



## **Mastery Charter Schools Request for Proposals**

*Summer 2023 External Program Partnerships*

*Camden Campuses*

### **Request for Proposals Introduction**

Mastery Charter Schools is inviting local external organizations to provide engaging, high quality and fun in-person enrichment programming to our K-12 students this summer. These services will complement Mastery-led K-12 academic programming across our schools. This spring, Mastery campuses will gather registration information from families and students to inform planning.

Contingent upon funding, Mastery anticipates the contract term to be from approximately June 12 - August 4, 2023.

Mastery is seeking to partner with high-quality external organizations with the capacity, talent, expertise and experience to deliver outstanding summer programming to our students in Philadelphia and/or Camden.

### **Background on Mastery Charter Schools**

At Mastery Charter Schools, we believe educational inequity is the most pressing social problem facing our country and the civil rights issue of our day. Mastery exists to help solve this problem. Our ultimate goal is to create a model urban school district that serves all students with excellence. We are organized around one driving mission: All students learn the academic and personal skills they need to be truly prepared for postsecondary success and able to pursue their dreams. To fulfill this mission, we attend to the whole child – academically and emotionally – matching high expectations for students with high levels of support.

Mastery Charter Schools is a nonprofit network of more than 24 schools serving over 14,000 students in Philadelphia and Camden. We are the largest turnaround school operator in the nation and have been lauded by President Obama and the US Department of Education for our ability to dramatically boost academic achievement in historically low-performing schools.

We know neighborhood schools matter and that all students deserve access to a great education.

### **Mastery's Vision for Summer Learning**

All Mastery schools will provide K-12 students with robust summer learning programming that includes:

- Engaging, joyful and student-centered instruction
- Fun and engaging enrichment opportunities aligned with student interests
- Meaningful two-way partnerships with families & students

## Scope of Services

We are seeking organizations able to provide support in staffing and operating summer programs according to the following parameters:

- **Program Components:** We are seeking organizations that may provide one or more of the following programs to our students. In your proposal, please clearly state which of these services you plan to offer (which may include one or more component depending on the capabilities of your organization):
  - **Academic enrichment programming** (Ex. Science, social studies, STEM, coding, robotics, social justice, music, dance, art, electives, etc.) for interested students
  - **Non-academic programming** (Ex. Play, sports, swimming, etc.) for interested students
- **Program Delivery:** Organizations must deliver programming in-person to students (no virtual programming or hybrid programming options)
- **Age Group:** We are seeking organizations that can provide programming to K-12 students. Please specify in your proposal which ages and grade bands your services will support.
- **Scale:** Organizations should clearly state the total number of students and/or schools they can support through their services.
- **Program Dates:** In-person programming housed at Mastery campuses should be offered to students from July 6-28, 2023.
- **Daily Hours:** Organizations should provide summer programming that fits within the bounds of a typical school day with a start time of 8:30 am and end time by 3:30 pm on weekdays. Typically, Mastery schools prefer to provide academic programming in the morning and enrichment programming in the afternoon. There is flexibility on daily hours of programming based on constraints identified by organizations in their proposal.
- **Program Location:** Mastery prefers that programs be offered directly at one of our campuses so that students can participate in Mastery-led academic programming in the morning and enrichment programming led by external organization partners in the afternoons. We will also consider proposals for programs provided at external locations in close proximity to the schools and neighborhoods we serve.
- **Tracking Program Participation & Effectiveness:** Organizations will need to closely monitor and maintain accurate records for student enrollment, attendance and participation and agree to administer a Mastery perception survey to families and students and share data with Mastery staff.
- **Materials:** Students will have access to computers and consistent Internet access at our campuses if needed to support enrichment programming. Organizations should provide any additional curricular materials and/or any equipment required to operate programs to Mastery students.
- **Meals:** Mastery will be equipped to provide breakfast and lunch to our students this summer free of charge for organizations seeking to house programs at one of our campuses.

## **Timeline**

Mastery expects to follow this timeline for this RFP process:

- May 2 - post RFP to Mastery website and begin accepting proposals
- May 19 - proposals due
- June 9 - organizations notified if they will be selected for summer enrichment programming

\*Note: this timeline may be subject to change

## **Required Content for Proposals & Submission Instructions**

*Interested organizations should email their proposal to [kevin.zimmer@masterycharter.org](mailto:kevin.zimmer@masterycharter.org) by May 19 at 5 pm:*

- General summer program overview
- Proposed approach for providing enrichment programming and/or non-academic programming
- Staffing and capacity plan for how the organization will staff and operate this program over the summer
- Proposed budget, included expected costs for planning and implementation broken down by specific categories for staffing, program management, materials and any other relevant categories that align with your proposal
- Any additional information and documentation that will strengthen your summer learning proposal

Proposals should be clear, concise, complete and well-organized.

