



FirstLine Schools, Inc.
Request for Proposal – Race & Equity Training
Partner

300 North Broad St – Suite 207
New Orleans, LA 70119

RFP Announcement: Friday, June 19, 2020

Firstline Schools Central Office
300 N. Broad St, Suite 207, New Orleans LA 70119

RFP Questions Due: Friday, June 26, 2020 at 2:00PM
Questions directed to Sabrina Pence, Chief Executive Officer, at
spence@firstlineschools.org

Proposal Submittal Deadline: Monday, July 6, 2020 at 12pm
FirstLine Schools
300 N. Broad Street - Suite 207, New Orleans, LA 70119
RFP Solicitation Number: 2020-003



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Administrative and General Information

Background: The mission of FirstLine Schools is to create and inspire great public schools in New Orleans. Our schools will prepare students for college, fulfilling careers, and a healthy life by nurturing students in mind, body, and spirit.

FirstLine Schools, Inc. (hereafter “FirstLine”) operates five (5) public charter schools with approximately 3,500 students. FirstLine also operates a central business office. Under this RFP, the awarded bidder will be responsible for providing race and equity training to all approximately 415 employees of FirstLine Schools. These employees work at Arthur Ashe Charter School, Langston Hughes Academy, Phillis Wheatley Community School, Samuel J. Green Charter School, FirstLine Live Oak Charter School, and our central office.

Purpose: We are looking for an organization with extensive experience in a K-12 environment to provide a series of Race & Equity trainings with our leadership and our whole staff. Trainings would occur during our 2020-21 school year, potentially taking advantage of our already scheduled full-staff professional development days occurring on November 3, 2020 and February 12, 2021. We need a provider who can help FLS take this work to the next level, and address in specific ways how to work towards becoming an anti-racist organization at this critical moment in our nation's history. Our partnership must also include assistance with shaping anti-racist policies and leadership development.

Contract Period: This RFP addresses the contract period July 1, 2020, through June 30, 2021 (one year). The contract will be renewable by mutual agreement with one-year extensions through June 30, 2023 (up to a total of three years).

Proposal Authorities, Restrictions & Clauses

FirstLine Authorities and Options

- FirstLine reserves the right to reject any and all proposals for any reason.
- FirstLine reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of FirstLine to do so.
- FirstLine reserves the right to negotiate any and all proposals for any reason.
- FirstLine reserves the right to award to more than one Proposer.
- FirstLine has 90 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 90 day period without mutual consent with FirstLine.
- FirstLine reserves the right to require a performance bond; if such is required, the cost of that bond will be reimbursed to the Contractor by FirstLine.
- Final prices will be negotiated between the Proposer and FirstLine. FirstLine reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Negative Assurances

- FirstLine cannot assure that the services will be awarded to any Proposer at any time.

Prohibitions

- FirstLine shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon FirstLine, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to FirstLine.
- Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

Proposer Responsibilities

- It is the Proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
- It is the Proposer's duty to understand the RFP; any misunderstanding is the responsibility of the Proposer; FirstLine has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all RFP requirements; the proposal may be rejected by FirstLine regardless of the type or significance of noncompliance.

Termination of the Contract: The contract will naturally expire at the end of the contract term. FirstLine reserves the right to terminate the Contract with thirty (30) days advance written notice as a result of inferior quality of materials, product, workmanship, and/or reductions/termination of funding. FirstLine reserves the right to terminate the Contract immediately if there are unresolved safety or liability concerns.



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Proposer Requirements

Appointment of Supervision: The Proposer will appoint an experienced Supervisor residing in the Greater New Orleans area to be responsible for all services required under the contract. The Supervisor will manage all activities of the Proposer in the technical as well as business areas. The Supervisor must be acceptable to FirstLine and receive on behalf of the Proposer any communication relating to the work on this contract. The Supervisor will be readily accessible to FirstLine personnel and will have communication equipment (cell phone and email).

Assignments: Services shall be performed by qualified, trained and certified service personnel who are directly employed by the Proposer. The Proposer will not make any assignments or subcontract for the Work without prior written permission from FirstLine.

