

ISD 625 - Saint Paul Public Schools



St. Paul, MN

Request for Proposal # A22-2156-JA Community Partnership for 2022-2024 ARP Grants

Release Date: February 7, 2022

Proposal Receipt Deadline: March 2, 2022 @ 2:00pm local time



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● INTRODUCTION

Purpose:

The purpose of this Request for Proposal is to solicit proposals from well qualified Vendors to provide the District with Community Partners.

District background:

Saint Paul Public Schools (SPPS) is the second largest school district in the State of Minnesota with approximately 37,000 students, 6,000 employees, and a budget of \$.75B. SPPS students represent countries throughout the world, speak more than 100 languages and dialects and come to the School District with an array of educational experiences and skills. The School District is comprised of 68 educational sites and five (5) administrative sites and shares the same boundaries with the City of Saint Paul.

Notice inviting proposals

All interested vendors are invited to submit in accordance with the terms and conditions in this RFP. Vendors must possess strong experience and provide for the ability to provide services required. The District is seeking proposals demonstrating “Best Value” meeting or exceeding RFP specifications. To be eligible for consideration, electronic submissions or sealed proposals shall be presented in accordance with the instructions of this solicitation within the timeframe specified herein. It shall be the sole responsibility of the Vendor to ensure proposals are submitted prior to the date, time and location specified in the RFP document. SPPS reserves the right, in its sole discretion, to determine the criteria and process whereby proposals are evaluated and awarded. No damage shall be recoverable by any challenger as a result of these determination or decision by the SPPS Board of Education.

SPPS will award the project to a prime contractor, referred hereinto as the Vendor, which acts as the singular source of responsibility to meet all the expectations outlined in this RFP. The prime contractor shall not use any subcontractors without the prior written permission of SPPS. SPPS intends to award the project to the Vendor whose proposal best meets the requirements of SPPS and is within a cost range that is deemed appropriate for this project. SPPS prefers to select a Vendor that provides similar services to other similar organizations and has proven to operate effectively.



- **RFP SCHEDULE AND CONTACT INFORMATION**

- **RFP Schedule**

The anticipated proposal process milestones are noted in the table below. It is anticipated that SPPS and the Vendor will coordinate TBD dates as best determined for the project.

Proposal Process Milestones	Date
Request for Proposal Issued	February 7, 2022
Virtual information session (Teams, will be recorded)	February 15, 2022 11:00am
Questions Due (in GetAll), also intent to submit due	February 18, 2022 by 2:00pm local time
Responses to questions (via addendum)	February 23, 2022
Proposal Due (in GetAll)	March 2, 2022 by 2:00pm local time
Initial review completed – meet with potential partners	Approximately April 4-19
Board Approval (tentatively)	April 19, 2022
Execution of agreements with partners	April 20-June 3, 2022
Onboarding, hiring & services to begin	July 1, 2022
Students return	September 6, 2022



- **SPPS RFP Project Manager**

The primary point of contact for the proposal is:

Jamie Atkins, Purchasing Manager

Saint Paul Public Schools
 Purchasing & Contract Services
 360 Colborne Street
 St Paul, MN 55102
 Email: jamie.atkins@spps.org

- **RFP QUESTIONS**

All questions about this RFP shall be directed in writing to the SPPS RFP Project Manager previously noted in this document. Questions should be submitted in the Getall system. The SPPS RFP Project Manager shall have the right to share all questions and responses



with all Vendors interested in offering proposals on the project. Questions must be submitted no later than February 18, 2022 by 2:00pm local time. Answers to all questions will be in the form of addenda posted no later than 3 working days following the question due date. Answers will be available to all potential vendors prior to the proposal due date for review and consideration. It is the responsibility of all potential vendors to ensure they review all addenda posted prior to submitting a proposal.

● **PROPOSAL EVALUATION**

SPPS will conduct a fair and impartial evaluation of all proposals received in response to this RFP by the proposal due date and time specified. Proposals will be evaluated by the SPPS Community Partnership for 2022-2024 ARP Grants RFP Evaluation Team (SPPS Evaluation Team) consisting of staff with detailed knowledge of the District and needs.

○ **Evaluation Criteria**

The criteria for evaluation of the proposals include, but are not limited to, the following:

1. Price / cost of service.
2. Logistics.
3. Turnaround time.
4. Quality / warranty of services.

Cost to SPPS is a material factor, but not the sole or necessarily the determining factor in Proposal Evaluation. SPPS may, in its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible and qualified Vendor submitting the lowest price. The contract will be awarded to the Vendor whose proposal SPPS determines, in its sole discretion, is the most advantageous to SPPS and in SPPS's best interest.