## **Proposal Evaluation Criteria**

Mastery will use (but will not be limited to) the following criteria to evaluate proposals:

- Strong track record of success and positive outcomes with Black and/or Latinx students from low-income communities
- Potential for programming to provide an engaging, joyful and fun experience for Mastery students
- Depth of commitment to strong student and family engagement leading up to and during summer programming
- Scale for how many students and/or schools your organization can serve
- Organizational capacity to deliver on strong planning and implementation of summer programming on an accelerated timeline
- Cost effectiveness
- Clarity, organization and comprehensiveness of proposal

## **Organization Requirements**

All organizations that submit proposals must adhere to the following requirements:

- Demonstrate financial stability

- Have adequate staffing capacity in place to deliver on commitments outlined in proposal
- Identify primary points of contact who will lead and coordinate this work with Mastery
- Responsive and frequent ongoing communication and collaboration with Mastery central office staff and school leaders at each Mastery campus to align and coordinate on this work
- Flexibility to adapt and tailor planning and implementation to align with Mastery network and school goals
- Adherence to all Mastery policies related to diversity, equity and inclusion (see more information on this in the Mastery’s Equity Vision section below)
- Mastery Schools requires, in accordance with New Jersey and Pennsylvania laws, that all employees and employees of our vendors/contractors who provide supports and services for Mastery students complete the criminal and child abuse background checks required by the state of which services are being rendered prior to working in our schools and/or external locations that provide summer programs. Vendors/contractors must also represent that neither it, nor any of its owners or employees, have been convicted of, nor indicted for, a crime related to public or charter school education, or listed by a federal agency as debarred, excluded, or otherwise ineligible for participation in a public or charter school. Contractor must agree to notify Mastery in the event of any such conviction, indictment, listing or notification arising during the contract term.
- Mastery Charter Schools and Mastery Schools of Camden comply with 2 CFR 200.321: Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. If you qualify for WMBE status, please submit your certificate with your proposal or bid documents.

**Mastery Campuses (Camden):**

<b><u>Campus</u></b>	<b><u>Address</u></b>
<b>Mastery High School of Camden</b>	<b>800 Erie Street, Camden NJ 08102</b>
<b>Cramer Hill</b>	<b>1001 N. 17<sup>th</sup> Street, Camden NJ 08015</b>
<b>Molina Lower</b>	<b>415 N. 9<sup>th</sup> Street, Camden NJ 08102</b>
<b>Molina Upper</b>	<b>601 Vine Street, Camden NJ 08102</b>

<b>McGraw</b>	<b>3051 Freemont Ave, Camden NJ 08105</b>
<b>East Camden Middle</b>	<b>3064 Stevens Street, Camden, NJ 08105</b>

**Mastery's Equity Vision:**

We believe that diversity, equity, and inclusion are essential to achieving our mission.

We strive to be an anti-racist school district that eliminates the inequities in academic achievement that limit our students' choices; that cultivates classrooms where every student is affirmed, supported, and held to high expectations; and that nurtures a diverse organization where students, staff, and families are valued, respected, and included.

**Questions / Closing**

Please email [kevin.zimmer@masterycharter.org](mailto:kevin.zimmer@masterycharter.org) if you have questions about this RFP. We are looking forward to reviewing proposals- thank you for considering this incredible opportunity to provide dynamic summer learning experiences for our students!

## **Mastery's Rights and Options**

Mastery reserves the following rights, which may be exercised at Mastery's sole discretion:

- To supplement, amend, substitute or otherwise modify this RFP at any time
- To cancel this RFP with or without the substitution of another RFP
- To take any action subject to this RFP that would be in the best interests of Mastery
- To issue additional requests for information
- To require one or more Contractors to supplement, clarify or provide additional information in order for Mastery to evaluate the Proposals submitted
- To conduct investigations with respect to the qualifications and experience of each Contractor
- To waive any defect or irregularity in any Proposal received
- To reject any or all Proposals
- To award all, none, or any part of the Services that is in the best interest of Mastery, with one or more of the Contractors responding, which may be done with or without re-solicitation
- To discuss and negotiate with selected Contractors conditions in the proposals including but not limited to financial terms
- To enter into any agreement deemed by Mastery to be in the best interest of Mastery Charter Schools with one or more of the Contractors responding to this RFP

## **RFP not an Offer**

This RFP does not constitute an offer by Mastery. No binding contract, obligation to negotiate, or any other obligation will be created on the part of Mastery unless Mastery and the Contractor execute a Contract. No recommendations or conclusions from this RFP process concerning the Contractor will constitute a right (property or otherwise) under the Constitution of the United States, case law, or statutory law of New Jersey.