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. All of the Proposer's employees engaged on this contract shall be trained, qualified, certified, and have a broad range of experience applicable to fulfilling the needs of the scope of work. Full time must have a minimum educational degree of Masters In Social Work or Masters in Counseling. Proposer shall maintain adequate staffing at all times to ensure high-quality services for our school community.

Background Check: The Proposer will submit to FirstLine, upon request, names and addresses of all individuals who will be performing the Work. The Proposer will ensure that all employees involved in their services pass a drug screening and criminal background check and will submit those tests to FirstLine upon request (**per Attachment C**).

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations. The Proposer must notify FirstLine concerning any litigation involving the Proposer or its parent or subsidiary companies.



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Insurance: Proposer shall obtain and maintain, at all times this Agreement is in effect, insurance with carriers having an AM Best rating of A-VII or better, against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of Contractor business including, but not limited to, the following minimum limits set forth below:

- Commercial general liability: \$1,000,000.00 per occurrence; \$2,000,000 general aggregate.
- Business automobile insurance covering all owned, hired, and non-owned vehicles: \$1,000,000.00 combined single limit.
- Workers' compensation: as required by state law with statutory limits and also minimum Employers Liability limits of \$1,000,000.

Such policies shall name the school (specific name and its officers, employees, agents, volunteers, etc. as developed by their legal counsel) as additional insured for both ongoing and completed operations on Auto Liability and General Liability. Such policies shall evidence the insurer's waiver of subrogation in favor of School with regard to general liability, auto, and workers' compensation policies, be primary and

and noncontributory with any coverage maintained by School, and provide that notice of cancellation shall be provided to School in accordance with policy provisions). Contractor shall provide duly executed certificates evidencing such types and limits of insurance as required above. Such certificates shall be deposited with School on or before the Commencement Date of this Agreement and upon renewals of such policies, not less than thirty (30) days following renewal of each policy. The Contractor's failure to provide a certificate or Owner's acceptance of a non-conforming certificate does not waive these contractual insurance requirements.

Proposal Expectations

Overview: The images of police brutality and violence remind many of our students how adults who are charged with their care often don't see them, hear them or respect them. Grounded in a commitment to support the whole child in mind, body, and spirit, FirstLine staff first began conversations about race during the summer of 2016, when African American male fatalities at the hands of police dominated the news. We created a Race Equity and Inclusion (REI) working group with staff and teachers, as adults prepared to receive FirstLine students back into the buildings. We worked with national and local organizations (National Equity Project, National Justice Institute / Tulane University's Safe Schools NOLA, Beloved Community), which guided our racial equity based, trauma informed, social emotional learning (SEL) strategy. Four years later in this new paradigm of relationship building and SEL connections in the context of physical distancing, we are refining this work to respond to student and family needs, virtually and in school.

We are now at a place with our work to add the expertise and partnership of an experienced Race & Equity Training organization. We are looking for an organization with extensive experience in a K-12 environment to provide a series of Race & Equity trainings with our leadership and our whole staff. Trainings would occur during our 2020-21 school year, potentially taking advantage of our already scheduled full-staff professional development days occurring on November 3, 2020 and February 12, 2021. We need a provider who can help FLS take this work to the next level, and address in specific ways how to work towards becoming an anti-racist organization at this critical moment in our nation's history. Our partnership must also include assistance with shaping anti-racist policies and leadership development.

We understand that the pandemic and the need to socially distance may provide additional complexities. However, this work is too urgent to put off until the end of the pandemic, so we are looking for a partner that can work with us to find a way to provide this professional development during the 2020-21 school year.

Proposer to provide a proposal that explicitly answers the following questions:

- What is the primary approach/framework that your organization uses?
 - Does this framework include assistance with shaping anti-racist policies and leadership development?
 - Does this framework explore stereotype threat and implicit bias through an antiracist lens?
- What would be a proposed scope and sequence for engaging school leaders and staff?
 - What does this look like with a one year contract?
 - What does this look like with a three year contract?
- How much input and collaboration is there between your organization and school leadership in crafting the scope and sequence and framing?
- Is your organization prepared to do the work virtually if social distancing continues?
 - Do you have experience delivering these training sessions virtually?
- Do you have the capacity for simultaneous/staggered workshops so that all sites could get the same learning within a week's time?



