

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

**REQUEST FOR PROPOSAL  
FOR  
PROVISION OF DIRECT INSTRUCTIONAL SERVICES  
FOR THE MIGRANT EDUCATION LOCALLY DEVELOPED PROGRAM**

"ACADEMIC AND COUNSELING ENRICHMENT (ACE) "  
SESSION II

Request for Proposals Issued: November 30, 2015

Deadline for Submittal of Proposals: December 11, 2015

## **I. INTRODUCTION**

The Fresno County Superintendent of Schools, Migrant Education Program (“Superintendent” or “MEP” as the context indicates) is seeking proposals from qualified persons or firms to serve as a service provider of locally developed programs. These programs are designed, implemented, and evaluated through the collaborative efforts of MEP, staff at the migrant education regional offices, and educators at the school and districts levels. Every effort is made to base the content and methodology of the programs on the needs of migratory children and their families.

As excerpted from the CDE website: “Migrant education supports two kinds of programs designed to strengthen the school, community, and family experiences of children and their families. Some programs are developed locally by migrant education regional offices in collaboration with the school districts that enroll migratory students. Other programs are administered statewide and are designed to meet specific needs of students, such as those related to the identification and recruitment of migrant families, parent involvement, and student leadership. Whatever program is developed with migrant education funds must be *supplemental* to other state and federal categorical funding.”

Additional details as to the purpose and content of the locally developed programs are contained in Exhibit A, attached hereto and incorporated herein.

## **II. INSTRUCTIONS**

Proposals are to be delivered, via e-mail or hard copy, to Ruben Castillo, Administrator of Migrant Education, Fresno County Superintendent of Schools Migrant Education Office, 1684 W. Shaw, Suite 101 Fresno, CA 93711, Email: rcastillo@fcoe.org, phone (559) 497-3816. Proposal is due no later than 3:00 p.m. (Pacific Daylight Time), on December 11, 2015. The proposal must be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

It is the Proposer’s sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposal does not commit the Superintendent to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The Superintendent reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposal. Award of a contract is contingent on approval and funding by the State.

All proposals submitted in response to this request become property of the Superintendent and public records, so may be subject to public review. The Superintendent reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals.

Firms may submit a joint proposal. The Superintendent or designee will select one winning proposal.

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFP, INCLUDING FAILURE TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.

### **III. REQUESTS FOR INFORMATION**

Questions related to this RFP should be submitted in writing to Ruben Castillo, Administrator of Migrant Education, Fresno County Superintendent of Schools, Migrant Education Office, 1684 W. Shaw, Suite 101, Fresno, CA 93711, Email: [rcastillo@fcoe.org](mailto:rcastillo@fcoe.org), phone (559) 497-3816. Proposal is due no later than 3:00 p.m. (Pacific Daylight Time), on December 11, 2015. Specify “RFP for Provision of Services to Migrant Education Programs” in the subject line.

Firms interested in submitting a proposal are directed not to make personal contact with members of the County Board of Education or Superintendent Administration, with the exception of the individual listed above. **FAILURE TO ADHERE TO THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION.**

### **IV. SCOPE OF SERVICES**

Details as to the scope of services are contained in the “Scope of Work” section of Exhibit A, attached hereto and incorporated herein.

### **V. PROPOSAL REQUIREMENTS**

In order for a proposal to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both proposer’s qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal. The proposal shall be organized in the format listed below.

- 1) Briefly describe the firm's practice in providing direct instructional service programs and related areas of practice, particularly with regards to California education agencies, and give a brief history of the firm.
- 2) Describe your firm’s capabilities and experience with services of this type.
- 3) Demonstrate compliance with the “Qualifications” section of Exhibit A, attached hereto and incorporated herein.
- 4) Describe the knowledge and experience of the individuals that would be assigned to the project, particularly the individual(s) who would be the Superintendent’s primary day-to-day contact(s).
- 5) Identify and briefly describe comparable projects in which the firm has served as service provider during the past two years.

- 6) Name educational agencies or previous clients of the firm, describing the nature of the work, and for each such agency list the e-mail address, telephone number, and title of an official who may be contacted as a reference.
- 7) Describe your firm's proposed compensation.
- 8) Describe any existing or potential conflict of interest arising from your relationships with or representation of other agencies that should be considered as a factor in determining your objectivity, and provide sufficient facts, legal implications, and possible effects in order for the Superintendent to appreciate the significance of each potential conflict and grant an appropriate waiver, if necessary.
- 9) Describe and state the conclusion reached of any disciplinary action, administrative proceeding, malpractice claim or other like proceedings against your firm or any of its personnel, whether current or pending, as well as any such action, proceeding or claim occurring during the past five (5) years.
- 10) Describe the level of malpractice insurance carried by your firm, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.
- 11) Provide your firm's proposed contract. Superintendent reserves the right to negotiate alternative terms and conditions.

