

CENTER FOR SCHOOLS AND COMMUNITIES

REQUEST FOR QUOTATIONS (RFQ)

FOR

**MIGRANT EDUCATION PROGRAM SCIENCE, TECHNOLOGY, ENGINEERING
AND MATH (STEM) SUMMER CAMP FOR MIDDLE SCHOOL STUDENTS**

DATE OF ISSUANCE

MAY 19, 2017

The Center for Schools and Communities has posted solicitation for the Migrant Education Program. Please go to www.center-school.org to view and download all documentation pertaining to this solicitation.

Migrant Education Program Science, Technology, Engineering and Math (STEM) Camp for Middle School Students

REQUEST FOR QUOTATIONS

Overview

The Migrant Education Program assists local school districts with improving and coordinating the educational continuity for the children of migratory farm workers who have had their schooling interrupted. The program works in close collaboration with school districts, intermediate units, and community agencies to help migratory children meet the same high standards expected of all children by coordinating and supporting services that sustain and accelerate their progress in school.

The Pennsylvania Migrant Education Program recognizes the unique obstacles that migrant secondary students cope with, including frequent moves, limited English skills, cultural barriers and economic hardships. Therefore, the program wishes to expose students to a host of educational opportunities that will enable them to become actively involved in their communities, refine their leadership skills, and encourage their pursuit of post-secondary schooling and/or their entrance into the workforce, specifically in the areas of: Science, Technology, Engineering, and Math. Other important skills include: Literacy, Leadership, Social Emotional Awareness, and the Acculturation and Cultural Exposure among students and staff.

Through funding from the Pennsylvania Department of Education, the Center for Schools and Communities, is seeking applications for the delivery of high quality, standards-aligned, age-appropriate experiential curriculum for a residential summer program for 50 middle school migrant students focused on STEM. Applicants should have prior experience with diverse populations, migrant population preferred.

The goals Migrant Education Program Science, Technology, Engineering and Math (STEM) Camp for Middle School Students program are to:

- Improve study skills to academic achievement in one the following areas: Science, Technology, Engineering, and Math. Other important skills include: Leadership and Social Emotional Awareness;
- Develop and foster the natural leadership abilities of middle school students by providing concrete leadership tools;
- Increase awareness of civic action opportunities for middle school age students; and
- Create an active network of middle school age leaders in our state, who are creating positive change in their local communities.

About the Proposal

The Center for Schools and Communities is looking for a contractor available the week of August 7-11, 2017 to provide a five to seven-day middle school student residential program with a focus on STEM at Keystone College, La Plume, PA.

Contractor must have experience with:

- working with secondary school age students;
- five-year minimum experience with developing and delivering summer leadership residential programs;
- hiring qualified staff with teaching, human service, counseling, social work experience, and/or related fields of expertise;
- reviewing and approving clearance documentation; and
- processing payments.

The contractor must be able to:

- Develop and deliver a STEM/STEAM curriculum program for the week, with a strong academic focus on STEM, that includes a series of student workshops geared towards developing leadership skills; fostering personal growth and positive self-image. The program will require the integration of Cultural Awareness and Team Building activities for students having diverse background and knowledge.
- Integrate keynote speakers/presenters into the program and prepare students to deliver a presentation or exhibition by the end of the week on STEM/STEAM.
- Hire highly qualified teachers and student counselors with required background clearances and deliver a one-day training to counselors and teachers on expectations and assigned duties for the week.
- Hire an on-site registered nurse.
- Expose students to college life related experiences.
- Arrange necessary logistics with Keystone Faculty and Facilities.
- Provide 24 hr. supervision of students during their stay.
- Purchase all required materials and supplies necessary for the CAMP.
- Cover Summer Staff Salaries.
- Help with the selection process of students (45), score and review student applications.