## **Right to terminate discussions**

The Contractor's participation in this process might result in Mastery selecting the Contractor to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by Mastery to execute a Contract or to continue discussions. Mastery can terminate discussions at any time and for any reason.

## **Requirement for representation as to accuracy and completeness of proposal**

Each Contractor will make the following representations and warranty in its Proposal Cover Letter, the falsity of which might result in rejection of its Proposal: "The information contained in this Proposal or any part thereof, including its Exhibits, Schedules, and other documents and instruments delivered or to be delivered to Mastery, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead Mastery as to any material facts."

## **Prohibited Discrimination**

Mastery is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, Prohibited Discrimination means discrimination in the solicitation, selection, and/or treatment of any sub-Contractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, Prohibited Discrimination also includes retaliating against any person, business or other entity for reporting any incident of Prohibited Discrimination. It is understood and agreed that not only is Prohibited Discrimination improper for legal and moral reasons, Prohibited Discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to Mastery and others. As a condition of entering into any Agreement, the Contractor will represent, warrant and agree that it does not and will not engage in or condone Prohibited Discrimination. Without limiting any rights Mastery may have at law or under any other provision of any Agreement, it is understood and agreed that a violation of this provision constitutes grounds for Mastery to terminate any such Agreement.

## **Additional Evidence of Ability**

Contractor will be prepared to present additional evidence of experience, qualifications, abilities, equipment, facilities, and financial standing. Mastery Charter reserves the right to request such information at any time during the Proposal evaluation period for this RFP.

## **No Collusion or Conflict of Interest**

By responding to this RFP, the Contractor will be deemed to have represented and warranted that the Proposal is not made in connection with any competing Contractor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud.

## **Proposal Terms Firm and Irreversible**

The signed Proposal will be considered a firm offer on the part of the Contractor.

However, Mastery reserves the right to negotiate price and services. All Proposal responses (including all statements, claims, declarations, prices and specifications in the Proposals) will be considered firm and irrevocable for purposes of future contract negotiations unless specifically waived in writing by Mastery. The Contractor chosen for award should be prepared to have its Proposal and any relevant correspondence incorporated into the Contract, either in part or in its entirety, at Mastery's election. Any false or misleading statements found in the Proposal will be grounds for disqualification.

## **Proposal Binding for 60 Days**

Each Proposal will contain a statement to the effect that the Proposal is a firm offer for sixty (60) calendar day period from the date of the opening. This statement must be signed by an individual authorized to bind the Contractor and include their name, title, address, and telephone number. On the

part of the Contractor, all prices quoted will be firm and fixed for the full Contract Period. Mastery reserves the right to ask for another offer before the bid award is finalized.

### **M/W/SBE Program**

Mastery Charter strongly encourages and supports utilization of MBE/WBE participation in this RFP process.

### **Use of Mastery's Name**

No advertising, sales promotion or other materials of the Contractor or its agents or representatives may identify or reference the Mastery Charter in any manner without prior written consent of Mastery.

### **No Bribery**

In submitting a response to this RFP, each Contractor certifies that neither it, any of its affiliates or Sub-Contractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, or in any other way coerced an officer or employee of Mastery in connection with the Contract.

### **Contractor's Obligation to Fully Inform Themselves**

Contractors or their authorized representatives are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting Proposals. Failure to do so will be at the Contractor's own risk.

### **Disclaimer**

Each Contractor must perform its own evaluation and due diligence, at its own expense, to verify all information and data provided by Mastery. Mastery makes no representations or warranties regarding any information or data provided by Mastery.

**It is the intent of Mastery to function as a contract monitor and coordinator only.** The Contractor will be responsible for ALL aspects of the programs outlined in their proposal. The Contractor will provide innovative, customer service oriented, organized management and well trained personnel for the schools. Contractor employees and sub-Contractors must act at all times in a professional manner. All Contractor employees and sub-Contractors must present a professional, clean and neat appearance and maintain personal hygiene, and a professional image at all times.

### **Each Party to Bear Its Own Negotiation Costs**

Each party will bear its own cost of negotiating this Agreement and developing the exhibits. Mastery Charter will not be charged for any Services or other work performed by the Contractor prior to the Effective Date for initiation of Services.