

Dr. Xernona Thomas
Superintendent



**Clarke County
School District**
Better Together

Dr. Jennifer Scott, Chief
Student and Family Support

STUDENT AND FAMILY SUPPORT * FAMILY AND COMMUNITY ENGAGEMENT

REQUEST FOR AFTER-SCHOOL ENRICHMENT PROPOSALS

After-School & Summer Programs for Youth 4-18 Years of Age

The Clarke County School District appreciates your interest in applying to be an approved provider of an After-School & Summer Enrichment Program for youth 4-18 years of age. CCSD feels strongly that high-quality and enriching after-school programming can have a positive impact on a child's life while also helping working parents. When managed properly, after-school programs help keep kids safe, help improve academic achievement, and promote positive youth development. We are including specifics regarding this proposal in order to help you in the application process. Prior to applying, please read all material and follow the guidelines presented within this document. Thank you in advance for your effort in helping serve students in our school system.

MISSION

In partnership with families and the community, our mission is to inspire students to achieve at high academic levels through challenging and innovative learning opportunities that support the development of students' individual talents.

TARGET PROVIDERS

This proposal process is targeted toward existing organizations (both not-for-profit and for-profit entities, businesses, universities, etc.) and adults (individuals not affiliated with any organization) who are interested in providing programs in CCSD elementary and high school after-school programs.

PROGRAM NEED/ PROGRAM CAPACITY

CCSD is seeking to establish several afterschool enrichment programs (i.e. music, drama, dance, fine arts, recreation) to serve youth between the ages of 4-18 in the paid Afterschool Program (ASP) [elementary schools only] and the CCSD 21st CCLC Pathways to Success Afterschool Program [elementary and middle schools]. These programs should serve multiple ages between the hours of 3-6 p.m. Schedules will be based on available funding and school needs.

SUBMISSION

Proposals will be accepted in person or by mail to 595 Prince Avenue, Athens, GA, 30606, Attention: Dr. Andrea M. Phillips, September and November 2022, through the close of business on the last day of these months.

TIMELINE

Proposals will be accepted in September 2022 and November 2022 through the close of business on the last day of these months. Proposals meeting the deadline will be reviewed the following month. A letter to all approved providers will be sent to approved providers. Announcements of approved providers will also be posted on the CCSD website.

FEES

Providers of elementary ASP programs may charge families for their services, or they may contract with schools to offer services without fees to families. This will allow families that do not have the resources to pay additional fees to have access to these services. Programs that charge families directly will be required to collect funds from families u their own staff. CCSD staff will not collect funds for other programs.

In addition, programs that collect funds directly from families will be required to pay the standard CCSD facilities usage fees as they are leveraging the facility outside of the afterschool program structure. Elementary and Secondary 21st Century Community Learning Centers (CCLC) programs are funded through the 21st Century Community Learning Centers grant and invoices for services are submitted to the 21st CCLC Program Office.

PROPOSAL REQUIREMENTS

The Clarke County Board of Education has invited any after-school school hours providers to submit proposals for furnishing any or all labor and materials to provide After School Enrichment Program services for the Clarke County School District. Proposals for these services will need to submit proposals that include the following parts.

SECTION I – PROPOSAL CONDITIONS

1. INTRODUCTION

- a) To be entitled to consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
- b) Sealed original proposals will be mailed to the Department of Family & Community Engagement, Queena Dorsey. Additionally, email an electronic copy of the proposal to dorseyq@clarke.k12.ga.us.
- c) The Board of Education reserves the right to accept or reject any or all proposals and to waive minor irregularities and technicalities. The judgment of Clarke County School District on such matters shall be final.

2. PROPOSAL PROCESS

The Clarke County School District is asking the marketplace for its best effort in seeking a “best value” solution to our afterschool enrichment needs. Provider(s) should make their best effort to satisfy the requirement at their best price because a contract may be awarded based on the initial evaluation. Essentially, if a contractor’s proposal is not evaluated as having a chance for contract award because of the content of the proposal and/or the price, the proposal will be dropped from the competitive range to save time and money for both the contractor and Clarke County School District. Following the submission of the enrichment proposals, a team of school-based and district-based leaders will select the programs that meet CCSD needs and are cost-effective.

