

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Purchasing Department
2500 Edgewood Rd NW
Cedar Rapids, Iowa 52405

JANUARY 2023

REQUEST FOR PROPOSAL – SAFE & SECURE LEARNING ENVIRONMENT CONSULTING SERVICES

The Purchasing Office of the Cedar Rapids Community School District requests your proposal for consulting services to the District's Safety Advisory Council for Safe . All prices are to be bid F.O.B 2500 Edgewood Rd NW, Cedar Rapids, IA 52405. Do not include Federal or State Tax in costs submitted.

The Purchasing Office and/or Board of Directors reserve the right to reject any and all proposals or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Cedar Rapids Community School District, in the County of Linn, State of Iowa.

Proposals are due in the Purchasing Office, 2500 Edgewood Rd NW, Cedar Rapids, Iowa 52405 no later than:
10:00 a.m. CST, Friday, January 5th, 2024.

Acceptable forms of submission:

EMAIL: Marked "RFP - Safe and Secure LE Consulting Services" in the subject line an emailed to:

bids@crschools.us 10MB maximum size

HARD COPY: Place proposals in a sealed opaque envelope marked "RFP - Safe and Secure LE Consulting Services" delivered to address:

Mrs. Carissa Jenkins, Manager of Purchasing
Cedar Rapids Community School District
Purchasing Department
2500 Edgewood Rd NW
Cedar Rapids, Iowa 52405

Questions regarding this bid are due by 10:00 a.m. CST, Friday, December 22rd, 2023 and are to be directed via email ONLY to Olivia Pikokivaka, Purchasing Coordinator. Do not reach out to other district staff members or those who have a seat on the District's Safety Advisory Council with questions in regards to this RFP. Please direct your questions to:

Olivia Pikokivaka, Purchasing Coordinator
Email: opikokivaka@crschools.us

A tabulation of the questions and answers will be posted to the District webpage:
<https://crschools.us/departments/purchasing/bids/>

A pre-bid informational session for all interested vendors will be held at 12:30 P.M. CST, Monday, December 18, 2023 in the Conference Room located at the Cedar Rapids Public Library, 450 5th Ave SE, Cedar Rapids, Iowa 52401. The meeting is optional for vendors but is strongly recommended. RSVP requested to ensure adequate room capacity or to accept the remote access link. RSVP to: opikokivaka@crschools.us.

Any company who desires not to bid at this time and wishes to remain on the School District mailing list, should notify the Manager of Purchasing to that effect. Otherwise, any company not submitting a bid may be removed from the mailing list for future bids.

Proposer response must include all attachments: A - Proposer Qualifications, B - References, C- Fee Proposal, D - Sex Offender Acknowledgement and Certification.

GENERAL TERMS & CONDITIONS:

