

REQUEST FOR PROPOSALS (RFP)

INVITATION

Alpha Charter of Excellence, Inc. (the "Charter School") is pleased to announce a request for proposals (RFP) for Comprehensive School Management Services.

Alpha Charter of Excellence (ACE) invites qualified consultants to submit proposals for:

Comprehensive School Management Services of two schools; one in Miami-Dade and one in Broward County

Your Proposal narrative, including a Fee Schedule, for the Management Services outlined in the attached Scope of Work. Submissions are due by close of business day on November 4, 2011.

Please address your submission to the attention of: Sonia Lopez, Governing Board Chair
Alpha Charter of Excellence (ACE)
Email Address: slopez@cnc.org

One electronic file of the proposal is required.

Thank you for your interest in this project.

The selection process shall not be based solely upon project cost information. A full description of the nature of the services to be performed, experience, qualifications, good customer service, and reliability will be important factors in selecting a consultant.

CONTRACT DESCRIPTION

The Charter Schools are state public charter schools to be located: one in **Miami-Dade County and one in Broward County, Florida.**

The organization has currently been approved for recommendation to both school boards to approve the opening of ACE.

Due to the need for specialized management services, this RFP emphasizes qualifications and experience in providing similar, high-quality management services to educational organizations.

SELECTION PROCESS

Upon review and evaluation of all proposals submitted, The Governing Board will identify respondent(s) who may be invited for an oral interview. The selected Management Company will provide a final Scope of Work and a Fee Schedule for the services agreed on. The final Scope of Work will include a full description of each task, a description of deliverable products, and a schedule of the due dates for the deliverable products and other important milestones. The final negotiated contract will meet legal requirements as well as Charter Schools' needs.

The Governing Board Members will screen the proposals and interview qualified candidates based on the following factors to be considered in selecting the Educational Services Provider (ESP):

1. Experience of the key personnel assigned to the project.
2. Proposed approach to the project.
3. Understanding of the project and its particular challenges and constraints.
4. Demonstrated ability to complete projects by specified deadlines.
5. Committed degree of participation for key personnel.
6. Evaluation and references of key personnel.
7. Results from the interview, if applicable.
8. Cost
9. Proven Track Record

SUBMITTAL REQUIREMENTS/PROPOSAL CONTENTS

All interested firms are required to submit one (1) electronic file of the Proposal sent via email to perform the requested consulting services. The Proposal must include demonstrated experience, knowledge and ability as outlined in the factors listed above. Please email to: slopez@cnc.org

PROPOSAL CONTENTS

A. Project Team

The Proposer must identify the Account Manager who will be working directly with the Charter School and engaged in managing the school. Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required.

The Charter School reserves the right to approve or disapprove any change to the successful Proposer's Account Manager. Personnel changes that impact the contract may result in the cancellation of the contract.

B. Cost Proposal

The Proposal must provide a fee schedule to provide the comprehensive school management services to the Charter School.

C. Proposed Schedule of Work and Deadlines

The Proposal must include availability of the Project Team to conduct services on an ongoing basis to support the Charter School.

MISCELLANEOUS

A. Modification or Withdrawal of Submittals

Any Proposals received prior to the deadline specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified Proposal must be received by the time and date specified above.

B. Property Rights

Any Proposals received within the prescribed deadline become the property of the Charter School and all rights to the contents the proposal become those of the Charter School.

C. Confidentiality

Before making any consultant selection recommendations to the Charter School, all Proposals will be designated confidential to the extent permitted by the state statute.

D. Amendments to Request for Proposals

The Charter School reserves the right to amend the Request for Proposals by addendum before the final Proposal submittal date.

E. Non-Commitment of the Charter School

This Request for Proposals does not commit the Charter School to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services.

F. Conflict of Interest

The prospective consultant shall disclose any financial, business or other relationship with the Charter School that may have an impact upon the outcome of this contract or potential future the Charter School projects resulting from this effort. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or the Charter School projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any company that might submit a bid on the Charter School projects.

G. Nondiscrimination

The selected consultant shall comply, and shall require its sub consultants or consultant teams to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

H. Final Selection and Objections

The RFP selection process is considered concluded when a recommendation is made by the Charter School's Governing Board. The firm recommended is not a final selection and no contract is certain until approved and signed by the Charter School.

QUESTIONS

If you need assistance or have any questions, please contact Ms. Sonia Lopez at slopez@cnc.org.

Attachment 1

Scope of Work

COMPREHENSIVE SCHOOL MANAGEMENT SERVICES DESCRIPTION

The Charter School is seeking a consultant or consultant team to provide Comprehensive School Management Services; there are currently two approved charters.

The Consultant shall provide the required services to meet the Charter School management needs and in accordance with relevant laws and regulations.

Following is a list of specific services required under this contract:

- Charter Application Budgeting
- School Lunch Support
- Front and Back Office Staff Structuring
- Professional Development and Training for School Leaders, Business Leaders, Operations Leaders, and Boards of Trustees
- Best Practices Instruction and Implementation
- Financial Policies and Procedures Documentation
- Curriculum Implementation and Management
- Marketing, Recruitment and enrollment
- School Library Launch (when applicable)
- School Review (Operations and Human Resources)
- Charter Renewal Support
- Facility Selection Support (including coordination of construction/remodeling)
- School Closure Support (if needed)
- Curriculum development
- Coordination with accounting support organization.
- Compliance Management
- School Database Implementation and Training
- Student Meal-Tracking Implementation and Training

LENGTH OF CONTRACT

The Charter School is seeking a comprehensive school management entity or consultant team to perform the Charter School's school operations for a period of three (3) years. The contract will renew automatically unless cancelled by either party with adequate notice.