The programs selected at the close of the process will be included on an Approved Afterschool Enrichment Providers List, and this list will be revised as providers are approved. Schools will then determine which of the approved providers they would like to use for the 2022-2023 school year. Schools may also work together, under the guidance of the Department of Family & Community Engagement, to contract with providers to reduce the costs associated with the services. The Department of Family & Community Engagement will oversee the selection committee process, as well as all contracts resulting from the approved list.

3. OWNER’S REPRESENTATIVE

The owner for whom work will be executed is Clarke County School District, Georgia hereinafter CCSD.

4. PREPARATION OF PROPOSALS

- a) All proposals shall be typewritten. The person signing the proposal shall initial corrections in ink.
- b) Specifications used are intended to be open and non-restrictive. Potential providers are invited to inform the CCSD Extended Learning Program Coordinator whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five days prior to the scheduled receipt of proposals will not be acted upon unless the CCSD Extended Learning Program Coordinator rules that it is in the best interest of CCSD to consider.
- c) All supplies, materials, and equipment provided to CCSD shall be in good condition to ensure the safety of student participants.

5. TAXES

CCSD is exempt from all state sales tax and Federal Excise Tax. These taxes shall not be included in proposals.

6. CHARGES AND EXTRAS

Proposals shall define all pricing.

7. ADDITIONAL TERMS

The CCSD shall not be bound by any terms and conditions included in any provider's packaging, service catalog, brochure, technical data sheet or another document that attempts to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation.

8. COMPLIANCE WITH LAWS

All services furnished in a contract resulting from this solicitation shall comply with all applicable federal, state, and local laws, codes, and regulations.

9. PROTESTS

Protests dealing with the specification or the solicitation shall be filed not later than three (3) working days prior to the proposal due date. Other protests shall be filed not later than three (3) working days after proposal due date, or if the protest is based on subsequent action of the CCSD, no later than three (3) working days after the aggrieved person knows or should have knowledge of the facts given rise to the protest. Protests are considered filed when received by the Extended Learning Program Coordinator. Protests that are not filed promptly as set forth above, will not be considered.

10. PURCHASING POLICY

The CCSD Purchasing Policy, Purchasing Procedures and Regulations are incorporated into this solicitation

(and therefore, any contract awarded as the result of this solicitation) by reference. By participation in this solicitation a bidder, potential bidder, or contractor agrees to be bound by the CCSD Purchasing Policy, Purchasing Procedures and Purchasing Regulations in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

SECTION II – APPROVAL

1. APPROVED PROVIDER NOTIFICATION

An approval letter for all approved providers will be sent no later than the third Friday of the following month. Approved providers will also bINSURANCE

When the selected contractor has been approved, she/he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

- A. The following general requirements apply to any and all work under this contract by all Contractors and Sub-Contractors of any tier.
1. Any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of Clarke County School District. Any and all insurance must be on an occurrence.
 2. No Contractor or Subcontractor shall commence any work of any kind under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements in each and every contract with each and every subcontractor of any tier and shall require the same to comply with all such requirements.
 3. The Clarke County School District shall be covered as an Additional Insured under any and all insurance required by the contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies.
 4. The Clarke County School District shall be given no less than thirty (30) days' notice of cancellation. The Clarke County School District shall be given not less than thirty (30) days prior written notice of material changes of any insurance required under this contract.
 5. Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract, and that he is licensed by the State of Georgia to conduct insurance business in the State of Georgia, and that the companies affording insurance coverage are currently licensed by the State of Georgia and are currently in good standing with the Commissioner of Insurance for the State of Georgia. Any and all companies providing insurance required by a contract must meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance. For all contracts, regardless of risk, companies providing insurance under this contract must have a current certificate unless approved otherwise by the Chief of Operations:
 - (a) Best's Rating not less than A, and
 - (b) Best's Financial Size Category not less than Class VII

6. In the event the Contractor neglects, refuses, or fails to provide the insurance required by the Contract Documents, or if such insurance is cancelled for any reason, shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or shall have the right to cancel the contract.