1. Return one copy of the RFP document, including all RFP attachments as requested.
2. Proposals received other than in the designated forms of submission or after the due date and time shall not be accepted.
3. The District may procure any materials, equipment or services specified in this RFP by any other means.
4. The District may request additional information from any party submitting a proposal. The failure of a party to provide any additional information in response to a request from the District in a timely manner may, in the sole discretion of the District, be cause for the rejection of that party's proposal.
5. The District reserves the right to:
 - a. Reject any or all of the proposals submitted.
 - b. Reject any proposal which does not meet the requirements of the specifications in the RFP.
 - c. Waive any and all irregularities in proposals.
 - d. Issue subsequent RFP's.
6. Upon completion of the selection and approval process, the District shall notify parties who submitted proposals of the intent to award. At the District's discretion, it may directly negotiate with the successful party the terms of the District's contract.
7. This RFP shall not, in any manner, be construed to be an obligation on the part of the District to enter into a contract or result in any claim for reimbursement of cost for any time, materials or expenses in responding to the RFP or in anticipation of entering into any contract.
8. The District prefers to make a single award, but recognizes it may best be served by a team of firms and/or consultants. The District will welcome proposals from teams of firms and/or consultants so long as cumulatively, the team can provide services for the scope of the RFP, and that each consultant's expertise and proposed contribution to the scope is clearly stated. One firm shall serve as the primary award and payee as long as the approach is defined at the time of response and all vendor profiles are provided for consideration as part of the team.
9. All contractors shall supply a certificate of insurance with the minimum coverage shown as follows, with the Cedar Rapids Community School District named as an additional insured.
 1. No work shall start under this contract until the insurance requirements have been satisfied.
 2. Worker's Compensation shall be carried by the contractor in accordance with the Iowa Worker's Compensations statutes.
 3. Commercial General Liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.
 4. Commercial Automobile Liability coverage, including hired and non-owned liability, with Bodily Injury limits of \$500,000 each person and \$1,000,000 aggregate and Property Damage limits of \$250,000 each occurrence, or a combined single limit of \$1,000,000.
 5. Excess or Umbrella Liability coverage shall be provided with a limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.
 6. The contractor shall name the Cedar Rapids Community School District and their agents and employees as an Additional Insured on all policies listed above for the contract involved and a certificate, or a policy if requested, should be filed with the School District proving this coverage. Iowa Governmental Immunities endorsement is to be included pursuant to Iowa Code 670.
 7. All certificates and/or policies of insurance furnished by the contractor are to be filed with the owner and shall include the name and address of the agency issuing the same. All certificates and/or policies shall be signed.
 8. The owner shall purchase property insurance upon the entire work at the site to the full insurable value thereof. The insurance policy shall exclude the contractor's and subcontractor's equipment, tools, and machinery that is not incorporated into the work. The Property Insurance shall be written under a "Special Cause of Loss Form" to include perils of fire, lightning, windstorm, vandalism, and theft, as well as other perils normally covered by standard Insurance Service Office Special Cause of Loss Form.
 9. The contractor shall provide insurance coverage for portions of the work stored off the site and also for the portions of work in transit.
 10. All contractors and their subcontractors shall be registered with the labor commissioner as per Chapter 91C of the Iowa Code.

1. OVERVIEW

The Cedar Rapids Community School District (“CRCSD” or “District”) is issuing this Request for Proposals (“RFP”) to solicit proposals from qualified firms with deep knowledge in and of the performance and improvement strategies in large metropolitan school districts and to provide consulting and facilitation services in connection to creating a Safe and Secure Learning Environment. The selected Proposer will work closely with the District’s Superintendent and/or Designate and the District’s Safety Advisory Council to achieve the desired outcomes as defined.

In October 2023, the Board of Education (“Board”) approved a resolution to create a Safety Advisory Council to provide community-informed recommendations in support of a Safe and Secure Learning Environment. The need for an advisory council grew out of the recognition that the District’s steering committee to improve the learning environment should reflect the experiences and talents of not only our excellent leadership and staff, but also the need to draw upon our most valuable asset: our students and their families. Above all, every school should be a safe and supportive place where each child receives what they need to develop to their full academic and social potential.

2. DEFINITIONS

As used in this RFP, the following words have the meanings assigned to them herein.

“**Contractor.**” Contractor refers to the firm that the District selects for award of contract pursuant to this RFP and with whom the District successfully negotiates the terms of an agreement. Also referred to as Consultant.

“**Key Personnel.**” Key Personnel refers to the individuals who will perform essential roles in establishing, coordinating, and delivering the services requested under this RFP.

“**Proposer.**” The Proposer refers to any entity submitting a response to this RFP. Also referred to as **Respondent**.

“**Submittal.**” The Submittal refers to a response package submitted in response to this RFP. Also referred to as Statement of Proposals or Proposal.

