

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY		Page of Pages 1   12	
1. REQUEST NO.  GAGA-2022-Q-0017	2. DATE ISSUED  October 28, 2021	3. REQUISITION/PURCH. REQUEST NO.  RK189999	4. COMMODITY GROUP AND CLASS →		
5A. ISSUED BY: District of Columbia Public Schools (DCPS) Office of Contracts and Acquisitions 1200 First Street, N.E., 9 <sup>th</sup> floor, Washington, D.C. 20002			6. DELIVER BY (Date) <b>Date of Award</b>		
5B. FOR INFORMATION CONTACT: (Name and telephone no.) (No collect calls) Joan Aird <a href="mailto:Joan.aird@k12.dc.gov">Joan.aird@k12.dc.gov</a>			7. DELIVERY <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER (See Schedule) DESTINATION		
8. TO: NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			9. DESTINATION (Consignee and address, including ZIP code) District of Columbia Public Schools (DCPS) 1200 First Street, N.E., Washington, D.C. 20002		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE <b>2:00 pm, November 5, 2021</b>		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> LONG-TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE			
<b>IMPORTANT:</b> This is a request for quotation. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	Unit (d)	UNIT PRICE (e)	AMOUNT (f)
001	DCPS Afterschool Program 21 <sup>st</sup> CCLC Afterschool Programming at Burroughs Elementary School and Wheatley Education Campus  <ul style="list-style-type: none"> <li>up to 30 students to be served in grades K-3 at each site</li> <li>from 3:30-6:00 pm, Monday through Friday (on days with 21CCLC programming)</li> <li>12.5 total weekly hours</li> </ul>				\$
13. DISCOUNT FOR PROMPT PAYMENT		10 Calendar Days	20 Calendar Days	30 Calendar Days	----- Calendar Days
		%	%	%	%
14. QUOTER FEDERAL ID AND EMAIL ADDRESS:			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)



**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 mission-oriented offices, such as the Central office location and support sites, warehouse and logistics facilities.

The District of Columbia Public Schools on behalf of the Out of School Time Programs (“OSTP”) seeks to enhance schools’ afterschool programs for students at Burroughs Elementary School (ES) and Wheatley Education Campus (EC), through teacher-led 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 a contractor for the 2021-2022 DCPS 21<sup>st</sup> Century Community Learning Centers (21CCCL) 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 exceeding the District’s standards in core academic subjects, and offer families of students served by community learning centers opportunities for literacy, related educational development, and engaging and robust enrichment opportunities. DCPS is seeking a vendor to provide afterschool programming at Burroughs ES and Wheatley EC.

The 21<sup>st</sup> Century Community Learning Centers is a grant of \$4,608,164 per year for three years. The purpose of the 21CCLC grant program is to provide at-risk students in District of Columbia Public Schools with opportunities for academic enrichment and personal enrichment and other activities intended to enhance the students’ regular academic program.

**B.2 Summary Table**

	HOW (as applicable)
<p><b>WHO</b>                      Burroughs Elementary School: up to 30 students to be served in grades K-3</p> <p>Wheatley Education Campus: up to 30 students to be served in grades K-3</p>	<p>School administrators, counselors, teachers, and OSTP staff will identify and recruit students to participate in the program.</p>

<p><b>WHAT</b> 21<sup>st</sup> CCLC Afterschool Programming at Burroughs ES and Wheatley EC.</p>	<p>OSTP, in partnership with the awardee, will enhance the afterschool program and increase afterschool student enrollment at Burroughs and Wheatley.</p>
<p><b>WHERE</b> Burroughs ES <i>1820 Monroe St NE</i> <i>Washington, DC 20018</i></p> <p>Wheatley EC <i>1299 Neal St NE</i> <i>Washington, DC 20002</i></p>	
<p><b>WHY</b> DCPS 21CCLC program evaluation shows that 21CCLC participants had lower rates of suspension, higher rates of attendance, and increased reading comprehension and literacy (compared to non-21CCLC students)</p>	
<p><b>WHEN</b></p> <ul style="list-style-type: none"> <li>• SY2021-2022 from Date of award through September 30, 2022.</li> <li>• 3:30-6:00 p.m., Monday through Friday (on days with 21CCLC programming)</li> <li>• 12.5 total weekly hours</li> </ul>	

