REQUEST FOR PROPOSALS ("RFP")

For:

Education Service Provider Services

This RFP is Being Issued by:

Career Path High School

550 East 300 South #2037
Kaysville, UT 84037
Tel. (801) 593-2440
Fax. (801) 315-5626

SECTION I

SELECTION SCHEDULE

Notice of RFP: May 1, 2024 to May 8, 2024 published on Career Path High School's website at www.careerpathhigh.org and Utah Public Procurement Place (SciQuest/Jaggaer) System.

Submission of Proposal (Deadline): May 8, 2024 to Stacey Hutchings at school address or stacey.hutchings@utahcph.org. Proposals must be submitted in compliance with **Section IV** of this RFP.

Submission of Proposals: Proposals will be accepted from 8:00 AM on May 1, 2024 to 3:00 PM on May 8, 2024. All proposals shall be directed to Stacey Hutchings at school address or stacey.hutchings@utahcph.org.

Proposal Opening: Proposals will be opened publicly at 9:00 AM, Thursday, May 9, 2024 at Career Path High School, located at 550 East 300 South #2037, Kaysville, Utah 84037

Review of Submitted Proposals: Begins: May 9, 2024

Tentative Contract Award Date: June 17, 2024

Career Path High

Offeror to Begin Service: August 2024
Duration of Contract: 5 Years

SECTION II

INTRODUCTION

A. Career Path High School (the "School" or "CPH") is requesting proposals for a public charter school Education Service Provider ("ESP").

B. BACKGROUND OF CPH. CPH is a charter high school in Kaysville located on the Davis Technical College Campus serving students in grades 9-12. The charter for CPH was approved by the Utah State Board of Education in 2012. CPH opened in the fall of 2013 and has been in operation for over four years. CPH is a 9-12th grade charter school with approval to enroll a total of 500 students. CPH has had an average enrollment of 175 students. The mission of CPH is to change lives and strength society by guiding students on a path to college success and career readiness.

C. **DISCLAIMER & ACKNOWLEDGEMENT. Authorization to continue operating CPH as a Utah public charter school is expressly contingent on CPH's charter not being terminated by the Utah State Board of Education. CPH reserves the right to cancel any and all ESP service agreements executed pursuant to this RFP in the event the school's charter is terminated for any reason. All offerors must agree to cancellation of said agreements and to hold CPH, its directors, officers, employees, and agents harmless for any loss of potential profits and costs/expenses incurred in the event the school's charter is terminated for any reason. Submission of an ESP proposal in response to this RFP shall be deemed an acknowledgment and consent by the offeror to the cancellation provisions contained in this paragraph.**

D. TERM OF CONTRACT. In the interest of maintaining continued services, CPH will award the contract for ESP services for a period up to, but not to exceed, five (5) years, beginning August 2024. The contract entered into by CPH's Board of Directors for ESP services shall be in writing and shall incorporate the above-mentioned "Disclaimer & Acknowledgment."

E. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to CPH, taking into consideration the price and the evaluation factors set forth in this RFP. No other factors or criteria will be used in the evaluation, and please note that due to recent changes to the Utah Procurement Code, cost is evaluated independently from the substantive evaluation factors. The final

Career Path High

determination shall be in writing and shall be determined at the sole discretion of CPH's Board of Directors. The contract file will contain the basis on which the award is made. CPH can reject any and all proposals, and it can waive any informality or technicality in any proposal received if CPH's Board of Directors determines it would serve the best interests of CPH. CPH will open proposals publicly, identifying only the names of the offerors. Following the award decision, all proposals become public information.

SECTION III

PROPOSAL INFORMATION

A. Proposals must be submitted in compliance with **Section IV** of this RFP.

B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.

C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein, and the offeror can supply the described services for the fee contained in their submitted proposal.

D. Proposals will be opened publicly at CPH at 9:00 AM on Thursday May 9, 2024. CPH is located at 550 East 300 South #2037, Kaysville, UT 84037. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. However, a register of proposals will be prepared and shall be open for public inspection after the contract is awarded. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of and responsiveness to the solicitation requirements.

E. If selected by the CPH Board of Directors, the successful offeror must be prepared to execute a written education services provider agreement containing the services, terms, and conditions outlined in the successful proposal.

