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Superintendent

Saint Louis Public Schools
Development and Partnership Office
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Saint Louis, MO 63101

Saint Louis Public Schools
REQUEST FOR QUALIFICATIONS
Community Partners
School Year 2024-2025

Instructions

1. Organizations must submit through the online application by 5:00PM on April 22, 2024.
2. Questions must be made by email no later than April 15, 2024, to Director of Development, Erin Kane. The organization should rely only on written statements issued by the District in the form of an addendum.
3. Proposals may be modified or withdrawn by written notice or in person by the organization or its authorized representative, but only if the withdrawal is made prior to the submission deadline.

The information presented in the RFQ is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding organizations for any expenses incurred in preparing proposals in response to this request.

4. The District reserves the right to modify the specifications prior to the proposal submission deadline and will endeavor to notify all potential organizations that have received a copy of the RFQ, but failure to notify shall impose no obligation or liability on the District. Organizations are advised that all materials submitted to Saint Louis Public Schools for consideration in response to this Request for Qualifications shall be considered to be public records without exception, and may be released for public inspection. All proposals submitted become the property of Saint Louis Public Schools.
5. Questions regarding this request for proposals must be submitted to the Director of Development, Erin Kate via email at erin.kane@slps.org by the question deadline listed above. Questions will be answered via an addendum to be posted publicly on the Saint Louis Public Schools website. Organizations are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Timeline

The proposed schedule of events subject to the RFQ is as follows:

RFQ issued by SLPS	March 8, 2024
Last day to submit questions	April 15, 2024
Last day for District to respond to email questions	April 18, 2024
Deadline for RFQ Submissions	April 22th at 5:00PM
Classification Period	May 1, 2024- May 10, 2024
Notification to qualified applicants	Week of May 13, 2024
MOU Development	Begins Week of May 13, 2024
Slated for Board Approval	June/July 2024

Purpose and Intent

Saint Louis Public Schools is accepting proposals for Community Partnerships for the 2024-2025 School year. Community Partners are a vital part of the school environment and provide a wide array of services that help our students thrive academically, emotionally, and socially. Community Partners are organizations that provide ongoing, recurring, goods, or services in schools, after school, or to collective groups of SLPS students. Community Partners that will be considered under this Request for Qualification (RFQ) will include large scale programs as well as smaller programs.

The purpose of this RFQ is to provide an equitable landscape for all students to have access to Community Partners that will help them achieve. The goal of this RFQ is to match quality programs in our community with schools and ensure alignment to the District's Four Student Goal Areas that include literacy, math, college and career readiness, and student wellbeing.

Saint Louis Public Schools wants to support our community organizations in the process and has made a FAQ sheet available on our website. Assistance will be available to answer questions by emailing Erin.Kane@slps.org until April 15, and the District has created other useful tools that can be found on the District's Partnership webpage.

I. Summary

The Saint Louis Public Schools (SLPS) is requesting Requests for Qualifications (RFQ) from all interested community-based organizations (CBOs), Non-profits organizations (NPOs) and other entities to serve as a Service Provider/Partner in designing, planning, coordinating and operating an effective and high-quality program that supports and aligns with SLPS's Four Student Goal Areas (Literacy, Math, College and Career Readiness, and Student Wellbeing). Each proposal received in response to this RFQ will be evaluated on the criteria described herein. All responses must be submitted through the online portal and must include all elements described in the RFQ Content and Format Requirements section of the RFQ.

II. Background

Ensuring that every student graduates college, career, and community ready. Those selected as Community Partners will be committed to the goals of SLPS's 4 Student Goal Areas. Community Partners will be invested in providing programs that complement the regular school day program and support SLPS overall goals and priorities for student achievement, health, and well-being. Selected Community Partners will be committed to working in close partnership with the Partnerships office and host school site. The Community Partner will work in close partnership with a school community to design and implement a high quality program for the school's children and youth. Community Partner responsibilities include, but are not limited to, the following list:

- a. Ensure the program meets compliance requirements set forth by SLPS and the Missouri State Standards when applicable
- b. Develop program plans in close collaboration with school leadership and district personnel
- c. Align program services to the school's goals and priorities as well as the [District's Four Student Goal Areas](#)
- d. Leverage additional grant dollars and in-kind resources for the program
- e. Become an integral partner in the school community
- f. Ensure the program reflects quality standards
- g. Hire, supervise, train and support program staff
- h. Engage in partnership with the SLPS Office of Development and Partnership on district expanded learning initiatives, sustainability efforts, and quality improvement system building work