## **VI. EVALUATION CRITERIA**

Firms submitting a proposal are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the Superintendent. The evaluation criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the Request for Proposal
- B. Experience and expertise of firm and personnel named in the proposal
- C. Past experience with providing similar services to California educational agencies
- D. Satisfaction of previous clients
- E. Fees

## **VII. INTERVIEWS**

Those firms considered most qualified to provide the desired services based on an evaluation of the written proposals may be invited for an interview. Superintendent may elect to conduct no interviews.

Proposers will be notified of the outcome of the process.

## VIII. TIMETABLE FOR SELECTION

Proposals will be evaluated, and if an award is to be made, a proposal will be selected and the proposing firm contacted before January 1, 2016. It is Superintendent's intent to meet the time line for provision of services as listed below, in order to provide services contained in the 2015-16 Regional Services Agreement:

- November 30 – December 11, 2015 – MEP subgrantee requests proposals from external service providers and identifies preferred vendor.
- December 2015 to January 2016 – MEP subgrantee enters into contract with external service provider
- January 2016 – March 2016–contractor provides services to be completed by March 2016
- June – July 2016 – Contractor provides evaluation report to MEP

***[ ATTACH RFA AS "EXHIBIT A" ]***

## Exhibit A

### **1. PURPOSE**

The purpose of this project is to have an independent outside agency to conduct high quality direct instructional programs/services on behalf of FCSS and the Region IV Migrant Education Program (MEP), a subgrantee of the California Department of Education.

Based on the needs of migrant children in Fresno County, these locally developed programs are designed to support high quality and comprehensive supplemental educational programs.

These programs address areas such as curriculum, graduation requirements, and state academic content and student academic achievement standards.

This Scope of Work (SOW) will outline the criteria and conditions that all responding agencies will need to follow as they create their individual responses to requests for proposals (RFP) for this work.

### **2. BACKGROUND**

The MEP is authorized under Part C of Title I of the Elementary and Secondary Education Act (ESEA) of 1965.<sup>1</sup> In California, in 2015–2016, the MEP is administered through 20 MEP subgrantees across the state. Some of these subgrantees are based at county offices of education and some at individual school districts.

MEP funds support high quality educational programs for migratory children and help ensure that migratory children who move among the states are not penalized in any manner by disparities among states in curriculum, graduation requirements, or state academic content and student academic achievement standards. Funds also ensure that migratory children not only are provided with appropriate education services (including supportive services) that address their special needs, but also that such children receive full and appropriate opportunities to meet the same challenging state academic content and student academic achievement standards that all children are expected to meet. Federal funds are allocated by formula to State Education Agencies (SEAs), based on each state's per pupil expenditure for education and counts of eligible migratory children, age three through twenty-one, residing within the state.<sup>2</sup>

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<sup>1</sup> The Elementary and Secondary Education Act of 1965, Title I, Part C, as amended by the No Child Left Behind Act of 2001; 20 U.S.C. 6391-6399

<sup>2</sup> Source: Office of Migrant Education, United States Department of Education, <http://www2.ed.gov/programs/mep/index.html>

### What is a Locally Developed Program?

The locally developed program is designed, implemented, and evaluated through the collaborative efforts of MEP staff at the migrant education office, including stakeholders when feasible. Every effort is made to base the content and methodology of the programs on the needs of migratory children and their families.

According to the needs of migrant children in Fresno County:

- According to the Post-Secondary Education Commission the state average of students going from public school to college is approximately 45% compared to students from Fresno County who account for approximately 23%. The lack of students attending college is a concern and is believed to be related to the lack of college awareness. Research states that students lack the basic knowledge regarding college admissions and options for re-entry or credit recovery.
- FCSS and the Region IV Migrant Education Program recognize the need to offer academic intervention programs to increase the potential for obtaining a High School diploma. Approximately 21% of English Learners in Fresno County including MEP students are not graduating from high school. Although the reasons for the high dropout rates vary from credits, grades or preparedness, MEP students would benefit from increased college preparedness and alternative class options.

### 3. SCOPE OF WORK FOR BID

The SOW that is developed by the FCSS, in collaboration with stakeholders, shall seek proposals addressing main tasks, activities, and deliverables that include, but are not limited to, the following:

(The following tasks are the major responsibilities of the bidder providing services for the **Academic Counseling Enrichment Program**.)

#### TASK 1—CREATE AND MAINTAIN A COLLABORATIVE WORKING RELATIONSHIP WITH THE MIGRANT EDUCATION PROGRAM

- The bidder will work collaboratively with the MEP to deliver high quality supplemental instructional services and programs to the targeted migrant students including:
  - Meeting Legal Requirements
  - Priority for Service Students
  - Serving Middle to High School Migratory Children

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- Provide Differentiated Instruction to Migrant Students
- Provide one-on-one or small group mentoring/guidance based on students' needs
- Provide a series of academic workshops and college awareness/leadership activities to Migrant Students
- The bidder shall identify needs and concerns that are focused primarily on student need and that are useful at a level for program design as follows:
  - High school graduation
  - School dropouts
  - College Preparedness
- The bidder shall deliver services to the identified high school migrant students using the approved schedule for delivery of services at multiple sites/high schools for two (10) week sessions.