F. **It is understood that CPH's issuance of this RFP does not obligate CPH to accept any of the proposals submitted in response to this RFP, nor does it guarantee that CPH will in fact accept any of the said proposals. To the extent permitted by law, CPH's Board of Directors reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of CPH. No agreement exists on the part of CPH and any offeror until a written contract is approved and executed by CPH's Board of Directors and the offeror.**

G. Proposals received by telephone, fax, mail, or any other unapproved form are not acceptable and will not be considered. Proposals must be submitted by email or regular mail in accordance with Section IV.

H. This RFP does not obligate CPH to pay for any costs of any kind whatsoever that may be incurred by an offeror/respondent or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become property of CPH. Further, CPH shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.

I. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

Career Path High

SECTION IV

PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for Education Service Provider services for Career Path High School.

A. **It is mandatory that each proposal contain a cover letter which includes the following**:

1. A statement of the offeror's intent to provide the services outlined in the proposal
2. The legal company name
3. Complete company address
4. Company contact person's name, phone number, and email address
5. Company's website address
6. The signature of the company's authorized representative, including position/title
7. The date of submission.

B. Proposals must address the Proposal Specifications set forth in Section V.

C. Proposals must be emailed to Stacey Hutchings at stacey.hutchings@utahcph.org on or before May 8, 2024 at 3:00 pm. PROPOSALS MUST BE IN PDF FORMAT AND SEPARATED BY COST AND NON-COST RELATED INFORMATION. ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE CONTAINED IN A SEPARATE PDF FILE(S) AND CLEARLY IDENTIFIED AS COST INFORMATION. NO COST INFORMATION MAY BE SUBMITTED IN THE SAME PDF FILE AS THE REST OF THE PROPOSAL. The phrase "PROPOSAL FOR EDUCATION SERVICE PROVIDER SERVICES" must be included in the subject line of the email.

D. Proposals must be signed by the offeror.

Career Path High

SECTION V

PROPOSAL SPECIFICATIONS

A. The ESP will be expected to act as an independent contractor in the delivery of educational support services.

B. CPH is seeking comprehensive educational support services, also known as charter school management services, to begin in August 2024 with the intent of utilizing the successful offeror's expertise in the effective planning, implementation, and delivery of its educational program. The successful offeror must have expertise and experience in applicable state and federal legislation regarding the operation of Utah charter schools. Each offeror must provide a response in their proposal, in narrative format, to each of the following management components:

1. *ESP Experience, Qualifications, and Track Record*. Provide a narrative demonstrating a proven and successful track record for providing education support services to public charter schools. Preference may be given to offerors who demonstrate a successful operating history with Utah-based charter schools. Evidence of success must:

   a. Include a list of all client charter schools, indicate the duration of your contractual relationship with each client school, and provide contact information for the charter school's current board president and principal. Note: CPH reserves the right to contact the individuals listed herein. If you do not desire CPH to contact any individual, please indicate it and provide an explanation.

   b. Include a list of all management-level personnel and a description of their qualifications and experience. Also include a summary of other personnel and their qualifications and experience.

   c. Include a list of any litigation, arbitration, or other alternative dispute resolution the ESP, or any individual or affiliate of the ESP, has had with a charter school client within the past 10 years, as well as a brief explanation of each matter to the extent such information is publicly available.

   d. Include a list of any charter school client of the ESP that has been formally put on probation (pursuant to Utah Rule 277-481-3, or previous applicable Utah Rule) or had their charter terminated by the Utah State Charter School Board in the last 10 years. If applicable, please describe why the school was placed on probation and indicate whether such client is still on probation.

