Navigating the Request for Proposals Process
21st Century Community Learning Centers Overview
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Introductions

Grants Management Team

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Questions

• Please use the sticky notes provided and place all questions in the “Parking Lot”.
• Questions will be answered at the end of the session.
What is a Request for Proposal?
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**RFP** – is a document from an agency or company interested in procurement of a commodity, service, or valuable asset. The document solicits a proposal from potential suppliers able to provide the commodity, service or valuable asset to the agency or company.
Why is a Request for Proposal Used?

• To seek competitive proposals.

• For procurement of services when experience and knowledge are important elements in selection.

• To evaluate cost, but cost is not the only factor.

• When soliciting solutions to a defined operational or functional need.

• When seeking expert solutions to remedy a problem through a competitive process.
What Law Applies to RFPs?

Title 39, Public Finance
Chapter 17, Louisiana Procurement Code

Part III – Source Selection and Contract Formation

R.S. 39:1595 Competitive sealed proposals
Consulting and Social Services:
When is an RFP required?

Professional Services

Consulting services of $50,000 + over 12 months

Social services of $250,000 + over 12 months
• Agencies are responsible for developing RFPs and the Office of State Procurement (OSP) recommends revisions.
• Prepares and submits the newspaper advertisement.
• The agency posts the RFP to the Louisiana Procurement and Contract Network (LaPac). Vendor notice is required by law.

https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm
RFP...Next Steps

• The agency conducts a pre-proposal conference.

• Q&A – Potential proposers can submit written questions. Answers are posted to LaPac as an Addendum.

• Proposal responses are submitted to the agency at the listed due date and time.

• The agency receives all proposal responses and conducts administrative review.

• Evaluation is conducted by the agency. The agency is responsible for assembling an evaluation team.
Award Recommendation and Notification

• Effective July 1, 2017, OSP must concur in agency’s award recommendation prior to announcement. The agency sends a Notice of Intent to Award and regrets to proposers.

• Contract negotiating – OSP reviews all contracts.

• Protests/Appeals

Effective January 1, 2015, OSP Chief Procurement Officer handles protests, rather then the Agency head.

Appeals are lodged with the Commissioner of Administration.
21st CCLC Overview
Purpose of 21\textsuperscript{st} CCLC

According to Section 4201:

The purpose is to provide opportunities for communities to establish or expand activities in community learning centers that –

1. Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
Purpose of 21st CCLC

2. Offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or
3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.
Community Learning Center?

The term ‘community learning center’ means an entity that—

(A) assists students to meet the challenging State academic standards by providing the students with academic enrichment activities and a broad array of other activities (such as programs and activities described in subsection (a)(2)) during non-school hours or periods when school is not in session.
The Community Learning Center should...

(i) reinforce and complement the regular academic programs of the schools attended by the students served; and

(ii) are targeted to the students’ academic needs and aligned with the instruction students receive during the school day; and

(iii) offers families of students served by such center opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.
Purpose of 21st CCLC RFP

The purpose of the 21st Century Community Learning Centers (21st CCLC) Request for Proposals (RFP) is to solicit proposals from current, successful 21st CCLC providers, and eligible public and private schools and organizations interested in offering after-school services through 21st CCLC.
Eligible Entity

The term ‘eligible entity’ means a local educational agency, community-based organization, Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b)), another public or private entity, or a consortium of 2 or more such agencies, organizations, or entities.
What’s in a 21st CCLC RFP?

- Description of Activities
- Assurances
- Partners
- Population
- Schools/sites
- Budget
Section 4204 – Local Competitive Subgrant Program
Applications shall include:

• an assurance that the program will take place in a safe and easily accessible facility;

• a description of how students participating in the program carried out by the community learning center will travel safely to and from the center and home, if applicable; and

• a description of how the eligible entity will disseminate information about the community learning center (including its location) to the community in a manner that is understandable and accessible;
Application Contents

• a description of how such activities are expected to improve student academic achievement as well as overall student success;

• a demonstration of how the proposed program will coordinate Federal, State, and local programs and make the most effective use of public resources;
Application Contents

• An assurance that the proposed program was developed and will be carried out –
  • in active collaboration with the schools that participating students attend (including through the sharing of relevant data among the schools), all participants of the eligible entity, and any partnership entities;
  • in alignment with the challenging State academic standards and any local academic standards.
  • a description of how the activities will meet the measures of effectiveness described in section 4205(b);
• an assurance that the program will target students who primarily attend schools eligible for schoolwide programs under section 1114 and the families of such students;

• a description of the partnership between a local educational agency, a community-based organization, and another public entity or private entity, if appropriate;

• an evaluation of the community needs and available resources for the community learning center, and a description of how the program proposed to be carried out in the center will address those needs (including the needs of working families);
Application Contents

• a demonstration that the eligible entity will use best practices, including research or evidence-based practices, to provide educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development of the students;

• a description of a preliminary plan for how the community learning center will continue after funding under this part ends; and

• an assurance that the community will be given notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application.
21st CCLC Scope of Work/Services

- Approximately $18 million in funding – contingent upon Louisiana's federal award
- Awards are for a 36 month period (3 years)
- $1500 per student
- Maximum Sites - 4
- Afterschool and Summer
Questions?
Grants Management
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