

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

JULY 2024

**REQUEST FOR PROPOSAL – EXTENDED LEARNING OPPORTUNITIES**

The Purchasing Office of the Cedar Rapids Community School District requests your proposal for services.. 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, Tuesday, July 9th, 2024.**

**Acceptable forms of submission:**

**EMAIL:** Marked “RFP - Extended Learning Opportunities” in the subject line an emailed to:

[bids@crschools.us](mailto:bids@crschools.us) 10MB maximum size

**HARD COPY:** Place proposals in a sealed opaque envelope marked “RFP - Community Partner 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, Tuesday, July 2nd, 2024 and are to be directed via email ONLY to Olivia Pikokivaka, Purchasing Coordinator.** Do not reach out to other district staff members with questions in regards to this RFP. Please direct your questions to:

Olivia Pikokivaka, Purchasing Coordinator  
Email: [opikokivaka@crschools.us](mailto:opikokivaka@crschools.us)

A tabulation of the questions and answers will be posted to the District webpage by end of day July 3, 2024:

<https://crschools.us/departments/purchasing/bids/>.

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.

**Proposers who meet minimum requirements will be invited to interview on July 18, 2024. Please plan to be available for interviews on this date if submitting a technical proposal. See interview format section for details.**

**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:
  - 5.1. Reject any or all of the proposals submitted.
  - 5.2. Reject any proposal which does not meet the requirements of the specifications in the RFP.
  - 5.3. Waive any and all irregularities in proposals.
  - 5.4. 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 multiple partners.
9. 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](mailto:opikokivaka@crschools.us) promptly after discovery, but in no event later than 10:00 A.M. (CST) on July 9, 2024. 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: Extended Learning Opportunities.
10. 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.
  - 10.1. No work shall start under this contract until the insurance requirements have been satisfied.
  - 10.2. Worker's Compensation shall be carried by the contractor in accordance with the Iowa Worker's Compensations statutes.
  - 10.3. Commercial General Liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.
  - 10.4. 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.
  - 10.5. Excess or Umbrella Liability coverage shall be provided with a limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.
  - 10.6. 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.
  - 10.7. 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.
  - 10.8. 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.
  - 10.9. The contractor shall provide insurance coverage for portions of the work stored off the site and also for the portions of work in transit.
  - 10.10. All contractors and their subcontractors shall be registered with the labor commissioner as per Chapter 91C of the Iowa Code.

11. Payment for services shall be released *semi-annually* and are conditional to performance of specified desired outcomes. Semi-annual performance data used to monitor progress toward outcomes shall be presented with a detailed invoice for payment.

**OVERVIEW**

The Cedar Rapids Community School District (CRCS D) is seeking collaborative extended learning opportunities aimed at creating or enhancing restorative practices within schools, as well as explicitly supporting the mental health of students. The focus is on partnerships that can help build a more inclusive, supportive educational environment, promoting well-being and conflict resolution through restorative approaches and providing one on one mental health therapy. If you are an organization or individual with expertise in these areas, CRCS D is interested in exploring potential collaborations to enrich the student experience and foster a positive school culture.

The purpose of this RFP is for CRCS D to identify and select a third party partnership to support mental health therapy and/or restorative practices that close opportunity gaps across student demographic groups through evidence-based therapeutic sessions for students who are identified as at-risk within the meaning of Iowa law (see below\*\*)

\*\*Iowa Administrative Code defines an “at-risk” student at 281—12.2 (256) as follows:  
 any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts.

**BACKGROUND INFORMATION**

Cedar Rapids Community School District (CRCS D) 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.



**Enrollment:**  
 15,740  
*(second largest in Iowa)*



**Size of District:**  
 121 square miles



**Staff:**  
 approximately 3,000



**Elementary Schools:**  
 21 schools



**Middle Schools:**  
 6 schools



**High Schools:**  
 5 schools



**Governance Board:**  
 7 elected members



**Free and Reduced Meal Students:**  
 55%



**Annual General Fund Budget:**  
 \$238 million

**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.

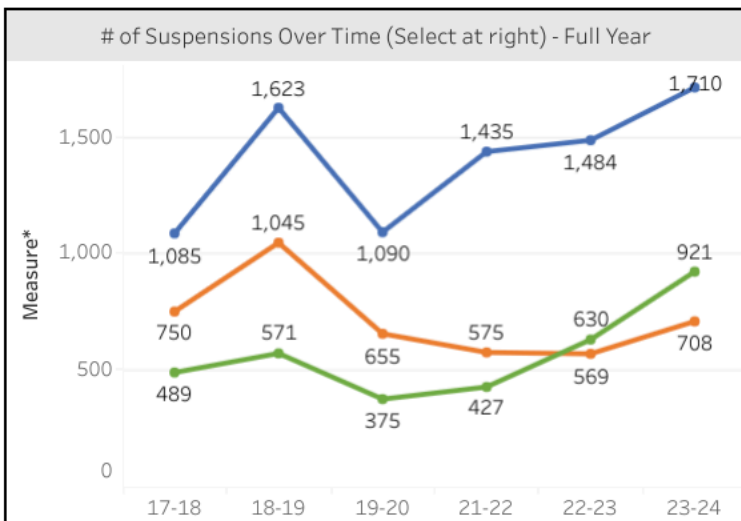
**Our mission** is to ensure all learners experience a rigorous and personalized learning experience so they have a plan, a pathway, and a passion for their future.