CALENDAR OF EVENTS

The Center for Schools and Communities will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Issuance of the Request for Quotations	Center for Schools and Communities	May, 18, 2017
<p>Sealed applications must be received by the Center for Schools and Communities, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011</p> <p>Note: Hand-delivered applications must be delivered to the address set forth in the Calendar of Events and must be time and date stamped by the facility receiving the applications. Applications may only be hand-delivered between 8:00am and 3:00pm, Monday through Friday, excluding holidays.</p>	Contractors	Received by Friday June 2, 2017
Providers Notified	Center for Schools and Communities	June 14, 2017

GENERAL INFORMATION

Purpose

This request for quotes (“RFQ”) provides to those interested in submitting applications for this subject procurement (“Contractors”) sufficient information to enable them to prepare and submit applications for the Center for Schools and Communities consideration on behalf the Pennsylvania Migrant Education Program to satisfy a need for the STEM Summer Camp for Middle School Students.

Issuing Organization and Officer

The Center for Schools and Communities has issued this RFQ and the sole point of contact for this RFQ is Shileste Morris, Assistant Director, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011, smorris@csc.csiu.org, the Issuing Officer for this RFQ. Please refer all inquiries to the Issuing Officer.

Scope

This RFQ contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Contractors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFQ.

Response Date

To be considered, applications must arrive at the Issuing Organization on or before the time and date specified in the RFQ Calendar of Events. Contractors who mail applications should allow sufficient mail delivery time to ensure timely receipt of their applications. If, due to inclement weather, natural disaster, or any other cause, the Issuing Office location to which applications are to be returned is closed on the application response date, the deadline for submission shall be automatically extended until the next business day on which the office is open, unless the issuing Office otherwise notifies Contractors by posting an Addendum, to the RFQ. The time for submission of applications shall remain the same. Late applications will not be considered.

Economy of Preparation

Contractors should prepare applications simply and economically, providing straightforward, concise descriptions of the Contractor's ability to meet the requirements of the RFQ.

Applications

To be considered, Contractors should submit a complete response to this RFQ to the Issuing Organization, using the format provided below. Provide the application along with copies of all requested documents.

General Requirements

Contractors must submit their applications in the format, including heading descriptions, outlined below. To be considered, the application must respond to all requirements in this part of the RFQ. Contractors should provide any other information thought to be relevant, but not applicable to the enumerated categories. Each Application shall consist of:

1. **Cover page** – Provide the Contractor's name, date submitted and contact information of Contractors.

2. **Prior Experience** - Describe the Contractor's prior experience and capacity to provide services outlined in the RFQ.
3. **Workplan** – Describe in detail the implementation plan and/or curriculum with roles, responsibilities and timeline for planned activities. The following elements should be included:
 - a. Schedule and Purpose of Planned Activities
 - b. Alignment to PA Common Core Standards
 - c. Staffing
 - d. Materials
4. **Budget Narrative** - Contractors must submit a detailed budget that is aligned to the implementation plan. In addition to a numerical budget, please provide a description on the assumptions you made as to how you arrived at your proposed costs.
 - i. Personnel
 - ii. Travel
 - iii. Materials
 - iv. Other
5. **Clearances** - All prospective providers and any employee or contractor of providers who will have direct contact with children must complete required clearances to include: Act 34 (PA State Police), Act 151 (PA Child Abuse Registry) and Act 114-FBI Fingerprint pursuant to Act 153 of 2014 (revised Act 15 of 2015). Fees to complete the clearances will be paid by the provider.

Applicant Eligibility

Eligible applicants include any individual or organization with the capacity to develop an innovative and interactive program with an academic focus on STEM and provision of a series of student workshops that include developing leadership skills and social emotional awareness.

Resources

Contractors shall provide all services, supplies and other support necessary to complete the identified work.

Selection Criteria

Each application will be scored by a team of three (3) reviewers. Scores will be based on the Contractor's ability to meet the following criteria:

- Soundness of Approach
- Contractor Qualifications
- Personnel Qualifications
- Budget Cost

Notification of Selection

The successful contractor will be issued a contract. The term of the contract will commence on June 19, 2017 and will have two (2) one-year renewal terms, which may be exercised at the Center for Schools and Communities sole option. Final payment will not be made until all Project work has been successfully completed.