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## PART I | GENERAL INFORMATION AND OVERVIEW

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### 1. Introduction and Purpose

IDEA Florida (herein after referred to as IDEA or the district) is seeking Proposals from Tampa Bay area Vendors qualified and experienced in afterschool care programming to design and deliver afterschool care programming for up to 720 students in grades K-2 and 6 attending two campuses in the Tampa Bay region: IDEA Hope and IDEA Victory. The purpose of this Request for Proposal (" RFP" ) is to solicit Proposals from eligible Vendors to design and deliver said afterschool care programming for the 2021-22 school year.

IDEA Florida will operate Schools of Hope charter schools via an agreement with IDEA Public Schools. IDEA Public Schools is a non-profit, public charter network that serves approximately 76,500 students across 119 high-performing campuses throughout Texas and Louisiana with plans to open additional campuses in Florida and Ohio over the next several years. By 2022, IDEA will operate 173 schools in ten regions, educating 100,000 students on their road to and through college. The IDEA Tampa Bay region is launching its first four schools on two campuses, IDEA Hope and IDEA Victory, on August 10, 2021.

The mission of IDEA public schools is College 3r. 0 0 1 295khIMCID 7A4c7f 61p4 4MCID 8BDC q0.00000912 0 612 7

- e. IDEA reserves the right to reject any or all Proposals, award service contracts as may appear advantageous, and waive all formalities in the procurement process. Written notice of award mailed or otherwise furnished to the successful Vendor(s) results in a binding contract without further action by either party.
- f. All supplemental information required by the RFP must be included with the Proposal. Failure to provide complete and accurate information may disqualify Vendor from consideration.
- g. All costs incurred in the preparation and submission of the RFP response shall be borne solely by the Vendor. Where Vendors may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFP, all costs shall be borne by the Vendor.
- h. Vendor shall provide information on any costs that IDEA may incur related to the requested services. Vendor must specify all costs (e.g., administrative fees, processing fees, etc.) associated with providing the services requested herein. Vendor will provide a complete fee and cost detail supporting all elements of its Proposal. The cost detail must include a narrative for each fee or cost element. If Vendor does not expect IDEA to incur any costs, the Proposal shall state "No costs to IDEA."
- i. IDEA is exempt from federal excise tax, state, and local tax. Do not include tax in cost projections. Any taxes included in cost projections will not be included in the tabulation of any awards.
- j. Any Proposals submitted in response to this RFP will be irrevocable upon the closing time and remain open for acceptance for 90 days from the closing date whether or not another RFP has been accepted.
- k. Submission of a Proposal shall be construed to mean that the Vendor agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any non-compliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- l. IDEA reserves the right to select any offer it deems the best value, regardless of price.
- m. IDEA may accept multiple offers for the same services.

### 3. Required Forms (Certifications and Representations)

Prior to selection, vendor shall execute all forms contained within the vendor packet posted in conjunction with this RFP on the IDEA website.

### 4. RFP Clarification

Questions must be submitted via email to Armando Perez, Assistant Director of Financial Planning, at [armando.perez@ideapublicschools.org](mailto:armando.perez@ideapublicschools.org). The email subject line should read: **Questions | RFP | IDEA Tampa Bay Sixth Grade Midday Programming**. Addenda to this RFP, if applicable, will be posted on the [IDEA Public Schools Finance and Budget](#) website.

Oral answers provided by IDEA or its agents shall not be binding. No modification or amendment to this RFP shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

## 6. Completeness

Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of a Proposal is allowed based on proof of mechanical error; however, Vendor may be removed from approved Vendor list.

## 7. False/Misleading Statements

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system or service, may be rejected. If, in the opinion of IDEA, such information was intended to mislead IDEA in its evaluation of the Proposal and the attribute, condition, or capability as a requirement of the RFP, the Proposal shall be rejected.

## 8. Proposal Signature

## PART II | SCOPE OF WORK AND EVALUATION CRITERIA

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### 1. Scope of Service and Performance Requirements

The following describes the service and performance requirements that the selected Vendor will be required to meet. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points. IDEA will use the objective criteria specified within to respond to requests for proposals. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points. IDEA will use the objective criteria specified within to respond to requests for proposals.