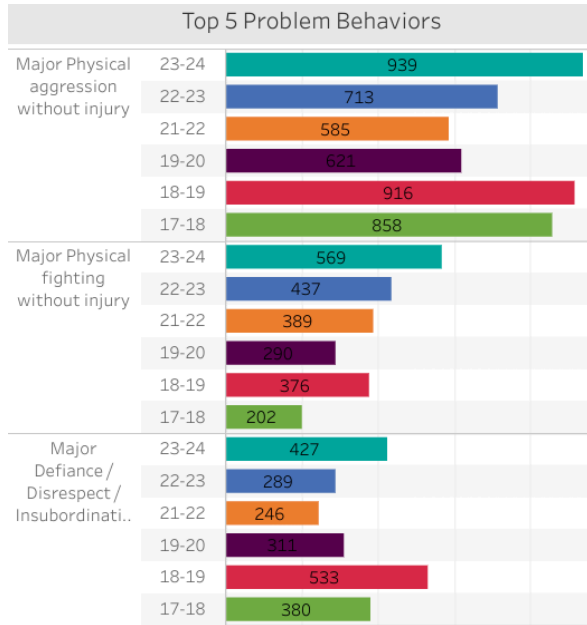
The breadth of our educational offerings display the attributes of our vision. The range includes traditional learning environments, a fully-virtual academy, many varied AP courses, career and technical training education, English language learners programming and support, five magnet schools, Iowa BIG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

**Current conditions for learning data:**





**BUDGET**

The District prefers to make a single award, but recognizes it may best be served with this scope of work by multiple partners. The 2024-2025 funding allocated to support services within the identified scope of work is not to exceed five hundred thousand dollars. The District reserves the right to utilize multiple sources of service, training and materials as it deems appropriate in addition to award(s) made as a result of this RFP.

Payment for services shall be released *semi-annually* and are conditional to performance of specified desired outcomes. Semi-annual performance data used to monitor progress toward outcomes shall be presented with a detailed invoice for payment.

**RFP TIMELINE / KEY DATES**

MILESTONE	DATE
RFP Issue	June 25, 2024
Questions Submission Deadline	July 2, 2024 - 10:00 AM CST
Proposal Due Date	July 9, 2024 - 10:00 AM CST
Proposal Interviews by Invitation of Highest Scoring Applicants	July 18, 2024
Board of Education Meeting to Approve Proposed Award	July 22, 2024
Award Notice Communication and Tabulation Posting <i>pending board approval</i>	July 23, 2024
Contract Term- 1 year with option to renew up to 2 consecutive years	July 1, 2024 - June 30, 2025

### **PROPOSAL INTERVIEWS**

Once all proposals have been unsealed and reviewed on July 9th, 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 3:00 pm CST, Wednesday, July 10, 2024.**

**Interviews will be conducted on Thursday, July 18, 2024.**

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 20 minutes to present followed by up to 40 minutes for questions.
- No communication will be given regarding the award of the bid until after board approval. See timelines/key dates section.

### **CONTRACT AWARD TERM**

The term of agreement shall be from July 1, 2024 to June 30, 2025. 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 given the acceptance of outcomes.

Potential partners must meet preliminary program standards to be considered as a provider and if selected, must demonstrate high quality service in order to continue serving as a provider.

The Cedar Rapids Community School District (CRCSD) will collaborate with partners to identify the schools with the greatest needs for restorative practices and mental health support. Metrics used to determine these needs will include factors such as the percentage of students eligible for Free and Reduced Lunch (FRL), the number of English Language Learners (ELL), rates of homelessness among students, and attendance records. This data-driven approach will ensure that resources and support are directed to the schools where they can have the most significant impact.

Awarded partner(s) shall present the proposed agreement document to the District with all RFP requested terms and conditions by July 29, 2024.

### **DESIRED OUTCOMES AND DELIVERABLES**

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

1. Establish a detailed project implementation plan highlighting key milestones and dates.
2. Provide one on one mental health therapy to students in order to help recognize and manage emotions, thoughts, and behaviors and use self-awareness techniques to teach emotional regulation strategies.
3. Ongoing communication with parents and school district employees.
4. Provide schoolwide supports for positive behavior, social-emotional learning, and school climate to reduce the need for mental health services.
5. Assist in helping build empathetic, reflective and empowered students with strong connections to their respective school communities.
6. Assist with lifting and leveraging the school community through the use of restorative circles.
7. Decrease the occurrence of fighting, verbal and physical aggression in our schools that leads to major office referrals or suspension.

