

CENTER FOR SCHOOLS AND COMMUNITIES

REQUEST FOR QUOTATIONS (RFQ)

FOR

**MIGRANT EDUCATION PROGRAM SCIENCE, TECHNOLOGY, ENGINEERING,
ART AND MATH (STEAM/STEM) SUMMER CAMP FOR
HIGH SCHOOL STUDENTS**

RFQ NUMBER

DATE OF ISSUANCE

March 15, 2019

The Center for Schools and Communities has posted solicitation RFQ # 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, Art and Math
(STEAM/STEM) Camp for High School Students**

REQUEST FOR QUOTATIONS

Overview

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

The Pennsylvania 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, art and math.

Proposals are due on April 18, 2019 and should be e-mailed to Karen Lehman, Youth Development Program Manager at klehman@csc.csiu.org and Shileste Morris-Overton, Director at smorris@csc.csiu.org.

The goals of Migrant Education Program Science, Technology, Engineering, Art and Math (STEAM/STEM) Camp for High School Students program are to:

- Improve study skills to strengthen academic achievement in one or more of the following areas: Science, Technology, Engineering, Art and Math.
- Develop and foster the natural leadership abilities of high school students by providing concrete leadership tools and experiences.
- Expose students to post-secondary experiences that foster STEM/STEAM careers and college enrollment.
- Share the most in-demand workforce skills and trends requested by employers.

- Promote student’s social and emotional development. Identify and discuss some of the most common strategies used to promote student’s SEL.

About the Proposal

The Center for Schools and Communities is looking for a contractor available from Sunday, July 21 to Saturday, July 27, 2019 to provide a seven-day high school student residential program with a focus on STEM at a selected Pennsylvania Higher Educational Institution (Bids are still pending).

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:

- Become available throughout the duration of the contract when planning and developing the agenda and determining programmatic logistics.
- Develop and deliver a STEM/STEAM curriculum program for the week, with a strong academic focus on STEM/STEAM, which 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 the selected Higher Educational Institution for the availability of rooms, facilities, and necessary AV equipment needed for the camp.
- Provide 24 hour supervision of students during their stay
- Purchase all required materials and supplies necessary for the CAMP

- Compensate Summer Camp Counselors, Nurse and/or Staff Salaries
- Help with the selection process of students (50), score and review student applications.
- Conduct student, staff evaluations, and submit a detailed report to the Allegheny Intermediate Unit (AIU3), MEP external evaluators.

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	Monday, March 15, 2019
Applications should be e-mailed to Karen Lehman, Youth Development Manager at klehman@csc.ciu.org and Shileste Morris-Overton, Director at smorris@csc.csiu.org	Contractors	Received by April 18, 2019 By 4 p.m.
Providers Notified	Center for Schools and Communities	Monday, April 29, 2019

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 High School Students.

Issuing Organization and Officer

The Center for Schools and Communities has issued this RFQ and the sole point of contacts for this RFQ is Karen Lehman, Youth Development Program Manager (klehman@csc.csiu.org) and Shileste Morris-Overton, Director (smorris@csc.csiu.org), 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011, the Issuing Officers for this RFQ. Please refer all inquiries to the Issuing Officers.

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. **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. Culturally responsive to the population and aligned to PA Common Core Standards
 - c. STEAM/STEM based curriculum
 - d. Cultural competence of staff
 - e. Staffing

- f. Instructional Supplies
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. Instructional Supplies
 - 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.

Term of Agreement

The “Effective Date” of the Agreement is the date it is accepted by Board Members of the Central Susquehanna Intermediate Unit and/or Director of the Center for Schools and Communities, unless terminated in accordance with the termination provision provided herein, shall continue for a period of five (5) years (the “Initial Term”). Following the Initial Term, unless written notice on intent not to renew is provided by either party at least one (1) year prior to the scheduled expiration date of the then current term.

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 July 21, 2019 and will have Five (5) one-year renewal terms, **which may be exercised at the Center for Schools and Communities sole option**. Fifty percent of the accepted quote (50%) will be provided upon approval, for the purchasing of Instructional Supplies, secure presenters and staff. Final payment will not be made until all Project work has been successfully completed.