90% of all students who begin the year on grade level should remain on or above level throughout the year. Student achievement measures may be adjusted once IDEA finalizes annual goals in July 2021. IDEA will collect this student data and provide to the Vendor with consideration for the degree of support provided at a given campus.

3. Stakeholder Satisfaction: IDEA will solicit qualitative input from stakeholders including students, parents/guardians, teacher, and leaders on a biannual basis regarding the degree to which afterschool care programming has influenced the success of results. The district expects 90% of participants to respond with a

## PART III SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

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### 1. Proposal Response

Bid packages must be clearly marked with the Respondents' name and address (packages must include the RFP#). Bid packages must be delivered to and received prior to the deadline of **5:00 PM EST on June 2, 2021**. Hard copy proposals should be submitted via mail to the following address:

IDEA Public Schools  
Attn: Julene Robinson, Executive Director, Tampa Bay  
5001 N. Nebraska Ave, Ste A  
Tampa, FL 33603  
(813) 467-3004

Proposals sent by mail must be in a sealed envelope marked with the RFP Number and Title and include:

1. One (1) clearly identified hard copy ORIGINAL of the Proposal response.
2. Five (5) clearly identified PAPER COPIES of the Proposal.
3. Five (5) copies of the proposal on FLASH DRIVES, marked with your firm's name.

*Note: FAX or e-mail Proposals will not*



#### 4. Required Forms (Certifications and Representations)

Prior to selection, vendor shall execute all forms contained within the vendor packet posted in conjunction with this RFP on the IDEEA website.

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## PART IV \ GENERAL TERMS AND CONDITIONS

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1. **Proposal Submission:** Proposals must be submitted using this RFP only, and must be submitted on or before the hour and date specified. Late submittals will not be accepted or reviewed. Emailed Proposals will not be accepted.
2. **Public Record:** All Proposals become the property of IDEA Florida. Accepted Proposals and any subsequent award will generally be a public record, pursuant to Chapter 119, Laws of Florida. Proprietary material must be clearly marked as such.
3. **Rejection/Award:** IDEA reserves the right to reject and and/or all Proposals, to award contacts as may appear advantageous to IDEA, and to waive all formalities in the procurement process.
4. **Evaluation of Proposals:** Proposal evaluation will be completed based on the information provided by Vendor. It is very important that Vendor provide all required information as part of the Proposal. Failure to provide necessary information and documents could result in the Proposal being rejected.
5. **Applicability:** These conditions are applicable and form a part of the contract documents in each supply and/or service contract and are a part of the terms of each purchase order for items of equipment and/or service included in the specifications and solicitation forms issued herewith.
6. **Supplemental Information:** Supplemental information required by the RFP must be included with the Proposal. Failure to provide complete and accurate information may disqualify Vendor from consideration.
7. **Proposal Errors:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of Proposal is allowed based on proof of mechanical error; however, Vendor may be removed from consideration or from any approved vendor list.
8. **Changes to Proposal:** IDEA reserves the right to negotiate changes in a Proposal by any Vendor, and to reject any or all Proposals.
9. **Use of Brand Names:** The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade, and/or brand name must be indicated for each article and, when omitted, IDEA will consider bid to be as specified. Illustrations and complete description must be included with the Proposal if bidding other than specified.
10. **Undue Influence:** In order to ensure the integrity of the selection process, Vendor's officers, employees, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to Vendor's Proposal, directly or indirectly, through any contact with IDEA board members or other

13. **Independent Contractor:** The parties intend that Vendor, in performing the specified services, will act as an independent contractor and that nothing herein shall be construed as creating the relationship of employer or employee between IDEA and Vendor or between IDEA and Vendor's employees. Vendor will be free to contract for similar services to be performed for other entities while Vendor is under contract with IDEA. Vendor is not to be considered an agent or employee of IDEA and is not entitled to participate in any pension plans, bonus, or similar benefits that IDEA provides to its employees. IDEA and Vendor

21. **Governmental Immunity:** Notwithstanding anything to the contrary in this agreement, Vendor acknowledges, stipulates, and agrees that nothing in this agreement shall be construed as a waiver of any defense available to IDEA

## PART V: REQUIRED ATTACHMENTS

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Vendor packets containing all requisite forms will be made available in conjunction with this RFP on the IDEA website. All forms contained within the vendor packets must be signed as indicated.