B. Comprehensive General Liability Insurance

The Contractor shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance.

- (a) Comprehensive Form
- (b) Contractual Insurance
- (c) Personal Injury
- (d) Broad Form Property Damage
- (e) Premises – Operations
- (f) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

C. Automobile Liability Insurance

The Contractor shall procure and maintain Automobile Liability Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following extensions of coverage shall be provided and indicated on the certificate of insurance.

- (a) Comprehensive Form
- (b) Owned, Hired, Leased and non-owned vehicles to be covered.

If the Contractor does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Contractor’s personal automobile policy or the Comprehensive General Liability coverage required under this contract.

D. Worker’s Compensation and Employer’s Liability Insurance

The contractor shall procure and maintain Worker’s Compensation if required by statute and Employer’s Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.e posted on the Clarke County School District website.

Approval is

given to those whose proposal is determined to be the most advantageous and is of best value to the Clarke County School District. Proposals will be evaluated on a combination of factors (technical capability, business stability, and price).

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|-----|---------------------------|--------------------------------|
| (a) | Worker’s Compensation | Statutory Employer’s Liability |
| (b) | Bodily Injury by Accident | \$100,000 each accident |
| (c) | Bodily Injury by Disease | \$100,000 each employee |

(d) Bodily Injury by Disease \$500,000 policy limit

E. Hold Harmless Agreement

The Contractor shall Hold Harmless the Clarke County Schools from any and all claims, suits, actions, damages, liability and expenses in connection with loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with the performance of this contract. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion of omission from any policy of insurance.

SECTION III – POST APPROVAL

1. PROGRESS REPORTS

When requested by the Owner, the provider shall furnish such reports as required.

2. PAYMENT

The contractor shall invoice Clarke County School District on a monthly basis or if payment is to be made by line item, when a single line item has been satisfactorily delivered. Complete payment will be made within sixty (60) days from either the date of delivery or the receipt of satisfactory invoice, whichever occurs last. All invoices shall show contract number, work performed and period of work performance.

SECTION IV – OTHER CONDITIONS

1. NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of an order or contract, does agree to provide the goods and services covered under the proposal or contract not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of color, religion, national origin, or sex.

2. CCSD NONDISCRIMINATION

Clarke County School System does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status or sexual orientation in any of its employment practices, education programs, services or activities.

3. MINORITY AND FEMALE BUSINESS ENTERPRISES

It is the intent of CCSD to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in CCSD Purchasing requirements.

4. DRUG-FREE WORKPLACE

By submission of a proposal, the provider certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The provider also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or

violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such provider.

5. AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the provider.

6. SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of CCSD for any costs incurred by providers or potential providers in relation to the solicitation.

7. RIGHTS AND REMEDIES

The rights and remedies of CCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. CATEGORIES OF AWARD

Multiple contracts may be awarded. However, CCSD reserves the right to award one contract if it is deemed to be in the best interest of the school system.

9. PROPOSALS

Clarke County School District shall not be responsible for the premature opening of a proposal not properly addressed and identified, and/or delivered to the incorrect destination.

10. CONTRACT RELATIONSHIP

The relationship between the Contractor and CCSD is a Contractual relationship. It is not intended in any way to create a legal agency or employment relationship. The Contractor shall at all times maintain its status as an independent contractor and both parties acknowledge that neither is an agent, partner or employee of the other for any purpose. The Contractor shall be responsible for causing all required workers compensation insurance to be provided for all of its employees and subcontractors.

11. CONFLICT OF INTEREST

As part of the negotiation process, the Contractor is required to disclose the name of any officer, director, employee, agent or consultant who is also an employee of CCSD and the name of any CCSD employee who owns, directly or indirectly, a stock interest in the Contractor's firm or any of its branches. The Contractor is required to disclose any other real or apparent conflict of interest with any CCSD employees.