Proposal evaluation will include an assessment of the Vendor's qualifications, technical solutions, cost proposals, and such other information and investigations as SPPS deems necessary and appropriate. SPPS in its sole discretion, may, but shall not be required to, reject without further consideration the proposal of any Vendor that has not demonstrated, in SPPS's sole judgment, that it satisfies the qualifications criteria provided in the Proposal Format and Submittals section of this RFP. SPPS reserves the right, in its sole discretion and without notice to Vendors, to modify this evaluation procedure as it may deem to be in SPPS's best interest.

The SPPS Evaluation Team reserves the right to reject any or all proposals or to conclude that there are no satisfactory proposals and discontinue evaluations. SPPS reserves the right to determine the best proposal submitted in the interest of SPPS.



○ **Recommendation for Award**

The SPPS Evaluation Team will recommend to the Board of Education (as required by District procedure/policy) that an award be made to the responsible Vendor whose proposal is determined by the SPPS Evaluation Team to be the most advantageous to SPPS taking into consideration the relative importance of price and other evaluation factors.

● **PROPOSAL SUBMISSION**

Electronic submissions should be performed in the Getall system. All electronic proposals must be fully submitted prior to March 2, 2022 by 2:00pm local time in accordance with the schedule as noted.

It is the sole responsibility of the vendor to ensure delivery of proposals by the deadline. It is not the responsibility of SPPS to ensure delivery, internal or external, to the Purchasing & Contract Services department.

Telephone amendments, e-mailed, hard-copy, or faxed Proposals will not be accepted at any time.

Jamie Atkins, Purchasing Manager

RFP #A22-2156-JA Community Partnership for 2022-2024 ARP Grants

Saint Paul Public Schools

Purchasing & Contract Services, First Floor

360 Colborne Street

St Paul, MN 55102

● **INSTRUCTIONS TO PROPOSERS**

Overview

In 2021, the Saint Paul Public Schools launched a districtwide plan of investments to aid in COVID-19 Relief as guided by the federal American Rescue Plan (ARP). Saint Paul Public Schools (SPPS) is receiving approximately \$207 million to be used over the next three years for COVID-19 response efforts and to address long-term student outcomes that have been impacted by the pandemic. ARP is the last of the federal funding allotments, totaling \$334 million, that SPPS is receiving during and after the COVID-19 pandemic, which must be used to:

- Safely reopen schools for all students
- Address pre and post pandemic unfinished learning
- Build lasting, equitable systems of teaching and learning
- Supporting student and staff social emotional needs on returning to full on-site learning

You can find more information and our full plan for COVID relief federal funding on our website spps.org/arp.

As part of Saint Paul Public Schools' work to serve students during and following the COVID-19 pandemic, SPPS meaningfully engaged with a wide range of stakeholders in a needs assessment over the course of the 2020-21 school year. The purpose of the needs assessment was to identify areas that would:

- leverage existing investments, and
- meet the parameters of the American Rescue Plan (ARP) (see the [SPPS COVID Federal Funding Brief](#) for a list of these parameters)

The SPPS needs assessment included a mix of methods for collecting data from students, family members, teachers and other school staff, department and program leaders, principals, community-based organizations and other stakeholders. Some of the methods used included questionnaires, surveys, online forums, focus groups, document review, and analysis of existing data. In total, SPPS received over 11,000 responses.

Read an [executive summary of the ARP needs assessment](#) here. Briefs are available in [English](#), [Spanish](#), [Hmong](#), [Karen](#) and [Somali](#).

While many strategies and recommendations were identified, the SPPS ARP plan is focusing on the needs that were presented, defined as the highest priority, but not comprehensive, set of the most pressing/foundational needs to be addressed across the district at this time. Four groups were identified, along with the most pressing needs for each group:

○ **Students**

- High-quality instruction
- Strong feeling of welcome, safety, support as an individual, and as a member of an ethnic/cultural/racial group and the school community
- High level of engagement and representation in the classroom

○ **Staff**

- Time
- Professional expectations for culturally relevant teaching and instruction
- Healthy partnerships with families and community resources

○ **Schools**

- Understanding that different schools have different needs
- Being flexible and allowing staff to focus

○ **Family and Community**

- Consistent safety procedures at school



- High-quality, engaging education that addresses core learning
- Racial/ethnic/linguistic representation
- Acknowledgement of the challenges facing families with children

Our needs assessment identified the student groups most impacted by distance learning and the pandemic as: American Indian students, Black students, Hispanic students, students receiving free/reduced price lunch, English learners, students receiving Special Education, Asian students, and students in grades 6-8.

As part of this effort, we are dedicating approximately \$7 million to be awarded to community organizations who are committed to helping us meet our identified needs, target services to children/youth and their families who are experiencing gaps in opportunities and outcomes, and offer programs in one of four priority areas.