III. General Conditions

- A. **Prime Responsibility:** The selected Community Partners(s) will be required to assume full responsibility for all services and activities offered in its/their proposal, whether or not provided directly. Further, the District will consider the selected Community Partners(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- B. **Assurance:** The Community Partner must guarantee that services provided will be performed in compliance with all applicable local, state and federal laws and regulations pertinent to this Publish RFQ.
- C. **Community Partner Policy:** The selected Community Partner(s) will be required to adhere to SLPS's Community Partnership Policy and submit upon request any documents under this policy.
- D. **Performance-Based Contracts:** If a Community Partner is selected for a MOU with SLPS, the MOU will be performance based. Performance-Based Contracts: Contracts that are developed by the District with clear purpose and requirements of the work to be performed. The requirements set forth are clear, specific and with measurable outcomes. All contracts must include the following information: a) required outcomes or results – Measurable results and/or outcomes for conducting the project. The Performance-Based Contract will describe and establish numeric value to each outcome and related funding implications; b) Performance standards – Standards for completeness, accuracy and timeliness for the project; and c) Monitoring Methods – The methods and timeline used to monitor and report on performance.
- E. **Benchmarks and Performance Metrics:** Community Partners will be expected to meet mutually agreed upon benchmarks and performance targets in the following performance domains. The District will review the performance targets and establish numeric value to each performance domain in collaboration with the Community Partner. The Community Partner also agrees to use the School Improvement Plan/Problem of Practice (from each host school) and the District's Four Student Goals to inform the performance targets and benchmarks. The Community Partners will be required to adhere to accountability requirements that include providing the District with a full listing of participation targets, activities, and results as it relates to the scope of work.
- A. **SLPS reserves the right to:** The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor. To request clarification of any submitted information. Request meetings for additional information. Not to select any applicant or enter into any agreement. Amend or cancel this process at any time. Interview

applicants prior to award and request additional information during the interview. Negotiate a multi-year contract or a contract with an option to extend the duration Award more than one contract if it is in the best interest of SLPS. Issue a similar RFQ in the future.

- B. **Award:** Saint Louis Public Schools reserves the right to award based on District alignment and student impact. The District reserves the right to award to a single organization or to split the award between multiple organizations.
 - C. **Insurance:** Prior to commencement of services, the Community Partners must provide evidence of the certificates of property damage in the amount of \$100,000 and general liability insurance in the amount of \$2,000,000 with Saint Louis Public Schools. The Community Partner will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.
 - D. **Unlawful Influence:** An organization shall not, under penalty of law and immediate disqualification of the proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the evaluation process.
 - E. **Independent Contractor:** It is understood that the organization is an independent contractor supplying services to the District. Neither the organization nor its employees shall represent themselves to be employees, agents, representatives, partners or joint ventures of the District for any purposes whatsoever. The organization shall comply with all federal, state and local laws, regulations and ordinances, including but not limited to, the compliance with all employment tax requirements for withholding and all applicable state and federal employment and workers' compensation laws, including but not limited to Missouri's Prevailing Wage Law. The District shall not withhold taxes from the organization's compensation. The District shall not be construed to be the organization's employer, nor be held liable for any obligation as an employer.
- References:** A list of references utilizing your services, minimum of three references. Include the name of an individual to contact, along with email and telephone number.
- F. **Hold Harmless:** The organization agrees, to the extent permitted by law, to defend, indemnify and hold the Board of Education, its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or any and all causes of action of every kind and character in connection with or arising directly or indirectly out of the agreement and/or the performance hereof.

- G. **Governing Law and Venue:** All contractual agreements shall be subject to, governed by and construed according to the laws of the state of Missouri. Venue for any litigation shall be the St. Louis City Circuit Court.
- H. **Non-Discrimination Clause:** No organization request shall in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
- I. **Equal Employment Opportunity:** The organization not discriminate against any employee or [applicant](#) for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The organization will take affirmative action to ensure that [employees](#) are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.
- J. **Background Checks:** The organization agrees to obtain and, upon request, submit clear criminal and child abuse checks for all employees prior to their presence on school premises.
- K. **Contract:** The final award is contingent on negotiations of a contract acceptable to the Board of Education.

IV. Selection Procedures

All statements of qualifications will be evaluated based on the following criteria.

Criteria	Possible Points
Description of Services- overall approach to providing services and alignment to District Goals	40
Qualifications and accessibility of project team	25
Experience and track record in providing similar services	20
Overall strength and stability of the organization	15
Total	100 Points

V. Inquiries

Questions regarding this Request for Qualifications should be sent to Director of Development at Erin.kane@slps.org no later than April 15, 2024 at 5:00PM. Questions will be answered via addendum.

An optional, information session will be offered. Organizations are encouraged to attend this information session to ask questions and learn more about the solicitation. If you are interested in attending this information session, please contact Director of Development, Erin Kane.