3. TIMELINE / KEY DATES

MILESTONE	DATE
RFP Issue	Monday, December 11, 2023
Pre-proposal Information Session Hosted by the District	Monday, December 18, 2023 12:30-1:45 PM CST
Questions Submission Deadline	Friday, December 22, 2023 - 10:00 AM CST
Proposal Due Date	Friday, January 5, 2023 - 10:00 AM
Proposal Interviews by Invitation <i>(please ensure you can be available for these dates in short notice - see section 4 for more info)</i>	Tuesday, January 9, 2023
Board Submission Deadline	Wednesday, January 10, 2023
Board of Education Meeting to Approve Proposed Award	Monday, January 22, 2023
Award Notice Communication and Tabulation Posting <i>pending board approval</i>	Tuesday, January 23, 2023
Start-up Meeting with Awarded Vendor <i>pending board approval</i>	Thursday, January 25, 2023
Contract Start Date (Anticipated)	Monday, January 29, 2023

4. PRE-PROPOSAL INFORMATION SESSION

Although not mandatory, attendance is strongly recommended for all prospective Proposers on this RFP as it is an opportunity to hear from the contract sponsor about how the contract will be used. It will also be an opportunity for prospective proposers to ask questions regarding the RFP.

The Pre-Proposal Information Session will begin at the time specified, and Proposers' representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Information Session shall not excuse the successful Proposer from any obligations under the RFP as-issued. Proposers will not be evaluated based on attendance to this offering.

Location:

Cedar Rapids Public Library - Conference Room
450 5th Avenue SE
Cedar Rapids, Iowa 52401

Date: Monday, December 18, 2023

Time: 12:30 - 1:45 P.M. CST. A brief presentation will begin promptly at 12:45 P.M. CST.

In-person attendance is welcome. A virtual link will also be made available for remote attendees. RSVP to allow the District to plan for adequate capacity or to accept the remote access link. RSVP to: opikokivaka@crschools.us.

A summary of the Q&A will be provided on the District webpage link [here](#).

5. PROPOSAL INTERVIEWS

Once all proposals have been unsealed and reviewed, invitations for interviews will be extended to proposers for further evaluation of response. Interviews will be extended at the discretion of the District; not all respondents will be invited for an interview.

If an interview is requested, attendance is required. Any proposer not available for interview may not be considered as a complete response by the District.

Interviews will be requested via email by 3:00pm CST, Friday, January 5, 2023.

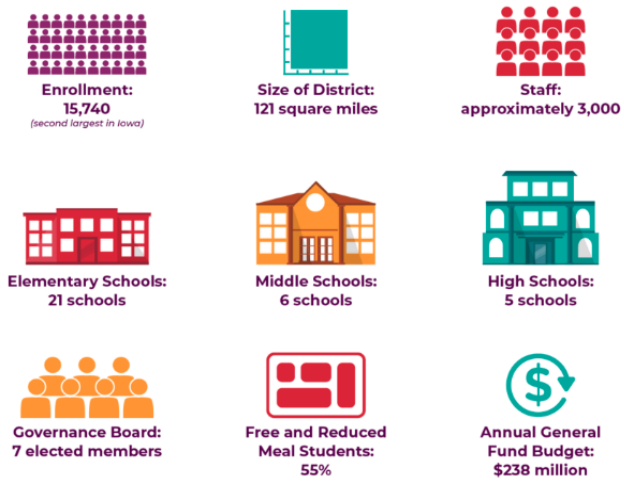
Interviews will be conducted on Tuesday, January 9, 2023.

Format for the interview will be as follows:

- Duration - 60 minutes total
- Location - Virtual or In-person will be accepted. In-person interviews will be held at 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405 - Cedar Room B/C
- A Google Meet link will be provided by the District for any proposer requesting to interview remotely
- Vendors will be given 15 minutes to present followed by up to 45 minutes for questions.
- No communication will be given regarding the award of the bid until after board approval. See timelines/key dates section.

6. BACKGROUND INFORMATION

Cedar Rapids Community School District (CRCSD) has an enriching history of educating students since 1855. We are the second largest public education provider in Iowa, with more than 16,000 students and nearly 3,200 teachers and staff at work in 32 schools throughout Cedar Rapids, Iowa. We serve a diverse community with over 70 languages spoken in our schools and 66 nations represented by students. We build on our past and present to supply an education that prepares students for the future.