12. PROVIDER SELECTION

The CCSD Department of Family & Community Engagement shall be the authority for maintaining the approved After School Enrichment Programs list for the paid Afterschool Program (ASP) [elementary schools only] and the CCSD 21st CCLC Pathways to Success Afterschool Program [elementary and middle schools]. If

the After School Enrichment Program Provider loses its privilege to provide After School Enrichment Programs in CCSD, it will be allowed to reenter the selection process after one (1) calendar year.

13. DEFINITIONS

CCSD - The term “CCSD” shall mean Clarke County School District.

THE BOARD - The "Board" means the Board of Education of the District.

CONTRACT - The term “contract” means the complete agreement between both parties. Agreement and Contract are used interchangeably throughout this document. These two terms shall mean the Contract.

CONTRACTOR – The “Contractor” means a company that has been qualified and awarded a contract to perform the services required by this solicitation.

PROVIDER – The term “Provider” means any company that has provided a proposal for evaluation.

14. INQUIRIES

Any inquiries or requests regarding this procurement shall be submitted to the Extended Learning Program Coordinator. Other CCSD employees do not have the authority to respond on behalf of the District. All questions regarding proposal preparation, the selection process, specifications and interpretations of the terms and conditions of this request shall be submitted in writing via e-mail to Dr. Andrea M Phillips - Phillipsa3@clarke.k12.ga.us.

15. CRIMINAL HISTORY BACKGROUND CHECKS AND FINGERPRINT PROCESS

Providers selected to provide After School Enrichment Programs resulting from this contract shall ensure prior to starting work that a current criminal history background and a fingerprint check are completed on all employees assigned to perform services under the contract. The Clarke County School District Police Department shall conduct all applicable background checks (i.e. GCIC, FBI fingerprints) to form a basis for determining eligibility for employment in conjunction with providers and Clarke County School District Human Resources Department. Providers shall utilize the same standards for the After School Enrichment Program that have been established for all perspective Clarke County School District employees as it relates to criminal history background and fingerprint checks. A criminal history background and fingerprinting check shall be required although the applicant may have already undergone fingerprinting and a criminal background check by another school district in Georgia or elsewhere. By law, background checks are not transferrable. The Provider shall ensure that all persons MUST undergo a criminal history background and fingerprinting check to be deemed eligible to perform services for CCSD. This shall be done prior to the employee starting work regardless of when the employee is hired during the contract period. Note: The vendor shall provide CCSD the names of all personnel assigned to perform services for Clarke County School District, including substitutes, prior to the start of work, and provide updated lists as changes occur during the contract period. Cost for a criminal history background check and fingerprinting is based on the same standards used for CCSD employees who work with children. There is a fee associated with processing fingerprints. Vendors must use the CCSD approved fingerprint provider. This information will be provided once the potential Vendor is approved.

16. OTHER PROCEDURES

A. Safety

The Contractor shall have sole responsibility for compliance on the job-site with all applicable portions of the Occupational Safety and Health Act for the work specified in this Contract. The Contractor shall be responsible for job-site security at all times in all areas to which it has access.

B. Protection of CCSD Property

The Contractor shall take all necessary precautions and care to avoid damaging existing buildings, equipment, materials and vegetation on CCSD property. If the Contractor's failure to take the necessary precautions or negligence results in damage to any of the District's property, the Contractor shall be responsible to reimburse CCSD for all such cost as herein after described. If the Contractor refuses to pay for such repairs or replacement following 30 days of notification, CCSD will have the right to deduct the charges from any fees owed the Provider. Provider checks for repairs shall be made payable to: Clarke County School System, Accounting Department, and Attn: Maria Jimenez, 595 Prince Avenue, Athens Georgia 30606.

C. Subcontracting

The Contractor shall perform all of the actual work with its own work force, unless otherwise approved by CCSD.

D. Theft of and Damage to Property CCSD shall not be liable for any damage to property or theft of property of the Contractor or of others using the space rented by the Contractor. The Contractor is responsible for having appropriate insurance, and having locked storage for its supplies and equipment.