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Proposer to provide the following elements for the proposal, the above questions can be answered in the relevant section:

1. Executive Summary
2. Company Overview and Strategies
3. Performance History & Preparedness for FirstLine
4. Service Implementation Plan

Pricing: Please complete the sheets in **Attachment A** to confirm the cost of services for the 2020-21 school year and additional years, should the contract be extended.



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RFP Bid Process

Submission: The Proposer will submit the following by **July 6, 2020, at 12:00 PM CT:**

- One electronic copy of all documents (via email is preferred, USB will be accepted), including checklist and all attachments

Submission should be delivered via e-mail to

Sabrina Pence, Chief Academic Officer

FirstLine Schools

300 N. Broad St., Suite 207

New Orleans, LA 70119

Any questions regarding this RFP should be directed to Sabrina Pence by **Friday, June 26, 2020 at 2:00PM**, Chief Academic Officer, at spence@firstlineschools.org. Questions will be answered via a document on the [RFP page of the FirstLine Schools website](#) by 5pm on Thursday, July 2, 2020.



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Evaluation: A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFP specific presentations or negotiations, client references, and industry references.

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	0-50 points	Award of a purchase order or contract is based on the best value to FirstLine: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.
Price	0-30 points for each (Price, Professional References & Company Financials)	Lowest bid(s) receive 30 points; Highest bid(s) receive 0 points; all other bids receive between 29 and 1 points. The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Professional References	The highest score is 30 points; however, applicants failing to address a Component entirely will receive a score of zero.	Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Company Financials		Three years of most recent audited company financials are requested. The audited financial reports will be reviewed to determine if the company has the financial capacity to perform the work outlined in the contract.
Headquarter Location	0-20 points each Applicant has provided verifiable evidence of component described by the Evaluation Criteria	20 Points: Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State. 10 Points: Principal of Business and Registered Office in the Greater New Orleans Area (Jefferson, Plaquemines, St. Bernard, St. Charles, St. James, St. John the Baptist, and St. Tammany) as listed with the Louisiana Secretary of State. 5 Points: Principal of Business and Registered Office in Louisiana as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise and/or Minority Owned Business		20 Points: Certified DBE, a certificate issued by the Department of Transportation, City of New Orleans or other certifying agency must be provided with the submission. 15 Points: Principal of Business (owns at least 51% interest and also controls management and daily business operations), as listed with the Louisiana Secretary of State, is



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		a minority- or women-owned business. We will require a copy of the principal business owner(s) driver’s license or other state-issued identification.
Executive Resumes	0-10 points for each	Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Community Involvement	Applicant can successfully demonstrate the Component as described by the Evaluation Criteria	Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans community relationships.
Innovation		Proposal demonstrates innovative means and methods.

Proposal Requirements

1. Executive Summary (2 pages maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry in New Orleans (Pre-K through 12th grade)
 - b. Organization Chart / Resumes of Key Contributors
3. Performance History & Preparedness for FirstLine
 - a. Proposer's references (minimum 3)
 - b. Summary of ability to take on the additional workload expected by the Proposer
4. Service Proposal
 - a. Management/Supervision Structure
 - b. How the Proposer plans to monitor and measure service quality
 - c. Plan for maintaining responsiveness/communication with FirstLine leadership team(s)
 - d. Other methods for ensuring high-quality services for our staff
5. Service Implementation Plan
 - a. Schedule of Services Proposed
 - b. Documentation Plan
6. Service Proposal – Pricing Sheet – Attachment B
7. Contact Information/Bid Authorization – Attachment C
8. Non-Collusion Affidavit - Attachment E
9. Responsibility Disclosures - Attachment F
10. Checklist of Required Elements – Attachment G

END OF RFP NARRATIVE



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ATTACHMENT A
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PRICING AND SERVICE PROPOSAL

Annual Cost of Services based on Proposal Scope of Work (proposer can provide additional pages as needed for pricing information):

2020-21 School Year	
2021-22 School Year (if contract was extended)	
2022-23 School Year (if contract was extended)	



