

Notice of Request for Proposals

Social Emotional Learning Services RFP No. 1124

Notice is hereby given that Pathways In Education - Arizona, Inc. (hereinafter referred to as “**PIE-AZ**”) is requesting proposals for a provider of **Social Emotional Learning** services (hereinafter referred to as “**Proposer[s]**”) to assist with PIE-AZ’s operation of its charter school programs in Maricopa County, Arizona.

Proposers should not construe from this notice that PIE-AZ intends to enter into a contract with the Proposer unless, in the opinion of PIE-AZ, it is in the best interest of PIE-AZ to do so. PIE-AZ reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at

PIE-AZ’s website at <https://az.pathwaysineducation.org/>

To request the RFP documents by email please contact:

Yvonne Weaver-Hafner, Principal
2226 N. 7th St.
Phoenix, AZ 85006
yhafner@pathwaysedu.org
480-387-7577

PIE-AZ will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period. All questions or requests for clarifying information about the RFP are due by **Wednesday, March 27, 2024**, via email to **Yvonne Weaver-Hafner**, Principal at: yhafner@pathwaysedu.org.

Proposers must submit proposals via email to Yvonne Weaver-Hafner, Principal, at yhafner@pathwaysedu.org labeled:

“Proposal – Social Emotional Learning Services [RFP No. 1124]”

PIE-AZ will accept all proposals received on or before Friday, April 5, 2024 at 5:00 pm MST. PIE-AZ will not accept proposals that are received after the deadline.

PIE-AZ reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. PIE-AZ will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of PIE-AZ. Following the review and analysis of all responsive proposals, PIE-AZ staff will make a recommendation to the PIE-AZ Board of Directors at a duly noticed board meeting.

**REQUEST FOR PROPOSAL
for
Social Emotional Learning Services**

**RFP No. 1124
Social Emotional Learning Services**

by

Pathways In Education - Arizona, INC.

EMAIL ALL PROPOSALS TO:

Yvonne Weaver-Hafner

Pathways In Education - Arizona, Inc.
yhafner@pathwaysedu.org

Request for Proposal

Table of Contents

INTRODUCTION/PURPOSE OF SOLICITATION	3
BACKGROUND/SCOPE OF WORK	4-6
SCHEDULE OF EVENTS	7
GENERAL INSTRUCTIONS FOR PROPOSERS	8-9
PROPOSAL REQUIREMENTS	10-11
EVALUATION OF PROPOSALS	12
ATTACHMENTS	
Attachment A Attachments Checklist	14
Attachment B Minimum Qualifications	15
Attachment C Proposal Questionnaire	16
Attachment D Proposer References	17
Attachment E Authorization Agreement	18
Attachment F Fee Proposal	19

Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of **Social Emotional Learning** services (collectively referred to herein as “Service Provider”) that will provide Pathways In Education - Arizona, Inc. (hereinafter referred to as “PIE-AZ”) with assistance in the operation of its Arizona public charter school located in Maricopa County, Arizona. The Service Provider will provide services to PIE-AZ as described in RFP Exhibit 1, Scope of Work.

Through this RFP, PIE-AZ seeks to promote maximum open and free competition consistent with applicable federal and state laws and standards. Outlined below are examples of basic competitive bidding standards PIE-AZ will use in the issuance of this RFP:

- PIE-AZ is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- PIE-AZ released this RFP to benefit PIE-AZ and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by PIE-AZ of the Proposer who meets PIE-AZ’s requirements, as determined by PIE-AZ when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Service Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. PIE-AZ will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibit, and PIE-AZ responses to questions before submitting a proposal.
- Ask appropriate questions or request clarification before the deadline in the RFP.
- Submit all required responses by the required deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify PIE-AZ of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify PIE-AZ of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Background

The Pathways In Education - Arizona, Inc. school proudly serves over 150 students and their families at our Phoenix location. Our area covers approximately 500 miles across Maricopa County. Pathways In Education- Arizona, Inc is a year-round public charter school that serves 9th grade to 12th grade students, who range in age from 14 to 20 years of age.