SPPS has identified four priority funding areas for community partnerships. Proposals that align with SPPS schools and programs in these areas will be prioritized for funding:

1. In-school mental health, [social emotional learning](#) and support for students
2. Out of school time (OST) youth programs for middle school students through [Flipside](#), especially:
 - i. Culture and Language
 - ii. Visual and Performing Art
 - iii. Science, Technology & Engineering
 - iv. Entrepreneurship
 - v. Service Learning
 - vi. College and Career Exploration
3. In-school and school-aligned family support, especially support that is designed for the families of students most impacted by distance learning
4. In-school student academic support, especially support that is designed for the student groups most impacted by distance learning

We also welcome applications from community-based OST programs that are not aligned with the above SPPS program, but primarily serve SPPS students.

The grant period is July 1, 2022 – September 30, 2024. Student services should be planned for:

- Full School Year 2022-23
- Summer 2023
- Full School Year 2023-24
- Summer 2024

All service, invoicing and reporting must be completed by September 30, 2024. The total award amount requested must be reasonable based on the total number of young people served and the type and frequency of programming offered. Carryover of unspent funds from one year to the next is permitted with approval, but all grant funds must be spent by September 30, 2024. These funds will be granted for the full period, but with an annual review to be completed in January of 2023 and 2024. Invoicing will be monthly or quarterly.



Eligible applicants include organizations with commitment to improving outcomes for children and families in one or more of our identified needs and offering services in one of our identified priority areas. We also welcome proposals from organizations with fiscal sponsors and from independent contractors. We value transformative two-generation approaches, including those that support building cultural identity. Our goal is to provide support to population groups that are experiencing disparities in opportunities and outcomes and who were most impacted by the pandemic.

Partnering with other organizations is not required, but it is allowed. Partnerships should be focused on providing a high-quality program meeting the outcomes described in your application. Partnerships must also follow the guidelines below for allowable expenses. A partner should not receive funding as part of your budget if they already have resources to play their role in the partnership. However, if they need funding to be able to contribute their role to the project, you can include partners in your budget as a “contract for service.”

Granted funds may be used for the following:

- Food for youth participants or parents, but only if other federal food programs are not accessible to the grantee. All reasonable efforts must be made to participate in federal food programs such as the CACFP At-Risk Afterschool Meals program. More information can be found [here](#).
- Indirect Costs for the general operation of your organization. If your organization has an approved Federal Indirect Cost Rate, use this rate. If your organization does not have an approved Federal Indirect Cost Rate Agreement, you may request up to a 10% de minimis indirect cost rate. (This means that you can include Indirect Costs in your budget for up to 10% of allowable expenses.)
- Reasonable costs directly associated with providing allowable programs and activities and engaging in allowable partnerships.
- Transportation to and from the program for youth participants. The grantee must follow all state and federal laws and regulations pertaining to the safe transport of students.

Granted funds may not be used for the following:

- Agency-level expenses not directly or clearly related to the program
- Capital improvements
- Direct charges for items/services that the indirect cost rate covers
- Entertainment not related to stated program goals
- Fundraising
- Furniture
- Gift cards
- Incentives for youth (i.e. prizes, plaques, t-shirts, field trips not directly related to meeting program goals)
- Land acquisition
- Lobbying
- One-time events not connected to ongoing program objectives



- Out-of-state travel expenses without prior written approval from the Minnesota Department of Education
- Permanent renovations
- Pre-award costs (incurred before the grant effective date)
- Preparation of the initial grant application, including grant-writer expenses
- Promotional or marketing items (i.e. flags, banners, keychains, etc.)
- Purchase of facilities or vehicles
- Travel expenses for individuals not involved with the grant project

Also Not Allowed: Grantees may not charge program participation fees. In addition, grantees are not allowed to generate program income from the program funded with this grant opportunity.

Please email amy.suchon@spps.org & purchasing.department@spps.org to notify SPPS that your organization intends to apply for funding through this RFP. While not required, we would appreciate receiving this email before February 18, 2022 by 2:00pm local time to help us prepare for the review process. Please include the following information:

- Organization name
- Total funding requested over the grant period
- SPPS priority funding area to be addressed (1-4)

● VIRTUAL INFORMATION SESSIONS

SPPS will be holding virtual information sessions the week of February 14. Details on time and how to access these meetings is shared below.

Meeting Date	Meeting Time	Link to access meeting
2/15/2022	11:00am local time	Virtual Information Session meeting link

This meeting will be recorded. For those that are not able to attend, a request can be made to purchasing.department@spps.org for access to the recording. Any follow up questions resulting from the information session or review of the recording must be submitted in GetAll as noted previously in this RFP document.