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ATTACHMENT B
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CONTACT INFORMATION/BID AUTHORIZATION

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	
Company Legal Name	
Company Address	
Company Phone Number	

Company Website	
Year Company Founded	
Years Operating in New Orleans	
Number of Clients	
Number of Employees	
Certified SLDBE (yes/no) If YES, Year Certified	

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	



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ATTACHMENT C

Vendor Background Checks at FirstLine Schools

We are required to have a background check on all vendors that will work with our students and/or have unsupervised access to our students. [For more information, please go here.](#)

Background checks to be used, according to vendor’s role and level of authority (see below chart for details, custodial staff are considered level “V3”):

- LobbyGuard (See <http://lobbyguard.com/k-12-education-school-safety/>)
 - Sex Offender Registry
- Employment Research Services (ERS) online background check
 - 7-year Criminal History Search
 - Social Security Search (shows past addresses)
 - Child Abuse Search
 - Sex Offender Search

[Louisiana State Police Bureau of Criminal Identification and Information](#)

- State Criminal History Record
- Federal Criminal History Record- FBI Report
- National Criminal History Record

Background check results remain in effect for 3 years, with the vendor’s written agreement that the vendor will notify FirstLine if criminal status changes for any reason.

Guidelines for Disqualification (includes, but is not limited to)

- Conviction of any of the criminal offenses listed in the [Louisiana Child Protection Act](#)
- Registered sex offenders
- Criminally found guilty of or pled nolo contendere to a charge of child abuse or neglect
 - Pending charge of child abuse on a case-by-case basis

Conviction or a plea of nolo contendere to any felony

Conviction or plea of no contest to any misdemeanor that indicates the individual may pose a threat to the integrity or safety of the school environment

Currently on probation for offenses that indicate the individual may pose a threat to the integrity or safety of the school environment will be further reviewed by HR

A pattern of criminal charges and arrests, even if they were dismissed, which cause concern that the individual may pose a threat to the integrity or safety of the school or school environment

Intentionally falsifying any information or documents submitted during the employment application process

Vendor Type	Background Check Required	Cost to Vendor
V0: No Student Contact , off-site vendors (e.g. works out of office and not in our schools)	<ul style="list-style-type: none"> ● No background check required 	\$0
V1: Assisting- Provides services while a school employee is present, such as in a classroom or school office. Does not handle money and is never left alone with a student	<ul style="list-style-type: none"> ● Must provide a state issued id to be scanned by LobbyGuard each time individual enters school building. 	\$0



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<p>V2: Limited authority- Vendor who is responsible for a group of children, but is always within eyesight of a school employee and is never in direct or sole supervisory or decision-making authority over students.</p>	<ul style="list-style-type: none"> All of the above, and must be cleared by ERS online background check prior to working with our students (2-3 day process). 	<p>\$30-70 depending on number of past zip codes</p>
<p>V3: Authority- Vendor who will have unsupervised access to or authority over students. Ex: bus drivers, cafeteria workers, custodial staff, facilities maintenance staff.</p>	<ul style="list-style-type: none"> All of the above and a fingerprint background check through the Louisiana State Police Bureau of Criminal Identification and Information. Must be cleared by ERS online background check prior to working with our students (2-3 day process). 	<p>\$42.50 + cost of fingerprinting</p>

NOTE: Vendors are NEVER allowed to transport students in any vehicle other than via a formal contract (school bus or van).

NOTE: Vendors at all tiers are not allowed to be one-on-one with a student without being within eyesight of a school employee. This is why we require cameras on all of our school buses and prefer cameras on all of our vans.



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ATTACHMENT D

**Non-Collusion
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Orleans Parish.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY OF
_____, 20____.

NOTARY PUBLIC



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ATTACHMENT E

Responsibility Disclosures

Responses to the following questions must accompany the contractor’s bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for [insert type] services. Yes No

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date



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ATTACHMENT F
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CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview and Strategies			
Performance History & Preparedness for FirstLine			
Service Implementation Plan			
Insurance Ability or Certificates			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Non-Collusion Affidavit - Attachment D			
Responsibility Disclosures - Attachment E			
Checklist (This Document) – Attachment F			

END OF RFP DOCUMENT