**B.3 Law and Requirements**

- Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers
- The 21CCLC Program, 84.287C, Public Law 108-199

**B.4** The District contemplates an award of a Firm Fixed Price (FFP) type contract.

**B.5 COVID-19 Safety Protocols**

- (a) The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the district government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.
- (b) The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

**B.6 Price Schedule**

**B.6.1 Base Period:** Date of Award through September 30, 2022

Item No.	Item Description	Total Price
1	21 <sup>st</sup> CCLC Afterschool Programming at Burroughs EC and Wheatley Education Campus <ul style="list-style-type: none"> <li>• up to 30 students to be served in grades K-3 at each site</li> <li>• from 3:30-6:00 pm, Monday through Friday (on days with 21CCLC programming)</li> <li>• 12.5 total weekly hours</li> </ul>	\$
	<b>TOTAL</b>	<b>\$</b>

**SECTION C: STATEMENT OF WORK**

**C.1 SCOPE**

DCPS is seeking a contractor to operate afterschool program five days a week, Monday through Friday from 3:30-6:00 pm daily at Burroughs Elementary School and Wheatley Education Campus. Programming will only occur on days when there is Out of School Time Program (OSTP) afterschool programming. The contractor shall work with a maximum of thirty (30) students at each site for a total of 12.5 weekly hours. Program will begin upon date of award through September 30, 2022.

**C.1.1** The contractor shall provide students with:

- Academics: provide students with academic assistance to enhance their daily learning, including tutoring and STEM programming.
- Enrichment: provide unique, experiential opportunities that foster cultural identity and pride (aligned with DCPS’ anti-racist values)

**C.1.2** The contractor shall also be required to provide a robust parent engagement component to the families to be served at Burroughs Elementary School and Wheatley Education Campus, including (but not limited to):

- Monthly parent engagement newsletters, emails, phone calls, and in-person conversations
- Social media presence to provide updates on student work
- Monthly family nights, featuring topics such as financial literacy, nutrition, and community services

**C.2 Required Tasks and Deliverables**

<b>Task</b>	<b>Deliverable</b>	<b>Responsible (Contractor or DCPS)</b>	<b>Deadline (range)</b>
1. Program & Facilities	Provide space (e.g., classrooms, cafeteria) for program activities	DCPS	Date of award through September 30, 2022
	Provide academic and enrichment programming to identified student population. Programming must include: <ul style="list-style-type: none"> <li>• STEM programming for underserved K-3 youth</li> <li>• Academic tutoring, with a focus on literacy and math skills</li> <li>• Enrichment activities that aim to foster cultural identity and pride</li> </ul>	Contractor	Date of award through September 30, 2022
	Provide a strong parent engagement component to afterschool programming, including: <ul style="list-style-type: none"> <li>• Monthly newsletters, emails, phone calls, and in-person conversations</li> <li>• Social media postings to highlight student work</li> <li>• Monthly family nights with guest speakers</li> </ul>	Contractor	Date of award through September 30, 2022
2. Student enrollment/ attendance	Recruit and enroll students in the 21CCLC program	DCPS	Date of Award
	Enter and report student attendance	Contractor	Date of award - September 30, 2022
3. Staffing and supplies	Provide all needed staffing and supplies for afterschool program, including a personal laptop for each student and portable ionic air purifiers for each student group.	Contractor	Date of award-September 30, 2022
4. Reports & Monitoring	<ul style="list-style-type: none"> <li>• Provide monthly progress report (program goals and outcomes), including summary of enrichment activities delivered and measurable results, to DCPS</li> <li>• Provide regular attendance report (student/parent engagement) to DCPS</li> <li>• Provide staffing report (e.g., training, personnel changes) to DCPS</li> <li>• Submit monthly invoices to DCPS, ensuring all purchases are allowable on 21CCLC grant</li> <li>• Hold quarterly meetings with grant coordinator to discuss status of program</li> </ul>	Contractor	

**C.3 Contractor Qualifications**

- a) Contractor must demonstrate experience working with large school districts.
- b) Contractor must be able to comply with the DC’s 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 21<sup>st</sup> 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 21CCLC grant to Central Office Staff, and hold quarterly meetings with grant coordinator to discuss status of program.

