

RFP FOR COLLEGE YOUTH DAYS AND STEAM CAMP

1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the goals and objectives listed in the Regional Application for Migrant Education Region XIV.

Migrant Education Region XIV is a program listed under DELANO JOINT UNION HIGH SCHOOL DISTRICT and provides technical assistance to Delano Union School District. The program serves approximately 1200 students. The program is authorized under The Secondary Education Act.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **5pm PST August 24, 2018**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Schools Legal Services and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The goal of a high school senior college day at California State University of Fresno is to assure students have a post-secondary plan. Students should complete at least one post-secondary application and complete a personal statement. This program must be offered during one weekday in the fall.

The goal of a high school youth day at California State University of Fresno is to assure students in grades 9th – 11th are motivated and encouraged to prepare for post-secondary and career education. This program must be offered on a Saturday in the fall.

The goal 11th grade college camp at California State University of Fresno day is to motivate and encourage students to prepare post-secondary and STEAM career education. This program must

be hosted over a weekend in the spring.

Project Description:

The programs need to be hosted according to the above-mentioned timelines. Migrant Education Region XIV needs to agree to the dates and times in advance. If the contractor and Region XIV do not agree on specific dates the contract will be void. The program needs to implement a variety of activities that build leadership, encourages student to pursue high education, complete college application, explains the financial aid process, and covers the A-G college requirements.

Planning and guidance for the Spring Break Migrant Education College Tour. Student will visit approximately 10 campuses.

4. PROJECT SCOPE

All proposals need to include a scope and sequence that is aligned to the goals and objectives listed in the Region XIV Migrant Education Regional Plan. All employee need to comply with Fingerprint and criminal background Check.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **5pm PST August 24, 2018.**

Evaluation of proposals will be conducted from **August 27, 2018.** If additional information or discussions are needed with any bidders, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **August 27, 2018.**

Upon notification; the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by **August 31, 2018.**

Notifications to bidders who were not selected will be completed by **September 7, 2018.**

Project Timeline:

Project initiation phase must be completed by **June 30, 2019.**

6. BUDGET

Submit an Itemized Budget.

7. CONTACT

Any questions or information pertaining to this RFA should be directed to:

Dolores Rodriguez, Director of Migrant Education

Delano Joint Union High School District

Migrant Education Program Region XIV

Phone: (661) 720-4165 or E-mail: droduiguez@djuhsd.org