Our vision is Every Learner. Future Ready. This guiding principle helps us enrich our community and embrace all backgrounds and cultures. We share a learning environment that welcomes everyone, as we prepare all students with pathways and passions for their future.

Our mission is to ensure all learners experience a rigorous and personalized learning experience so they have a plan, a pathway, and a passion for their future.

The breadth of our educational offerings display the attributes of our vision. The range includes traditional learning environments, a fully-virtual academy, many varied AP courses, career and technical training education, English language learners programming and support, five magnet schools, Iowa BIG project-based learning, preschool, and before/after school daycare.

Our beliefs:

- Leadership - We believe leadership is a collaborative action that empowers stakeholders to promote improvement.
- Innovation - We believe innovative educational experiences foster creativity, promote personalized learning, and connect students’ passions to their future world.
- Equity - We believe equity of voices, resources, opportunities, and expectations is critical for the current and future success of every student.
- Student Ownership - We believe students are empowered to take ownership when they engage as partners in their learning.
- Culture/Climate - We believe all community members are valued and thrive in a safe, diverse, engaging, and growth-oriented culture/climate while exhibiting respect for the well-being of self, others, and the learning environment.
- Student Learning - We believe all students deserve high quality instruction which provides academic, social, and emotional learning to prepare for a successful future.

7. DESIRED OUTCOMES AND DELIVERABLES

The District has identified the following as desirable outcomes and deliverables for the awarded firm:

1. Provide consulting and facilitation to the District's Safety Advisory Council for a term of up to 3 years with the option to renew annually for up to 5 years.
2. By May 2024, design and present strategic plan recommendations to the District School Board.
3. Include and account for input from a robust community engagement and outreach of stakeholders.
4. Facilitate parent and student engagement group sessions.
5. Establish a detailed project implementation plan.
6. Utilize research and data to support the recommendations and strategic plan.
7. Prudent utilization of resources and staff time.
8. Collaborative, productive and inclusive meetings by the District's Safety Advisory Council.
9. Develop a community school site with collaboration of community stakeholders with a common mission.
10. Develop a district wide restorative reentry process.
11. Develop a district wide restorative response to behaviors.
12. Decrease the occurrence of fighting, physical aggression, and weapons in our schools.
13. Increase our student's sense of safety & belonging in our buildings.
14. Develop a district wide Student Code of Conduct that builds in systems of support, character development, and disciplinary actions that are consistent and culturally responsive to the needs of our district.
15. Provide professional development coaching and training for staff.

Goals and metrics directly impacted by the services of the awarded firm:

1. By June 2025, CRCSD will decrease physical aggression without injury and defiance, insubordination, and noncompliance behavior referrals by 5%.
2. CRCSD will create a Safe and Secure Learning Environment through progressive discipline and restorative practices.
3. CRCSD will increase staff efficacy by creating a Safe and Secure Learning Environment.

8. SCOPE OF WORK / NEED FOR SERVICES

The District has identified the following six (6) strands of services that are required under any contract awarded pursuant to this RFP. These strands of services and their descriptions are not exhaustive and should be used as a general guide to the scope of services. Recognizing that any one firm may not be able to meet all six strands, the District will welcome proposals from teams of firms or consultants so long as cumulatively, the team can provide services for all six strands and that each consultant's expertise and proposed contribution to the scope is clearly stated. The final scope of services will be determined at the time of contract award.

8.1. Project Management

The Consultant will manage the Advisory Council process, ensuring that members have the research, community input, and discussions needed to provide recommendations to the school board.

1. Create a 12-month plan with goals, roles and responsibilities, and milestones that are aligned with the district and board calendars.
2. Prepare quarterly updates for the Superintendent/designee to share with the Board.
3. Work closely with District staff and community stakeholders who will provide subject matter expertise and data to the Safety Advisory Council.

8.2. Community Engagement

The consultant will gather input from the community to understand what it needs and wants from the city's schools to deliver improved outcomes for a safe and secure learning environment for students and staff.