**C.4 Applicable Documents**

Item No.	Document Type	Name	Version
1	PDF	21 <sup>st</sup> Century Community Learning Center Grant	Current
2	PDF	OSSE Health & Safety Guidance for Schools: COVID-19	Current

**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](mailto:joan.aird@k12.dc.gov); Subject line: “RFQ: GAGA-2022-Q-0017\_21<sup>st</sup> CCLC Afterschool Program.**

**SECTION E: PERIOD OF PERFORMANCE**

The period of performance shall begin on the Date of Award and continue through September 30, 2022.

**SECTION F: QUOTE INSTRUCTIONS**

**F.1 SUBMISSION**

- F.1.1** In order to be considered for selection, contractors must email the quote to Joan Aird via email [joan.aird@k12.dc.gov](mailto:joan.aird@k12.dc.gov), Subject Line: “GAGA-2022-Q-0017”. A bidder may submit no more than one (1) quote in response to this RFQ.
- F.1.2** All electronic responses are to be formatted for print on standard 8.5” X 11” paper in 12-point font minimum type.
- F.1.3** Any costs incurred by contractors in preparing or submitting a quote shall be the contractor's sole responsibility.

**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 may 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.

**F.2 MINIMUM ACCEPTANCE PERIOD**

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

**F.3 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) If "Services" are to be performed pursuant to 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) If "Supplies" are to be provided pursuant to this RFQ, they 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.

**F.4 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. Any such award will be made within 5 days after receipt of the quote.

**F.4.2** If, after receipt of the quotes, the Contracting Officer determines that adequate price competition does not exist, the Contractor shall provide certified cost or pricing data as requested by the Contracting Officer.

**F.4.3** Unless otherwise expressly specified in the Section B - Price Schedule, DCPS may make multiple awards as a result of this solicitation.

**F.4.4** Notwithstanding the foregoing or any other provision in Terms and Conditions, DCPS reserves the right to reject all bids and cancel this RFQ at any time prior to award.

**F.5 QUOTE STRUCTURE**

The bidder shall submit the following:

**F.5.1 REQUIRED DOCUMENTATION**

- a) Price Schedule
- b) Cover Page of this RFQ
- c) Copy of valid Business Licenses
- d) Audited or Unaudited financial statements
- e) Certificate of Clean Hands, Section J, Attachment 5
- f) Certificate of Tax Affidavit, Section J, Attachment 6
- g) Bidder/Offeror Certification, Section J, Attachment 7
- h) EEO, Section J, Attachment 8

**F.5.2 PRICE QUOTE**

- a) The bidder shall submit its pricing in accordance with the Section B: Price schedule.
- b) DCPS will pay the contractor at an amount not to exceed the contractor’s price quoted in contractor’s price schedule and accepted by DCPS.
- c) The bidder warrants and agrees that the prices charged to DCPS shall be as low, or lower than the prices charged to their most favored customer for comparable services under similar terms and conditions, in addition to any discounts for prompt payment.

**SECTION G: WARRANTY**

The Contractor warrants all services/supplies provided, components, parts and material furnished under this contract against defects or failures, for a period of at least three (3) years from the date of acceptance.

