

Request for Proposal – Before and After School Programming

Goffstown School District Request for Proposal for Before and After School Programming

For the Goffstown NH School District
11 School Street
Goffstown, NH 03045
603 497-4818

Submission Due Date: April 28, 2017 The School District of Goffstown NH invites qualified contractors to submit a proposal to operate before (AM) and after school (PM) programs for the Bartlett Elementary School located at 689 Mast Rd. in Manchester, NH and the Maple Avenue Elementary School located at 16 Maple Avenue in Goffstown. Copies of the RFP are available at the Goffstown School District Business Office, located at 11 School Street, Goffstown, NH 03045 or on the School District's website, www.goffstown.k12.nh.us. Proposals may be delivered in person or by USPS to the Goffstown School District Business Office, 11 School Street, Goffstown, NH 03045. All proposals must be received by 3:30PM EDT to be considered a responsive proposal. The school district reserves the right to extend this deadline by providing a written addendum to the Request for Proposal. ***Proposals submitted by facsimile or electronic mail will not be considered.***

Request for Proposal (RFP Invitation)

The Goffstown School District requests proposals for both a before (AM) and after school (PM) program for the Bartlett Elementary School located at 689 Mast Rd. in Manchester, NH and the Maple Avenue Elementary School located at 16 Maple Avenue in Goffstown. The initial period for this contractual arrangement will be for one year, beginning September 1, 2017 with two additional option years potentially extending the contract through June 30, 2020. The Goffstown School District desires a supervised schedule of educational activities and before/after school care for children for those families requiring such a service. The elements of the desired educational activities are discussed within the Program Requirements section. Contract award will not be based upon lowest bid but will be made upon best perceived value to the school district, students and families utilizing the program.

The school district will provide space for the program at both the Bartlett and Maple Avenue Elementary Schools for an annual rental fee of \$2000 for each location. Of the total \$4000 annual rental fee, \$2000 will be payable to the Goffstown School District by November 1 and \$2000 payable by April 1 of each program year. The space to be made available to the program will consist of the gymnasium, to be determined classroom space, and the playground at each of the schools. Other facilities, such as the Library /

Request for Proposal – Before and After School Programming

Information Center, may be available to the program upon approval by the school's principal. The number of children participating in the program cannot exceed 50 unless approved by the school's principal. At the option of the Goffstown School District, the program may be renewed for up to 2 years provided mutually agreeable terms can be arranged.

The Contractor would be solely responsible for the program's content and activities and would need to provide a certificate of insurance in the amount of One Million Dollars (\$1,000,000.00), naming the Goffstown School District as an additional insured – primary coverage, during the complete term of the agreement. In addition, the Contractor would need to provide a copy of their child care program license and will be required to operate the program in accordance with PART He-C 4002, NEW HAMPSHIRE CHILD CARE LICENSING RULES.

Responses to the invitation are to be addressed to:

Goffstown School District
Attn: Business Administrator
11 School Street
Goffstown, NH 03045

The Contractor's response to this invitation can be delivered personally or by USPS no later than 3:30PM on April 28, 2017 and must remain valid for 60 days. The envelope must be marked in the lower left-hand corner with the following notation:

RFP – Elementary School Before and After School Program

Proposal openings will not be public. While price will be a substantial factor in awarding the contract for services, the Goffstown School District expressly reserves the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit to the users. The response must include your proposed program flyer including hours of operation, program registration and rate sheet information as well as a listing of program activities. You are also requested to comment upon the Program Requirements section indicating which (if any) of the listed requirements would not become part of your proposed program.

Program Requirements

After School Program

The following are the requirements we are looking for in an elementary school After-School Program.

1. The after school program will provide a structured activity time.
2. The after school program will provide numerous opportunities for students to increase their level of understanding of academic-based concepts and recreational activities in order to develop academic, personal and social skills, including:

Request for Proposal – Before and After School Programming

- a. Homework help and mentoring
 - b. Literacy programs and projects such as storytelling, drama and writing
 - c. Integrate arts, including arts and crafts, music and movement
 - d. Sports and recreational activities
 - e. Games and activities that are fun and challenging
 - f. Offer engaging and interesting learning workshops
 - g. Community service activities
3. Safety is a primary requirement of the after school program.
 4. The staff should be qualified and alert in their supervision.
 - a. According to the 504 regulations dealing with school involvement in programs, the program must be able to meet the needs of students with disabilities.
 5. The program should have professional and trained staff that interacts and engages with children.
 6. The program should maintain a cooperative and supportive attitude and a structured environment.
 7. Program must maintain regular contact with parents to involve them in their children's after-school learning through newsletters, reports, and informal conversations with parents as they arrived to pick up their children.
 8. The program will run from the end of the school day until 5:30 PM.
 9. It is recommended to have one staff member per 10-12 students.

Sample Program Schedule

2:40–3:00	Snack & hang-out
3:00–3:30	Homework Help and Activity 1
3:30–4:00	Homework Help and Workshop
4:00–4:20	Recess/Break
4:20-5:00	Tutoring and Activity 3
5:00-5:30	Final Activity

Before School Program

Sample Program Schedule

7:00	Arrival table games and arts activities
7:45	Group Activity
8:00	Clean-up and dismissal to school staff.

Request for Proposal – Before and After School Programming

Questions Regarding the RFP

Questions about the RFP, its content, proposal format or any other question deemed necessary to submit a responsive proposal must be submitted by April 19, 2017, in writing to:

Goffstown School District
Attn: Business Administrator
11 School Street
Goffstown, NH 03045

Or by EMAIL to:

ray.labore@sau19.org

Contract Award

After a review of qualifications based upon the requirements contained within this RFP and the successful completion of fee and contract negotiations, a recommendation for award of the contract will be made to the Goffstown School Board. The Goffstown School District reserves the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit to the users. The District reserves the right reject any and all proposals or to accept other than the lowest priced proposal, and to waive any informalities, omissions, excess wording, or technical defects found within submitted proposals, if in the opinion of the District, such action would be in their best interest. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety this RFP.

This Request for Proposal does not commit the District, the Superintendent of Schools, the Goffstown School Board, the District Business Office, the evaluation committee or any other persons to pay costs incurred in the preparation and submittal of a proposal and does not commit the District to procure or contract for materials and services.