8. Provide professional development coaching and training for staff, as needed.

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

1. By June 2025, CRCSD will decrease physical aggression with or without injury and defiance, insubordination, and noncompliance behavior referrals by 5%.
2. By June 2025, CRCSD will decrease the number of in and out of school suspensions by 5%.
3. By June 2025, CRCSD will increase scores on Conditions for Learning by 5%.
4. CRCSD will create a safe and secure learning environment through progressive discipline and restorative practices.
5. CRCSD will increase staff efficacy by creating a safe and secure learning environment.

**PROPOSAL RESPONSE 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.

The packet should include the following (In this order):

- Title page (include contact information & funding request) - does not count toward the page limit
- Agency Capacity
- Scope of Services
- Outcomes and Funding
- Overview
- All attachments: A - Proposer Qualifications, B - References C - Sex Offender Acknowledgement and Certification.

Page numbering of the packet should be consecutive, beginning with page one and continuing through the complete document.

**Proposal Packet Requirements**

**I. Agency Capacity**

- A. Provide a brief description and history of the organization’s past success in improving student academic achievement including program leadership and qualifications.
- B. Provide a timeline for implementing the proposed program/service.
- C. Describe how students will be recruited for the program, including specific roles and responsibilities of the organization and the district.
- D. Describe where the program will be offered and how it will be adjusted if there is a need to provide remote learning.

**II. Scope of Services**

- A. Provide a detailed description of the program including curriculum characteristics, frequency/duration of services, the specific population of at-risk students\*\*\* who would be served (including ages/grade levels), and any additional supports available for participants and their families. Please describe how the services will enhance mental health of students and how restorative practices will be utilized during the school day.

\*\*Iowa Administrative Code defines an “at-risk” student at 281—12.2 (256) as follows:

any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts.

B. Describe how the agency will address students with inconsistent attendance.

C. Describe how staff/volunteers will be hired, trained, supervised and supported by the organization.

### **III. Outcomes and Funding**

A. Describe how you will document student attendance and services provided.

B. Identify at least two measurable objectives for progress to demonstrate student growth. CRCSD will provide the organization with a data dashboard of rostered students participating in the program that shows academic proficiency and social-emotional competencies at the end of the 2023-2024 school year to assist in planning and goal setting.

C. Provide a line item budget for the program indicating funding provided by other sources and funding requested from CRCSD. At least 25% of funding for the program should come from sources outside of CRCSD. CRCSD must comply with any restrictions placed on funding by law or other authority.

### **DISTRICT'S EVALUATION / SELECTION PROCESS**

#### **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.

#### **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.



**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	10	
Interview	10	All RFP submissions may not be invited.
TOTAL	20	Total of all panelists' scores divided by number of Panelists. 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 (20 points)**

**Technical Proposal (10 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.

**Oral Presentation (10 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 20-minute presentation by the proposers followed by 40 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.

Scoring will address the identified criteria on a scale of 0-2, with 0 being "did not address", 1 being "partially addressed", and 2 being "fully addressed". 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 80 points and there are five (5) panelists, that proposer's score will be 16 (80/5 = 16). The maximum score possible is 20 points. Scoring may be weighted to programs that directly address learning loss through research-based academic curriculum (3x more than criteria listed below).

- The community partner has relevant experience serving youth populations to promote academic achievement.
- The community partner's staff is qualified to provide the proposed program or service OR the partner clearly identifies their role in training and oversight of CRCS staff hired for the program.
- Expectations, roles, and responsibilities are clearly identified for the district and community partner organization.

- The community partner identifies methods and strategies for communicating with families to promote collaborative working relationships.
- The community partner identifies specific learning objectives for students that will be met by the end of the program.
- The community partner proposes a realistic budget that includes a minimum of 25% of program costs from sources outside the school district.

### **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 the RFP timeline.

### **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.

### **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 C). No worker of the Contractor or any subcontractor will be allowed to work on site until this letter is received by the District.

**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 current Iowa Licensure, including a Masters-level licensed therapist: LMSW, LISW, LMHC-t, LMHC, LMFT-t, LMFT?

- Yes  
 No

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

- Yes  
 No

4. 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

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

- Yes  
 No

6. 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**

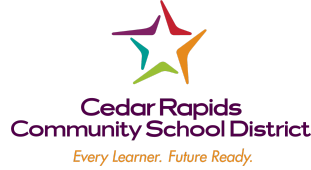
**- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -**

References may 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:	
Phone::	
Email:	
Description of professional relationship including dates:	

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

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



**APPENDIX C - 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-