

## **RFP TO PRE-COLLEGE CAMPS**

### **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 the Delano Joint Union High School District as the regional office offering technical assistance to Delano Union Elementary 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 July 31, 2018, unless no proposals are received and submission window will remain open until proposal is submitted. 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 the senior camp is assure student have a post-secondary plan. Students should complete at least on post-secondary application and complete a personal statement.

The goal of 9-11th Camp is to motivate and encourage students to prepare for post-secondary and career education.

**Project Description:**

The camps need to be hosted over a weekend. 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, encourage students to pursue higher education, complete college applications, explain the financial aid process, and cover 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 July 31, 2018.

Evaluation of proposals will be conducted from August 1<sup>st</sup> through 10<sup>th</sup>, 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 17, 2018.

Upon notification; the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 24, 2018.

Notifications to bidders who were not selected will be completed by August 31, 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  
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