

## **Migrant Education Out of School Youth 3 Day Educational Retreat**

### **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 and provides technical assistance to Delano Union School District. The Region serves approximately 1100 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 the Out of School Youth Camp is to enhance academic achievement and motivate OSY students to attend school. Students should have the opportunity to participate in various activities that promote personal development skills such as: leadership, critical thinking or decision making, personal awareness, self-motivation, positive self-concept, interpersonal and intrapersonal skills, and building confidence.

**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, encourages student to pursue higher education, complete community college application, explains the financial aid process, and covers the community college vocational and transfer program.

#### **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 and selection decision for the winning bidder will be made no later than **August 27, 2018**. If additional information or discussions are needed with any bidders, the bidder(s) will be notified.

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: [drosdriguez@djuhsd.org](mailto:drosdriguez@djuhsd.org)