**SECTION H: CRIMINAL BACKGROUND AND TRAFFIC RECORDS CHECKS FOR CONTRACTORS THAT PROVIDE DIRECT SERVICES TO CHILDREN OR YOUTH**

- H.1** A contractor that provides services as a covered child or youth services provider, as defined in section 202(3) of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*), as amended (in this section, the “Act”), shall obtain criminal history records to investigate persons applying for employment, in either a compensated or an unsupervised volunteer position, as well as its current employees and unsupervised volunteers. The Contractor shall request criminal background checks for all position/employees that will have access to DCPS students.
- H.2** The Contractor shall also obtain traffic records to investigate persons applying for employment, as well as current employees and volunteers, when that person will be required to drive a motor vehicle to transport children in the course of performing his or her duties.



- 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, or have 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, 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 a 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:

- (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 before 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 H.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 § 22-2405.

**H.8** The Contractor shall direct the applicant or employee to complete the form or forms and notify the applicant or employee when and where to report to be fingerprinted.

**H.9** Unless otherwise provided herein, the Contractor shall request criminal background checks from the Chief, MPD (or designee), who shall be responsible for conducting criminal background checks, including fingerprinting.

**H.10** The Contractor shall request traffic record checks from the Director, Department of Motor Vehicles (DMV) (or designee), who shall be responsible for conducting traffic record checks.

**H.11** The Contractor shall provide copies of all criminal background and traffic check reports to the CA within one business day of receipt.

**H.12** The Contractor shall pay for the costs for the criminal background and traffic record checks, pursuant to the requirements set forth by the MPD and DMV. The District shall not make any separate payment for the cost of criminal background and traffic record checks.

**H.13** The Contractor may make an offer of appointment to, or assign a current employee or applicant to, a compensated position contingent upon receipt from the CO of the CA's decision after his or her assessment of the criminal background or traffic record check.

**H.14** The Contractor may not make an offer of appointment to an unsupervised volunteer whose position brings him or her into direct contact with children until it receives from the contracting officer the CA's decision after his or her assessment of the criminal background or traffic record check.

**H.15** The Contractor shall not employ or permit to serve as an unsupervised volunteer an applicant or employee who has been convicted of, has pleaded nolo contendere to, is on probation before judgment or placement of a case on the stet docket because of, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.

- H.16** Unless otherwise specified herein, the Contractor shall conduct periodic criminal background checks upon the exercise of each option year of this contract for current employees and unsupervised volunteer in the positions listed in sections H.1 and H.2.
- H.17** An employee or unsupervised volunteer may be subject to administrative action including, but not limited to, reassignment or termination at the discretion of the CA after his or her assessment of a criminal background or traffic record check.
- H.18** The CA shall be solely responsible for assessing the information obtained from each criminal background and traffic records check report to determine whether a final offer may be made to each applicant or employee. The CA shall inform the CO of its decision, and the CO shall inform the Contractor whether an offer may be made to each applicant.
- H.19** If any application is denied because the CA determines that the applicant presents a present danger to children or youth, the Contractor shall notify the applicant of such determination and inform the applicant in writing that she or he may appeal the denial to the Commission on Human Rights within thirty (30) days of the determination.
- H.20** Criminal background and traffic record check reports obtained under this section shall be confidential and are for the exclusive use of making employment-related determinations. The Contractor shall not release or otherwise disclose the reports to any person, except as directed by the CO.

**SECTION I: LAWS AND REGULATIONS INCORPORATED BY REFERENCE**

The bidder certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this agreement:

Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;

<https://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Standard%20Contract%20Provisions%20-%20July%202010.pdf>

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**SECTION J: ATTACHMENTS**

The following list of attachments is incorporated into the solicitation by reference.

<b>Attachment Number</b>	<b>Document</b>
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.2	U.S. Department of Labor Wage Determination No. 2015-4281, Rev 19, dated July 27, 2021
J.3	Way to Work Amendment Act of 2006 - Living Wage Notice
J.4	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet
J.5	Certificate of Clean Hands <a href="http://www.mytax.dc.gov">www.mytax.dc.gov</a>
J.6	Tax Certification Affidavit <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.7	Bidder/Offeror Certifications <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.8	EEO <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"