1. Design a two-way community engagement plan to inform the community about the Safety Advisory Council's work and gather input to guide its recommendations.
2. Analyze and summarize prior community engagement relevant to the Safety Advisory Council's charge and identify what additional community engagement is needed.
3. Plan and execute surveys, focus groups, empathy interviews, town hall meetings and/or other methods for gathering input from community members.
4. Prepare Safety Advisory Council members with directions, talking points, and questions for community meetings.
5. Conduct appropriate follow-up from community engagement activities (e.g., summaries of themes, how community input influenced Safety Advisory Council recommendations).

8.3. Facilitation

The consultant will facilitate Safety Advisory Council meetings and community engagement forums.

1. Work closely with the co-chair to create agendas for Safety Advisory Council meetings including sending prep materials in advance.
2. Establish and enforce shared meeting and discussion agreements that foster inclusivity, collaboration, and effectiveness.
3. Ensure the Safety Advisory Council maintains its focus and makes progress against its goals.

8.4. Research and Analysis

1. The consultant will provide the Safety Advisory Council with the research necessary to make informed decisions.
2. Analyze, observe (classrooms) and summarize the current state of CRCSD's schools, including offerings and student outcomes.
3. Analyze and summarize input from community members for the Safety Advisory Council to use in discussion.
4. Analyze current research on the school portfolios in high-performing metropolitan school districts and translate lessons learned for application to CRCSD.
5. Synthesize research data for Safety Advisory Council members.

8.5. Communications

The consultant will maintain clear lines of internal and external communication.

1. Create and monitor communication channels with the Safety Advisory Council, School Board, and District staff and be responsive to requests.
2. Prepare external communications on the Safety Advisory Council's progress, potentially including progress reports, statements, and social media posts.
3. Prepare Safety Advisory Council co-chairs for media interviews by providing talking points and coaching.

9. PROPOSAL FORMAT AND CONTENT

Proposers shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Proposals that fail to meet these requirements and procedures.

Any material that a Proposer considers as confidential but does not meet the disclosure exemption requirements of applicable public disclosure laws should not be included in the Proposer's proposal, as it may be subject to disclosure and made available to the public. By submitting materials in response to this RFP, Proposers are (1) consenting to the release of such materials by the District if requested under any applicable public disclosure laws without further notice to them and (2) agreeing to indemnify and hold the District harmless for such release of the materials.

9.1. Letter of Interest and Executive Summary (up to 1 page).

Each Proposer must submit information regarding the size of the firm and services provided and a summary narrative of its proposed approach to partner with CRCSD.

9.2. Summary of the Submittal.

Submission of the Letter of Interest and Executive Summary will represent that the Proposer is willing and able to perform the commitments contained in the Submittal.

The letter must be signed by a person authorized to obligate Proposer to perform the commitments contained in the proposal. In the letter, the Proposer must:

1. Identify a contact (with contact information including phone number, mailing address and email address) for future communications regarding the Submittal.
2. Confirm awareness of any and all addenda to the RFP.

9.3. Proposer Profile (up to 5 pages)

Describe the proposed team's composition, qualifications, and experience including all Key Personnel.

1. Identify the team lead(s), including the principal-in-charge, and each lead's prior experience in a lead capacity relevant to the scope of services in this RFP. Please also include the qualifications of all other team members. If a Proposer is selected as a finalist, CRCSD will request a final roster of Project Team members. All participants are subject to laws governing sex offenders. Acknowledgement and certification is required as part of the Proposer submittal.
2. Describe the proposed team's ability to provide the services requested in this RFP.
3. Number and types of clients for which the Proposer has provided similar services in the most recent five (5) years.

9.4. Approach to the Scope of Work (up to 5 pages)

Provide a narrative of the firm(s) approach to the scope of work that succinctly describes how the consultant will accomplish the desired outcomes in Section 7.

9.5. Proposer's Relevant Experience (up to 5 pages)

Describe the Proposer's experience and understanding of the services required for the project including but not limited to the following.