Career Path High

2. *Scope of Offered Services*. Provide a list and brief description of education services/management services offered in this proposal. Describe which, if any of these services relieve school staff and administration from duties they would otherwise be required to perform internally. Additionally, please provide specific responses to the following management elements:

   a. Detail your expertise and services offered, if any, regarding charter school facility needs. Indicate whether and to what extent you provide short and long term facility maintenance services, general handyman services, facility needs assessments, facility planning, and facility-related project management support and coordination.

   b. Detail your experience, expertise, and services offered regarding charter school human resources needs. This may include advertising for teaching/administrative positions, candidate screening, interviewing, and assistance with employment agreements, employee evaluations, and employee termination.

   c. Detail the services offered, if any, regarding the scheduling, record keeping, coordination, involvement, and attendance at regular and special meetings of the Board of Directors.

   d. The successful offeror will be charged with managing the financial affairs of CPH. Detail your experience and expertise related to the preparation of annual budgets, financial forecasts, and strategic financial plans for the board's review, input, and approval. In addition, describe any expertise and experience in maintaining appropriate financial documentation, instituting proper internal controls, and providing financial audit support. Provide additional information regarding specific financial certifications or licenses held by key company employees.

   e. Detail the services offered, if any, regarding CPH's accounts receivable, accounts payable, maintenance of school financial records, and other bookkeeping duties.

   f. CPH recognizes the need to properly maintain and safeguard school records. Detail the services offered, if any, regarding the maintenance of school records.

   g. Detail the services offered, if any, regarding assistance with preparation of reports required by CPH's authorizer or the Utah State Board of Education.

h. Describe the services offered, if any, regarding administrative support and consulting in order to assist the school's administration in accomplishing the mission of CPH.

i. Describe the services offered, if any, regarding support for the school's special education program to help ensure compliance with applicable state and federal requirements.

j. Provide a summary of any additional services offered as part of your proposal and not listed above.

3. *Compensation – Cost Formula*. ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE SUBMITTED IN A SEPARATE PDF FILE(S) AND CLEARLY IDENTIFIED AS COST INFORMATION. NO COST INFORMATION MAY BE SUBMITTED WITH THE REST OF THE PROPOSAL. Provide the fee to be charged for the services contained in your proposal as outlined below. Regardless of whether your fees are based on a flat or per-pupil rate, please compute and provide your fees as follows:

a. Provide the total fee for a projected enrollment of 175 - 200 students in grades 9 - 12th Grade..

1. Indicate whether your fee is based on a flat or per-pupil rate and explain relevant factors in your fee computation that could modify the proposed fee; and

2. Identify potential or applicable discounts.

b. Divide your proposed fee by the projected enrollment of 175 - 200 for a per-pupil cost ("Proposed Fee" ÷ 200 = Per-Pupil Cost).

4. *Selection and Scoring*. Selection of the Education Service Provider will be based on the responses to the above-listed management components in relation to the Evaluation Criteria set forth in the following section. The successful proposal will demonstrate a complete understanding of each of the service items, as well as a description of how the service items will be accomplished. The Evaluation Criteria contains a numerical score for each of the scored management components, and proposals will be ranked based on their score.

Career Path High

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

A. **Offeror's Experience and Qualifications (20 points):** This criterion is based on the responsiveness to the questions contained in Section V(B)(1) and (1)(a)-(b).

1. This criterion involves the overall depth and quality of the offeror's experience demonstrated by overall years of experience in management, number of client schools, length of contractual relationships, and financial stability of client schools. *(10 points)*

2. This criterion involves the demonstrated qualifications of the offeror's personnel. *(10 points)*

B. **Scope of Services (30 points total):**

1. *General and Business Services (*10 *points)*. This criterion is based on the responsiveness to the questions contained in Section V(B)(2)(a)-(c).

2. *Financial Support & Services (*10 *points)*. This criterion is based on the responsiveness to the questions contained in Section V(B)(2)(d)-(e).

3. *School Support (*10 *points)*. This criterion is based on the responsiveness to the questions contained in Section V(B)(2) and Section V(B)(2)(f)-(j).

C. **Quality of References: (10 points):** This criterion is based on the information obtained regarding the quality of the offeror's services from the references provided. Information obtained from references that are Utah charter schools currently working with the offeror will be weighted more heavily.

D. **RFP Proposal Specifications Compliance (10 points):** This criterion is based on how well the offeror complied with the RFP requirements and provided a detailed response to each item contained in the Proposal Specifications.

Criteria Related to Cost*

E. **Cost (30 points):** This criterion is based on the fee proposed in Section V(B)(3) and other financial analysis (example: Section V(B)(4)) as deemed necessary in light of the proposed scope of service.

Career Path High

Total points available based on Evaluation Criteria: 100 points

*** NOTE:** Cost is evaluated and scored independently from the substantive evaluation factors.