**TASK 2—CREATE AND MAINTAIN PROFILES FOR SERVICE PROFESSIONALS AND TARGETED MIGRANT STUDENTS**

- The bidder shall create profiles for each hired service professional that includes, but is not limited to:
  - Documentation of fingerprint and criminal background clearance, tuberculosis clearance.
  - Completion of a professional development training in A-G requirements, Smarter Balance, College Admission, Transcript Review, College Awareness, Project Based Learning and Differentiated Instructional Strategies.
  - Training regarding confidentiality of student information.
  - Each Service Professional shall maintain complete migrant student logs including; student schedule, telephone calls, home visits, follow up visits, transcripts, class schedules, test scores and assessments.



### TASK 3—SERVICE DELIVERY

- The bidder shall implement the ACE Program at the frequency/duration/method as determined by FCSS/MEP and include the following:
  - Each Service Professional shall assist FCSS/MEP staff, district staff and team leaders with the planning, implementation, and service delivery at the respective district/sites/times as determined by FCSS.
  - Use and implement approved FCSS/MEP curriculum that constitutes a series of ACE modules for program.
  - Each Service Professional shall provide a determined number of hours per week of services as determined by the needs of each targeted migrant student.
  - Each Service Professional shall continue to maintain or follow-up with targeted migrant students schedules and log all contacts to ensure the completion of the ACE program.

### TASK 4— ASSESSMENT COLLECTION, DATA ANALYSIS AND RECOMMENDATIONS

- The bidder shall, conduct assessments and collect data and offer recommendations for program effectiveness that includes:
  - Implementation of the approved FCSS/MEP pre and post assessments for each targeted migrant student in program.
  - Collect Qualitative/Quantitative data to determine the effectiveness of the service.
  - Create need indicators with recommendations that are connected to at least one of the identified/prioritized needs and concerns.
  - Consult with FCSS/MEP staff on a scheduled basis to provide feedback and recommendations on effectiveness of program.
  - Recommends solutions and related strategies that are feasible and attainable.

**TASK 5—DELIVERABLES**

- The bidder shall create a report that includes:
  - Executive summary
  - Purpose, scope and methodology of service delivery of program
  - Solutions and expected outcomes
  - Identify concerns and provide specific recommendations to meet expected outcomes of the identified targeted migrant students.

Final report must be presented to the Superintendent, or designee, that oversees the MEP at the Fresno County Office of Education.

## **TIMELINE FOR PROVISION OF DIRECT INSTRUCTIONAL SERVICES FOR THE MIGRANT EDUCATION LOCALLY DEVELOPMENT PROGRAMS**

**Proposals will be evaluated, and if an award is to be made, a proposal will be selected and the proposing firm contacted before January 1, 2016. It is Superintendent's intent to meet the time line for provision of services as listed below, in order to provide services contained in the 2015-16 Regional Services Agreement:**

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## 5. GENERAL PROPOSAL CONDITIONS

- In accordance with the Education General Administrative Regulations as well as with the Office of Management and Budget Circulars applicable to federal education grants, 34 CFR Part 74.43 delineates that Requests for Proposals (RFPs) must abide by the regulations' procurement process in that:
  - Awards must be made to the bidder or offer or whose bid or offer is responsive to the solicitation and most advantageous to the recipient, price quality, and other factors considered
- Each MEP subgrantee must acquire the minimum amount of bids as per required by the procurement process of the migrant subgrantee. Additionally, recipients shall, on request, make available to the CDE procurement documents, such as requests for proposals or invitations for bids, and independent cost estimates.
- FCSS will have the final approval for all vendors.
- Bid opportunities must be advertised for at least 10 working days prior to the bid opening date per Government Code 14827.2
- Travel should be limited to Fresno County.
- Subgrantee may utilize this SOW for preparation of the local procurement solicitation.
- Any funds awarded that are not expended for this SOW shall be liquidated by FCSS.
- Vendor/Contractor must be willing to meet all necessary requirements, including but not limited to Fingerprinting certification, TB certification, insurance coverage and provide required documentation as determined by FCSS to perform the duties outlined in this SOW.
- Vendor/Contractor must sign and submit General and MEP specific assurances to the subgrantee.
- Contractor awards may not exceed **\$24,998.**

## 6. QUALIFICATIONS

- Expertise, such as experience in providing educational programs and services to educational agencies such as schools, school districts, and COEs.
- Experience developing and delivering educational programs.
- Must list Districts/COE's where previous work was performed.

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- Able to work in partnership with staff and other stakeholders.
- Possess good communication and listening skills.
- Demonstrates sensitivity and respect for people.
- Demonstrates professional integrity and honesty such as completing tasks in a cost-effective and timely manner.