1. Managing complex, long-term projects, including achieving milestones and deliverables on time and within budget;
2. Planning and facilitating community engagement;
3. Facilitating groups of community leaders that hold differing expertise and perspectives on important community issues to accomplish a specific objective; and
4. Synthesizing existing research on education issues for use in decision-making by laypeople.

9.6. Proposed Fees for Services

Proposers should download and use the Cost Proposal Template (Appendix C) to present their fee proposal. The fee proposal should include billable hourly rates for all team members including sub consultants. **ALL FEES ARE SUBJECT TO NEGOTIATION PRIOR TO CONTRACT EXECUTION.** The fee proposal should also include information on licenses, education, and experience to explain any variances within the same classifications. Employees with different titles who perform the same work may be included in the table with an added column (parallel) to reflect any "working" job titles that might be different.

The Cost Proposal Template is in three parts as follows:

1. Provide the billing rates for the proposed project team members listed in section 9.3. Changes of personnel assigned to CRCSD during the contract term will be notified to CRCSD in advance, based on a mutually agreeable schedule, and ensure sufficient time for knowledge transfer and onboarding.
2. Extra Services. List any extra services and provide a current fee schedule that in the Proposer's experience and professional judgment would enhance the overall benefits and the desired outcomes of this project.
3. Additional Costs. Identify any additional fees, costs, expenses, or reimbursable fees for which the Proposer may seek compensation or reimbursement. Such additional costs are subject to pre approval by the District.
4. The District desires to have consulting and facilitation services conducted in-person for the majority of advisory and strategic planning work, community engagement sessions, etc. One-on-one communication with the Advisory Council Chair such as coaching, scheduling, followup discussions may be facilitated remotely with the approval of the advisory council chair.

The fee proposal will not be evaluated in the process of selecting the Contractor. It will however be considered in the negotiations for a final contract.

Travel expenses may not be billable for vendors within a 60 mile radius of the District's attendance centers unless otherwise discussed in negotiations with the awarded vendor.

9.7. Minimum Qualifications

Proposers should download, complete, and submit the Proposer Qualifications Certification (Appendix A). Any proposals submitted without a completed Qualifications Certification will be deemed nonresponsive and will not be accepted.

9.8. References

Provide a list of a minimum of three (3) previous clients that can verify Proposer's Qualification and experience (Appendix B).

10. DISTRICT'S EVALUATION / SELECTION PROCESS

10.1. Overall Evaluation Process

This section describes the District's criteria for analyzing and evaluating Proposals. Submittals received in response to this RFP will be evaluated in phases. Proposers who pass the initial evaluation phase, (Minimum Qualifications), may be invited to attend the next phases which would include an oral interview and potentially a discussion of possible modifications to the scope of work.

It is the District's intent to award a contract to the Proposer who will provide the best overall service package to it. This RFP does not, in any way, limit the District's right to solicit contracts for similar or identical services if, in the District's sole and absolute discretion, determines the Proposer is not fully capable of satisfying its needs.

10.2. Evaluation Panel

The District intends to evaluate the Submittals generally in accordance with the criteria detailed below. The District will convene a panel whose membership will include people with knowledge of the services requested through this RFP to evaluate and score the Submittals. To do this, the panelists will review the RFP, the Questions and Answers document, the technical proposals and attend interviews.

10.3. Evaluation Phases

The evaluation process will consist of the phases specified below with the following allocation of points:

Evaluation Phase	Maximum Points	Comments
Minimum Qualifications	Pass/Fail	Must pass to continue to the next phase of evaluation.
Technical Proposal	100	Total of all panelists' scores divided by number of panelists.
TOTAL	100	The top-ranked Proposer will be selected for negotiations and possible contract award

Minimum Qualifications (Pass/Fail)

The Submittals will be reviewed for minimum qualifications. The evaluation results at this phase shall be based on a pass/fail criteria. Only those Submittals that meet the minimum qualifications will advance to the next phases of evaluation.