At Pathways In Education-Arizona, Inc our mission is to equip our students with the academic and personal skills necessary to graduate with a high school diploma prepared for postsecondary education in a 21st century workforce. We accomplish our mission by providing a safe, nurturing, and equitable environment for our students and by offering individualized instruction, 1:1 support, blended learning, flexible scheduling, dual enrollment, experiential learning, postsecondary counseling, and multiple curriculum modalities aligned to Arizona State Standards. Our school is designed to serve an alternative population including students who are considered at-risk youth, disconnected or truant, academically behind their peers, pregnant or parenting, full-time workers, foster or homeless youth, or dealing with behavioral challenges, mental health issues, or bullying. We serve students who were not successful in a traditional school setting and who need an alternative approach to achieve their goals and dreams.

As students have returned to the learning center post-COVID pandemic, qualitative school data indicates a need for social emotional learning to empower students in their ability of self-awareness, self-management, relationship skills, and decision making skills.

Learning Center Location

2226 N 7th St
Phoenix, AZ 85006
(602) 626-7057

Scope of Work

I. Services

- A. Provide guided, participation-based learning through bi-weekly group sessions around key social and emotional skill development that includes active skill practice or improves their capacities for:
 - i. Self Awareness: Recognizing one's emotions and values as well as one's strengths and limitations
 - ii. Self Management: Managing emotions and behaviors to achieve one's goals Social Awareness: Showing understanding and empathy for others
 - iii. Relationship Skills: Forming positive relationships, working in teams, and dealing effectively with conflict
 - iv. Responsible Decision-making: Making ethical, constructive choices about personal and social behavior.

II. Duration of Services

- A. Bi-weekly group sessions will be conducted, for a total of 8 group sessions.

**Schedule of Events
for
RFP No. 1124**

- Release of RFP Monday, March 25, 2024
- Proposer Question Submission Deadline Wednesday, March 27, 2024
- PIE-AZ Provides Answers Tuesday, April 2, 2024
- Deadline for Submission of Proposal Friday, April 5, 2024
- Proposals Evaluated Tuesday, April 9, 2024
- Board Meeting – Proposal Approval May TBD

PIE - AZ will make every effort to adhere to the schedule. However, PIE – AZ’s management reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at <https://az.pathwaysineducation.org/>.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy PIE – AZ's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all or part of the services described within this RFP.
3. PIE - AZ may reject a proposal if the proposal is conditional or incomplete, deemed non responsive, or if it contains any alterations of form or other irregularities of any kind. PIE - AZ may reject any or all proposals or waive any immaterial deviation in a proposal. PIE - AZ 'waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge PIE - AZ for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to PIE - AZ, signed by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page ii of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. PIE - AZ may modify the RFP prior to the date given for submission of proposals by posting an addendum on the school website. PIE - AZ will notify Proposers so they can obtain any addenda from PIE - AZ 's website, or request it by email.
8. PIE - AZ reserves the right to reject all proposals for any reason and at PIE - AZ 's discretion. PIE - AZ is not required to award a contract.
9. Any proposals and resulting contract(s) will be public documents reviewed by the PIE - AZ Board of Directors at a public meeting. Proposers understand that such documents will not be kept confidential.
10. PIE - AZ will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause PIE - AZ to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, PIE - AZ will not consider any of the participants of such collusion in this or future solicitations.
11. PIE - AZ will not consider a joint proposal submitted by two or more entities.
12. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

13. All proposals shall include the forms provided as attachments to this RFP. Proposers may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
14. PIE - AZ shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened late proposals to the respective Proposers.
15. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
16. Proposers may submit their questions regarding the information presented in this RFP to Yvonne Weaver-Hafner in writing by email at yhafner@pathwaysedu.org, no later than 5pm on the date set forth above. PIE - AZ will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Proposers may not contact PIE - AZ employees directly to ask questions.
17. PIE - AZ representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
18. PIE - AZ reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided PIE - AZ considers such negotiation to be in its best interest.

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement.
8.	Fee Proposal

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. PIE - AZ may reject the proposal if the Proposer fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (*e.g.*, corporation, partnership, etc.)
- Proposer's Sam.gov UIED number, Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to PIE - AZ
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary; marking the proposal as proprietary does not mean that PIE - AZ can keep it confidential.)
- The following certification: By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. **Table of Contents**

- Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

3. **Attachments Checklist**

- The Proposer shall include all documents identified in the Attachments Checklist (Attachment A). PIE - AZ may reject proposals that do not include the proper required attachments.

