REQUEST FOR PROPOSALS

I. REQUEST FOR PROPOSALS

Academy of Hope Adult Public Charter School (AoH) is seeking a qualified vendor to implement innovative Artificial Intelligence (AI) solutions tailored to our organizational needs, both educational and administrative functions. This initiative is designed to enhance operational efficiency, advance learners outcomes, and empower our staff by integrating cutting-edge AI-driven tools and technologies. Through this partnership, AoH aims to streamline processes, provide personalized learning experiences for staff and learners, and equip our school with the resources needed to excel in an increasingly digital world.

II. SOLICITATION SCHEDULE

Responses should be provided in electronic format and emailed to ruweda@aohdc.org by **October 25th, 2024**. Please contact Ruweda Hussein at 202-269-6623 x136 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

This project aims to thoroughly assess the needs of Academy of Hope (AoH), identify the most suitable AI tools, and prepare both staff and learners with the skills necessary for seamless integration of these technologies into daily operations. The initiative should follow a clear, step-by-step approach, with each building on the progress of the previous one to ensure a smooth, comprehensive, and successful implementation of AI solutions.

1. **Assessment:** Perform a thorough analysis of AoH's processes, existing tools, and pain points to pinpoint opportunities where AI can deliver the greatest impact.

2. **AI Tool Selection & Customization:** Identify and tailor AI solutions to address AoH's unique operational and educational requirements, ensuring they are both effective and relevant to the organization's needs**.**

3. **Training & Development:** Provide AoH's staff and learners with the knowledge and expertise required to confidently implement and utilize AI technologies in their everyday tasks.

4. **Implementation & Support:** Deliver assistance throughout the deployment of AI tools, including continuous feedback and modifications to facilitate seamless integration and sustained success.

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:

● Expertise in project management, particularly in the nonprofit sector.
● Experience in executing projects similar to those described above.
● A clear organizational structure and qualified personnel to manage the project.

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 / business model.
- 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.
- 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.

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.

- 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 an 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 encourages small, local businesses who live and/ or serve the communities surrounding our campuses to respond.