The District has established requirements as the minimum qualification for participating in this solicitation event in Appendix A. Proposers must complete and submit a minimum qualifications certification in the form of Appendix A herewith with their proposals. Proposers must also submit information and documentation that verifies their responses to the questions in the minimum qualification certification within the technical proposal.

Contents of Technical Proposal and Oral Presentation (100 points)

Technical Proposal (80 points)

Proposals that meet the minimum qualifications will advance to the next phase of the evaluation which is the panel evaluation of the technical proposals. The Evaluation Panel will review the contents of the technical proposals and evaluate the Proposers based on the information therein.

In evaluating the Proposer's Approach (Section 10), the Evaluation Panel shall consider the following.

1. Coherence and comprehensiveness of the Proposal, showing evidence for addressing the need for the desired outcomes and goals.
2. Proposer profile and team show evidence of capability and capacity
3. Proof of outcomes are evident in the Proposal.
4. Evidence of proficient consultation and facilitation methods for various stakeholders.

In evaluating the Proposer's Qualifications and Experience (Section 11.3), the Evaluation Panel shall consider the following.

1. Experience implementing restorative practices in public schools or the community.
2. Experience working with various stakeholders within the public education setting (admin, school staff, teachers, students, and parents).
3. A record of executing similar projects with public school district's based in a metropolitan area with similar demographics as the Cedar Rapids Community School District. (this can replace #5 that is already in the RFP).
4. Experience in community collaboration, engagement, and planning to achieve desired outcomes for improvements.
5. Experience in using evidence based frameworks to achieve specific objectives within a public school and/or community.

The technical proposals will be evaluated and scored according to the criteria set out in the table below. The total panelists' scores for each Proposer will be divided by the number of panelists to arrive at the score for that Proposer. Under this formula, if a proposer receives a total panelists' score of 200 points and there are five (5) panelists, that proposer's score will be 40 ($200/5 = 40$). The maximum score possible for this phase is 80. The Proposers will be ranked according to their scores and the three top-ranked Proposers will advance to the next evaluation phase which is the oral presentation.

Oral Presentation (20 Points)

The top-ranked Proposers from the technical evaluation stage will be invited to attend for an oral presentation. The presentation will be held virtually via Google Meet and will consist of a 15-minute presentation by the proposers followed by 45 minutes of questions asked by the panel of each of the proposers. The questions will be related to proposer's qualifications, project approach, team organization, and any questions which seek to clarify proposal components.

Table of Criteria and Points Allocation for Technical Proposal

Evaluation Criteria	RFP Section	Max Points Possible
Letter and Executive Summary	10.1 - 10.2	No Score
Approach	10.4	40
Experience & Outcomes	10.5	40
Presentation/Interview		20
Total		100

Final Ranking

At the conclusion of the evaluation phases, the District will tabulate the scores from the technical proposal phase for each of the Proposers to arrive at the final scores and ranking of the Proposers. Final tabulation will be announced pending board approval per schedule in section 3.

Reference Checks

District staff will review and check the references for the highest ranked Proposer. The references will be asked to verify the Proposer's experience in providing the requested services, the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Proposer's problem-solving, project management, communication abilities, performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives. Proposers must provide with Submittals, a release of liability for checking references, consistent with Appendix B.

11. SEX OFFENDER PROVISION

Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Contractor and all subcontractors acknowledge and certify that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or subcontractor at the schools of the District.

The Contractor and all subcontractors shall provide a signed original of an Acknowledgment and Certification letter (Appendix D). No worker of the Contractor or any subcontractor will be allowed to work on site until this letter is received by the District.

12. CONTRACT AWARD

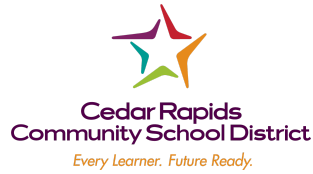
The District intends to award at its discretion a contract to the top-ranked responsive and responsible Proposer. The selection of any proposal shall not imply acceptance by the District of all terms of the proposal, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the District, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer. The District, in its sole discretion, may then select another firm.

