

Excellence in Adult Education Since 1985

## I. REQUEST FOR PROPOSALS

Academy of Hope Adult Public Charter School (AOH) is currently accepting Statements of Qualifications from organizations interested in providing job readiness, job placement and job retention services for adults enrolled in our adult education and workforce programs. Because we are committed to serving every qualified adult learner who enrolls at AOH, we are seeking cont with experience working with youth and adults who have experience long-term unemployment or significant barriers to employment.

## II. Eligibility Criteria

**Contractor must meet the following criteria to be eligible to apply:**

- a. The applicant is a registered non-profit or for-profit organization in good standing with the DC Department of Consumer and Regulatory Affairs; **and**
- b. The applicant has demonstrated experience providing services at a location within the District for at least one year; **and**
- c. The applicant is able to serve low-income adults and older youth (18+); **and**
- d. The applicant is able to provide high-quality, effective job readiness and job placement services that help individuals advance their job seeking/keeping skills, securing employment and/or improve earnings; **and**
- e. The applicant has the capacity to collect basic demographic, participation, and outcomes data for program participants; **and**
- f. The applicant can provide classes on a schedule that aligns with Academy of Hope APCS's school terms (Term 1: September-December, Term 2: January-March, Term 3: April-July).

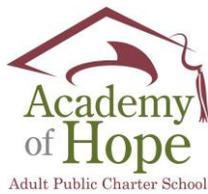
## III. SOLICITATION SCHEDULE

Responses should be provided in electronic format and emailed to **aoh@aohdc.org by 9/13/17**. Please contact **Krystal at 202-269-6623** with any questions you may have regarding this RFP.

## IV. BACKGROUND

Academy of Hope was founded in 1985 by two teachers who believed that education could empower those most marginalized in Washington, DC. It was clear that people trapped in the cycle of poverty lacked basic reading, writing and math skills, and they needed to acquire jobs that paid living wages.

Today, one in five adults in the district lacks a high school diploma, and one in three adults cannot read a newspaper or a map, much less complete a job application. The need for adult education programs is great. Academy of Hope transitioned to an adult public charter school in 2014. In its fourth year



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operating as a charter, Academy of Hope Adult Public Charter School's mission is to provide quality adult education and services that change lives and improve our community.

#### **IV. PROJECT SCOPE**

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services. Contractor agrees to provide all necessary expertise and services to professionally and diligently prosecute the work authorized by Work Orders to be issued by the Academy of Hope. Academy of Hope seeks contractors who can provide the following services to students enrolled at Academy of Hope Adult Public Charter School:

- a. **Job Readiness/Training:** Work with students to implement an individualized service plan that promotes the job seeker's personal and professional growth. Deliver instruction that focuses on developing the soft skills participants need in the workforce.
- b. **Job Search/Matching:** Work with local employers to identify available jobs in targeted industries, and connect participants with these employment opportunities.
- c. **Job Retention:** Provide ongoing support to help participants cope with the demands of the workplace.

#### **V. CONTRACTOR QUALIFICATIONS**

Academy of Hope Adult PCS is seeking a contractor that can address the above described projects. Contractor's Statement of Qualifications should clearly and accurately demonstrate the specialized knowledge and experience required for services under consideration. Proposals should also include:

- Project organization chart showing the proposed staff for this job, including all professional staff.
- Describe the duties and responsibilities for all key staff positions.

#### **VI. PROPOSAL REQUIREMENTS**

Proposals are sought from firms with recognized expertise on design projects with experience in the nonprofit sector. In your proposal, please provide the below information in the order requested:

- Background on your organization including history, staff size and experience, average client size for this service, percent of business dedicated to technical support, and percent of business dedicated to nonprofits.
- Overview your approach
- Describe your approach to the projects identified above

- Cost Proposal: Detail prices for all services proposed. As the nature of the work to be performed will vary depending on Academy of Hope's needs and, etc., vendors should present prices in an "a la carte" format.

Prices for which fixed prices are charged must be clearly identified. Identify what specific services are covered and which are not covered by any fixed price service. For services charged on an hourly or other per-unit basis, the cost proposal must detail charges for the following:

- i. If rates vary according to the nature of the contractor staff who perform the work, describe and enumerate the price for each labor category, i.e., provide a full hourly rate sheet for relevant staff.
- ii. If prices vary according to time of day or the timing of the request for services (e.g., regularly scheduled visits versus emergency response), show those prices separately.
- iii. Identify any other factors relevant to evaluation of pricing, such as billing increments (e.g., 15 minutes, etc.), whether travel time is charged, minimum billable units or amounts, mark-up on equipment procurement, etc.

## VII. EVALUATION FACTORS FOR AWARD

In considering proposals, Academy of Hope Adult PCS will make a best-value determination. Award will be made to the applicant that conforms to the RFP's requirements and is judged to represent the best value to Academy of Hope. Best value is defined as the proposal that presents the best overall value to Academy of Hope Adult PCS, cost and other factors considered, and which presents the most advantageous offer. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

Academy of Hope Adult PCS will evaluate proposals based on a number of criteria, including:

- i. How well the vendor demonstrates an understanding of Academy of Hope's needs and its ability to meet those needs
- ii. The overall business model and its match to Academy of Hope's needs
- iii. Corporate experience with similar sized nonprofits
- iv. Prior performance in similar engagements;
- v. Price