

SECTION B: INTRODUCTION AND BACKGROUND

B.1 The District of Columbia Public Schools (DCPS) educates approximately 50,000 students in 118 schools and educational centers. DCPS employs about 8000 teachers, principals, classroom aides, social workers, counselors, custodians and other support staff who work to carry out the public education mission in DC. The District also counts amongst its facilities another four (4) administrative locations and non-sited offices, such as the Central office location and support sites, warehouse and logistics facilities.

OSTP seeks to provide afterschool programs at Burroughs Elementary School (ES) and Wheatley Education Campus (EC), through teacher support and varied enrichment from highly qualified partners. In partnership with the contractor the DCPS Afterschool Program will provide one additional hour of academic support daily, a nutritious meal, and engaging academic enrichment opportunities. It is the goal of OSTP to form a partnership with contractor for the 2021-2022 DCPS 21st Century Community Learning Centers (21CCCLC) afterschool program at Burroughs ES and Wheatley EC to cultivate positive student outcomes.

DCPS Office of Out of School Time Programs will use 21CCLC grant funds to facilitate afterschool programs at 56 Title I schools to provide significant learning opportunities for students, assist students in meeting or

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B.6 Price Schedule

B.6.1 Base Period

C3 Contractor Qualifications

- a) Contractor must demonstrate experience working with large school districts.
- b) Contractor must comply with COVID-19 safety guidelines and protocols.
- c) Contractor must comply with all requirements for School Program providers, as outlined on the DCPS website and with any other documents that may be required by the DC Office of the State Superintendent of Education for the 21st Century Community Learning Center Grant.
- d) Contractor must submit and adhere to DCPS data confidentiality agreement and all other requirements needed to work in schools (including any required background checks and drug tests)
- e) Contractor must provide monthly progress report of program goals and outcomes, regular attendance report (student/parent engagement), staffing report (e.g., training, personnel changes), monthly invoices ensuring all purchases are allowable on 21st CCLC grant to Central Office Staff, and hold quarterly meetings with grant coordinator to discuss status of program.

C4 Applicable Documents

SECTION D: CONTACT

All quotations must be received on or before Friday, November 5, 2021 by 2:00 pm EST To Joan Aird Sr. Contract Specialist, via email joan.aird@k12.dc.gov Subject line: RFQ: GAGA2022-Q-0017_21st CCLC Afterschool Program

SECTION E: PERIOD OF PERFORMANCE

The period of performance shall begin on Date of Award and continue through

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F.1.4 Quotes should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of this RFQ so that DCPS properly evaluate contractor's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.

F.1.5 DCPS reserves the right to waive informalities or irregularities to reject any or all quotes received, to accept the quotes deemed best for the agency, and/or request new quotes if necessary.

F2 MINIMUM ACCEPTANCE PERIOD

DCPS requires a minimum acceptance period of 30 calendar days from the due date and time of this RFQ

F3 TYPE OF AWARD

F.3.1 DCPS will award a single Fixed Price contract resulting from this solicitation. Unless otherwise specified, all goods and materials furnished to DCPS must be new and unused. Contractors are advised that:

a) All items and services required in this RFQ, they must be provided in all respects as specified herein and include the services to be furnished, together with any labor, material or other work necessary for satisfactory performance.

b) All items and services required in this RFQ must be in all respects as specified herein and include the items to be furnished, together with any labor, service or other work necessary for satisfactory performance.

F4 BASIS OF AWARD

F.4.1 The Award(s), if made, will be made to the Contractor (i) whose Quote is judged to be responsive to the terms of the solicitation and based solely upon the price as identified in the Price Schedule.

F.5 QUOTE STRUCTURE

The bidder shall submit the following

F.5.1 REQUIRED DOCUMENTATION

a)

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- H.3 The Contractor shall inform all applicants requiring a criminal background check that a criminal background check must be conducted on the applicant before the applicant may be offered a compensated position or an unsupervised volunteer position.
- H.4 The Contractor shall inform all applicants requiring a traffic records check that a traffic records check must be conducted on the applicant before the applicant may be offered a compensated position or a volunteer position.
- H.5 The Contractor shall obtain from each applicant, employee and unsupervised volunteer:
- (A) a written authorization which authorizes the District to conduct a criminal background check;
 - (B) a written confirmation stating that the Contractor has informed him or her that the District is authorized to conduct a criminal background check;
 - (C) a signed affirmation stating whether or not they have been convicted of a crime, pleaded nolo contendere, are on probation before judgment or placement of a case upon a stet docket, have been found not guilty by reason of insanity, for any sexual offenses or family offenses in the District or their equivalent in any other state or territory, or for any of the following felony offenses or their equivalent in any other state or territory:
 - (i) Murder, attempted murder, manslaughter, or arson;
 - (ii) Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;
 - (iii) Burglary;
 - (iv) Robbery;
 - (v) Kidnapping;
 - (vi) Illegal use or possession of a firearm;
 - (vii) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; Sexual assault; sexual battery; or sexual abuse; but excluding sodomy between Consenting adults;
 - (viii) Child abuse or cruelty to children; or
 - (ix) Unlawful distribution of or possession with intent to distribute controlled substance;
 - (D) a written acknowledgement stating that the Contractor has notified them that they are entitled to receive a copy of the criminal background check and to challenge the accuracy and completeness of the report; and
 - (E) a written acknowledgement stating that the Contractor has notified them that they may be denied employment or a volunteer position, or may be terminated as an employee or volunteer based on the results of the criminal background check.
- H.6 The Contractor shall inform each applicant, employee and unsupervised volunteer that a false statement may subject them to criminal penalties.
- H.7 Prior to requesting a criminal background check, the Contractor shall provide each applicant, employee, or unsupervised volunteer with a form or forms to be utilized for the following purposes:

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- (A) To authorize the Metropolitan Police Department (MPD), or designee, to conduct the criminal background check and confirm that the applicant, employee, or unsupervised volunteer has been informed that the Contractor is authorized and required to conduct a criminal background check;
- (B) To affirm whether or not the applicant, employee, or unsupervised volunteer has been convicted of a crime, has pleaded nolo contendere, is on probation or judgment or placement of a case upon a stet docket, or has been found not guilty by reason of insanity for any sexual offenses or intra family offenses in the District or their equivalent in any other state or territory of the United States, or for any of the felony offenses described in paragraph 1.5(C);
- (C) To acknowledge that the applicant, employee, or unsupervised volunteer has been notified of his or her right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report;
- (D) To acknowledge that the applicant may be denied employment, assignment to, or an unsupervised volunteer position for which a criminal background check is required based on the outcome of the criminal background check; and
- (E) To inform the applicant or employee that a false statement on the form or forms may subject them to criminal penalties pursuant to D.C. Official Code § Q q 0ht, employee, or unsupervise probati