A contract made pursuant to this RFP may have an initial term of three (3) years. In addition, the District shall have two options exercisable at its sole discretion, to extend the term of the contract for a period or periods of up to two years. The District, in its sole discretion, can decide not to renew annually.

13. TERMS FOR RECEIPT OF PROPOSALS

Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be sent by email to opikokivaka@crschools.us promptly after discovery, but in no event later than 10:00 A.M. (CST) on December 22, 2023. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: ERRORS AND OMISSIONS FOR CRCSD-RFP: Safe & Secure LE Consulting Services. Modifications and clarifications will be made by addenda by January 3rd, 2023 and posted on the District bidding webpage.



APPENDIX A - Minimum Qualifications Questionnaire
- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -

PROPOSERS WILL BE IMMEDIATELY DISQUALIFIED IF THE ANSWER TO ANY OF QUESTIONS IS "NO"

In addition to responding to these questions, Proposers must include verifying information in their responses. The District will cross check the information as part of the minimum qualifications evaluation.

1. Does the Proposer possess experience with implementing restorative practices in public schools or the community?

- Yes
 No

2. Does the Proposer possess experience in working with various stakeholders within the public education setting (admin, school staff, teachers, students, and parents)?

- Yes
 No

3. Does the Proposer have a record of executing similar projects with public school district's based in a metropolitan area with similar demographics as the Cedar Rapids Community School District?

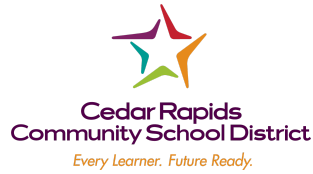
- Yes
 No

4. Does the Proposer possess experience in community collaboration, engagement, and planning to achieve desired outcomes for improvements?

- Yes
 No

5. Does the Proposer possess experience with using evidence based frameworks to achieve specific objectives within a public school and/or community?

- Yes
 No



APPENDIX B - REFERENCES

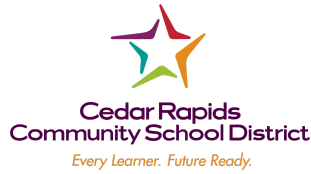
- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -

References will be checked using information provided on this form. It is the Proposer responsibility to provide COMPLETE, ACCURATE reference contact information. Entities named as participants in this RFP are not to be used as a reference.

District/Company:	
Contact Person:	
Address:	
Fax:	
Email:	
Description of professional relationship including dates:	

District/Company:	
Contact Person:	
Address:	
Fax:	
Email:	
Description of professional relationship including dates:	

District/Company:	
Contact Person:	
Address:	
Fax:	
Email:	
Description of professional relationship including dates:	



APPENDIX C - Fee Proposal

- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -

Proposers should provide all information required in the table below. Proposers can copy and use the table to provide the required information. Use extra sheets if necessary.

Part 1: Requested Services

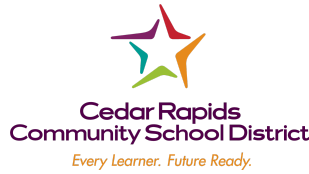
Name of Proposer Staff/Team Member	Position	Proposed Role in Project	Hourly Rate

Part 2: Extra Services Proposed (Section 10.6.2 of the RFP)

Name of Proposer Staff/Team Member	Proposed Service	Cost/Hourly Rate

Part 1: Additional Costs

Proposed Cost Element	Proposed Cost



APPENDIX D - Sex Offender Acknowledgement and Certification
- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -

_____ (“Company”) is providing services to
[name of contractor/sub-contractor]
the Cedar Rapids Community School District (“District”) as a contractor or is operating or managing the operations of a contractor. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the schools of the District.

The Company acknowledges that the law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above. This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion thereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgement and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: _____
_____ (Name of contractor/subcontractor)

By: _____

Printed Name: _____

Title: _____

-END-