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## REQUEST FOR PROPOSALS

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### I. REQUEST FOR PROPOSALS

Academy of Hope Adult PCS seeks the services of an experienced and qualified contractor to service and/or replace our fire detection and alarm system at the organization's locations in Ward 5. The project consists of providing the needed materials, and installation of the system to adhere to all Washington, DC fire regulations and codes.

### II. SOLICITATION SCHEDULE

Responses should be provided in electronic format and emailed to both Na'Quesha Booker at [naquesha@aohdc.org](mailto:naquesha@aohdc.org) and Vernon Glover at [vglover@aohdc.org](mailto:vglover@aohdc.org) by January 31<sup>st</sup>, 2023 to be considered. Please contact Na'Quesha at 202-269-6623 ext. 130 with any questions you may have regarding this RFP.

### III. BACKGROUND

Academy of Hope Adult Public Charter School is a 501(c)3 tax-exempt nonprofit and adult public charter school in Washington D.C., offering excellence in adult education since 1985. Our mission is to provide high quality education and services that change lives and improve our communities. At Academy of Hope, students become part of a learning community where everyone is valued, adds value and is both a teacher and a learner. Our curriculum is experiential and focuses on life skills, which means that students can immediately begin applying what they're learning to their own lives—and reap the benefits.

Academy of Hope's Core Values: CARES

*Community-* AoH fosters an atmosphere where individuals can be completely present as their authentic self. We seek to advance values, attitudes, and beliefs that promote caring for one another. We believe we are stronger together and that representation for the people we serve matters.

*Acceptance-* AoH respects the inherent dignity and worth of every individual. We remain open-minded as we acknowledge each individual's complex identities and our collective differences. To us, every person is worthy and we expect teachers, staff, learners, and community members to come as their true selves.

*Respect* – At AoH, we believe that every human is deserving of respect and respect is an action. Respecting someone means engaging, learning, and trying to understand individuals' experiences. At Academy of Hope we are encouraging self-love and a deep understanding, appreciation, and regard for our communities.

*Empowerment*– AoH aims to purposefully recruit and engage community members who understand the power in every person. Our community is committed to actively listening and amplifying voices and lived experiences that are often unheard as a means to propel change.

*Service*- Our ultimate goal is to serve all learners responsibly. We strive to be good stewards of the trust learners place in us by consistently reviewing our practices, programs, and structures to ensure we are advancing learners’ stated best interests.

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

The intent of this RFP is to have firms under consideration to 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 the work plan to be approved by Academy of Hope.

##### **Scope of services being requested:**

The fire panel has displayed system trouble issues and sounded unnecessary alarms. As well as issues with the phone lines connection. We are seeking to hire a company that will either repair the current equipment or full upgrade. Assessment of current system is needed to provide expert strategy and high-level analysis schedules and budgets.

Contractor is responsible for provide all materials required, removing, and discarding the previous system above replacement. This replacement will occur at Ward 5 location, 2315 18th Place NE Washington, DC 20018.

We can provide a site visit for the location for contractors who would like to better understand. If you are interested in scheduling a site visit, please contact Na’Quesha Booker at [naquesha@aohdc.org](mailto:naquesha@aohdc.org).

#### **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.

The contractor must be authorized to maintain and service all the equipment that is being installed, under warranty, and at the expiration of the warranty being able to maintain the system in its full functional capacity.

Proposals should also include:

- Provide a 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

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. 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 / business model.
- Describe your approach to the projects identified above
- Describe staffing criteria for any sub-contractors that may be hired during the project.
- The proposing firm should have a demonstrated commitment to diverse, inclusive, and equitable practices. The proposal should describe in detail the proposer's DEI commitment and practices.

The proposal should include a coordination plan and phasing stages of the fire alarm replacement.

- A plan shall be proposed for coordination with Academy of Hope for phasing of work as to cause the least disruption to staff and students during construction. Daytime classes are held at Ward 5 on Monday thru Friday from 9am until 1pm, and evening classes occur Monday thru Thursday from 5pm until 9pm. During class times, no construction can occur that is excessively loud and can be disruptive to our learners and teachers.
- Provide an estimated construction schedule including an anticipated date of completion. Develop requirements to assure time, cost, and quality control of the project.

**Competitive 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.
  - iv. Specify any rates for the warranty, and maintenance that will be required to support the system post-warranty.
- **Technical Approach:** The proposal must describe how the firm fulfills the “Contractor Qualifications” outlined in Section V.
  - **References:** Include the three most similar clients to whom you have provided this service – name, organization, email and phone.

## **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 vendor’s commitment to AoH’s Racial Equity, Diversity and Inclusion values
  - iii. The overall business model and its match to Academy of Hope’s needs
  - iv. Corporate experience with similar sized nonprofits
  - v. Prior performance in similar engagements;
  - vi. Price
- AoH strongly encourage Black, Indigenous, people of color, members of the LGTBQIA2S+ community, as well as members of underrepresented groups to respond.
  - AoH strongly encourage small, local businesses who live and/ or serve the communities surrounding our campuses to respond.