

FirstLine Schools, Inc. (2026-2027)
Request for Proposal – Student Intervention & Engagement Services

ATTACHMENT A
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FIRSTLINE SCHOOLS INFORMATION SHEET for 2025-2026

	Address	Student Enrollment Student Hours (with afterschool programming)	School Staff Staff Hours (some days are shorter)
Samuel Green Charter School	2319 Valence St New Orleans, 70115	525 7:00 am - 5:00 pm	65 6:45 am - 3:30 pm
Arthur Ashe Charter School	1456 Gardena Dr New Orleans, 70122	800 8:00 am - 6:00 pm	100 7:30 am - 4:30 pm
Phillis Wheatley Community School	2300 Dumaine St New Orleans, 70119	800 8:00 am - 6:00 pm	100 7:30 am - 4:30 pm
Langston Hughes Academy	3519 Trafalgar St New Orleans, 70119	750 7:00 am - 5:00 pm	100 6:45 am - 3:30 pm
FirstLine Schools Central Office	2620 Conti St, New Orleans, LA 70119	n/a	depends on school supporting that day

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PRICING AND SERVICE PROPOSAL – 2026-2027

Annual Cost of Services Per Site based on Proposal Scope of Work:

Samuel J. Green Charter School	
Arthur Ashe Charter School	
Phillis Wheatley Community School	
Langston Hughes Academy	

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PRICING AND SERVICE PROPOSAL – 2027-2028

Annual Cost of Services Per Site based on Proposal Scope of Work:

Samuel J. Green Charter School	
Arthur Ashe Charter School	
Phillis Wheatley Community School	
Langston Hughes Academy	

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PRICING AND SERVICE PROPOSAL – 2028-2029

Annual Cost of Services Per Site based on Proposal Scope of Work:

Samuel J. Green Charter School	
Arthur Ashe Charter School	
Phillis Wheatley Community School	
Langston Hughes Academy	

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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	

	Samuel Green Charter School
	Arthur Ashe Charter School
	Phillis Wheatley Community School
	Langston Hughes Academy

By signing the box below I am submitting my bids for the following facilities (check all that apply):

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	

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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
V2: Limited authority- Vendor who is responsible for a group of children, but	<ul style="list-style-type: none"> • All of the above, and must be cleared by ERS online background check prior to 	\$30-70 depending on

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is always within eyesight of a school employee and is never in direct or sole supervisory or decision-making authority over students.	working with our students (2-3 day process).	number of past zip codes
V3: Authority- Vendor who will have unsupervised access to or authority over students. Ex: bus drivers, cafeteria workers, custodial staff, facilities maintenance staff.	<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). 	\$42.50 + cost of fingerprinting

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 E

**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 F

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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CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIAL S
Executive Summary			
Company Overview and Strategies			
Organization Policies and Operational Procedures			
Performance History & Preparedness for FirstLine			
Customer Service Proposal			
Service Implementation Plan			
Insurance Ability or Certificates			
Company Financials (see evaluation rubric)			
Pricing Proposals – Attachment B			
Company Information/Bid Authorization – Attachment C			
Non-Collusion Affidavit - Attachment E			
Responsibility Disclosures - Attachment F			
Checklist (This Document) – Attachment G			
Electronic Copy of Proposal	n/a		

END OF RFP DOCUMENT