or contractual relationships
exist between the owner or any employee of the Respondent, and any member of the Board of Directors
of GHCHS, Executive Director of the GHCHS, or any other GHCHS employee.

List any Familial or Contractual Relationships:

Respondent

By:

Its:

Dated:

Subscribed and sworn to before
me this _____ day of _____, 2017

ATTACHMENT B – Scope/Sequence of Sessions and Pricing of each Session

Respondent will provide pricing all-inclusive of labor, materials, supplies, travel and any other necessary items. Respondent may provide additional attachments as needed.

	Description/Costs/Comments
Minimum number of on-site instructional days each session	
On-line Access	
Minimum Number of Students____	
Maximum Number of Students____	
Cost per student at full pay rate_____	
Cost per student for reduced pay rate for eligible students _____	
Additional services provided and associated cost for each additional service	