4. **Minimum Qualifications**

- PIE - AZ will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment B).

5. **Proposal Questionnaire**

- The Proposal Questionnaire (Attachment C) is intended to provide PIE - AZ with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

6. **Proposer References**

- Proposers must provide two references on the Proposer References form (Attachment D). PIE - AZ reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

7. **Authorization Agreement**

- The Proposer or their authorized representative must sign the Authorization Agreement (Attachment E) and return it with the proposal package.

8. **Fee Proposal**

- The Proposer must complete the Fee Proposal (Attachment F) and return it with the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, PIE - AZ may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause PIE - AZ to reject that proposal; however, PIE - AZ may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, PIE - AZ will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

PIE - AZ will open proposals to determine if they contain all the required information in accordance with this RFP. PIE - AZ will evaluate qualifying proposals using the following criteria:

1. Adherence to RFP Instructions	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Timeliness	0	0	0	
Completeness	0	0	0	
Overall Quality & Level of Professionalism	0	0	0	
Overall Response	0	0	0	
Average Score	0	0	0	
2. Vendor Information	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Aggregated spending with vendor has been verified for the proposed fiscal obligation timeline.	0	0	0	
Organizational Structure	0	0	0	
Experience with Similar Companies or schools	0	0	0	
Has not been disbarred or suspended from doing business with any federal agency	0	0	0	
At least 2 References	0	0	0	
Valid Sam.gov	0	0	0	
Average Score	0	0	0	
3. Project/Service Understanding	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Overall Comprehension of Project/Service Objectives	0	0	0	
Understanding of the school Requirements	0	0	0	
Understanding of the school mission	0	0	0	
Average Score	0	0	0	
4. Requirements	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Completeness of Vendor Response	0	0	0	
All attachments present and organized				
Vendor Ability to Meet Requirements	0	0	0	
Average Score	0	0	0	

5. Product/Service Viability & History	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Product/Service Is Sustainable	0	0	0	
Product/Service Roadmap	0	0	0	
Product Development Life-Cycle	0	0	0	
Average Score	0	0	0	
6. Terms & Conditions	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Detailed description of how services will be provided	0	0	0	
Terms & Conditions	0	0	0	
Purchase/Service Agreement Details	0	0	0	
Average Score	0	0	0	
7. Vendor Product/Service Demonstration	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Aligns with School Mission	0	0	0	
Vendor Ability To provide services required	0	0	0	
Flexibility, Tailorability, Extensibility	0	0	0	
Ability to Answer Proposal Questions	0	0	0	
Application Robustness	0	0	0	
Average Score	0	0	0	
8. Fee Summary	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
All costs are clearly identified	0	0	0	
Breakdown of fixed prices	0	0	0	
Breakdown of personnel costs	0	0	0	
Other Fees	0	0	0	
Average Score	0	0	0	

PIE - AZ will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. PIE - AZ will recommend awarding the contract to the Proposer with the highest total proposal score.

Attachment A

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to PIE - AZ. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
____ 1	Cover Letter
____ 2	Table of Contents
____ 3	Attachments Checklist
____ 4	Minimum Qualifications
____ 5	Proposal Questionnaire
____ 6	Proposer References
____ 7	Authorization Agreement
____ 8	Fee Proposal

Attachment B

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to PIE – AZ’s satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

Both the Proposer’s company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing **Social Emotional Learning** services.

Yes _____ No _____

2. The Proposer has knowledge and experience working with independent study charter schools.

Yes _____ No _____

3. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____ No _____

4. The Proposer has a valid Sam.gov UIED number

Yes _____ No _____

Attachment C

Proposal Questionnaire

This proposal questionnaire is intended to provide PIE-AZ with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing **Social Emotional Learning** services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of your company's experience with charter schools.
4. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.
8. Provide a copy of your company's Core Data sheet from Sam.gov

Attachment D

Proposer References

List at least two references to which the Proposer has provided **Social Emotional Learning** services within the past five year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment E

Authorization Agreement

Request for Proposal for **Social Emotional Learning** Services
RFP No. 1124

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable Arizona state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for PIE-AZ.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment F

Fee Proposal

COST BREAKDOWN

Proposer Instructions

Provide a breakdown of all costs included in the fixed price, including personnel costs.

Clearly identify all costs

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		