E. Rules, Regulations, Policies and Procedures

CCSD may from time to time establish reasonable rules, regulations, policies and procedures as it may deem necessary and proper for the management and control of public property, and may also from time to time change such rules. Providers shall be in all respects subject to such rules and shall obey the rules. Breach of established rules shall constitute a default and is grounds for termination.

F. Abandonment

It is specifically understood and agreed to by the Contractor that if the Contractor shall vacate CCSD property and leave any personal property either in the school building or anywhere about the building, then such property, vehicles, etc., shall be deemed abandoned by the Contractor, and in such event the Provider hereby specifically authorizes CCSD to dispose of such abandoned personal property without liability of any kind.

G. Rental

CCSD and the Provider relationship -- The After School Enrichment Program Provider shall sign a rental contract with CCSD to allow space usage within a CCSD school. The negotiated agreement between the individual school and the After School Enrichment Program Provider shall be made part of the contract between CCSD and the Provider. Provider(s) shall pay CCSD room rental and/other fees for the use of CCSD facilities to provide the After School Enrichment Programs. Rental fees will be based on the size of the needed space. Fees may be waived for programs that meet certain criteria,

i.e. minimal space used for programming, whole group or large group rates provided to CCSD that increase the number of student participants, and non-profit organizations and volunteer services. All rental agreements will comply with CCSD policy on facility usage regulation KG.

The Facility and the Provider relationship -- The After School Enrichment Program Provider shall

provide After School Enrichment Program services for parents with children enrolled at a particular elementary school. Daily administration of the After School Enrichment Program shall be the responsibility of the contractor, however interaction between the Provider and its program and the Principal and CCSD school programs shall be coordinated between the Provider, the school principal and the appropriate system-level administrator. If school or CCSD regulations are not consistent with state license requirements, the Provider shall work with the principal or system-level administrator to find a solution.

H. CONTRACT ADMINISTRATION

The Extended Learning Program Coordinator in collaboration with the school principal and ASP site-coordinator, shall be the only individual(s) authorized by CCSD to enter into agreements and contracts with afterschool providers; to handle matters of contract administration at all levels including: interpreting and implementing contract terms and conditions; negotiation of contract modification; monitoring progress payments; maintaining the official contract file and such other matters of a contract administration.

Additionally, the Chief Academic Officer is authorized for all actions above.

CCSD invites proposals for: Elementary After-School Enrichment Programs and 21st CCLC Elementary and Middle School Pathways to Success.

1. PURPOSE

The goal of forming an After School Enrichment Program selection process is to enable vendors to provide enrichment activities in CCSD elementary and middle schools. School children need to enhance their learning through additional enriching activities during out-of-school time. These programs allow students to have access to these programs at their local school, without having to be transported to another place of business.

2. BACKGROUND

CCSD has a vested interest in the quality of care and educational opportunities provided in After School Enrichment Programs. This agreement will provide a vehicle for other After School Enrichment Program initiatives as required by CCSD.

3. SCOPE OF WORK

CCSD invites proposals for the provision of After School Enrichment Programs by for-profit and non-profit After School Enrichment Program Provider(s) who shall have access to CCSD elementary and middle schools on days school is in session to operate After School Enrichment programs for prekindergarten to grade 5 and grades 6 through 8 (ages 4-13) students enrolled in CCSD schools.

SECTION A – AFTER SCHOOL ENRICHMENT PROGRAMS

1. The Provider shall provide an on-site After School Enrichment Program on one or more days per week when school is in session during the regular school year and/or in the summer, within the time period from the conclusion of the regular school day, until 6:00 PM.

- a. Provider(s) shall provide these After School Enrichment Program services in CCSD elementary or middle school facilities.
- b. Provider(s) shall pay CCSD room rental and/ other fees for the use of CCSD facilities to provide the After School Enrichment Programs. Rental fees will be based on the size of the needed space. Fees may be waived for programs that meet certain criteria, i.e. minimal space used for programming, whole group or large group rates provided to CCSD that increase the number of student participants, and non-profit organizations and volunteer services. All rental agreements will comply with CCSD policy on facility usage regulation KG.
- c. Elementary ASP programs may charge families for their services or they may contract with schools to offer services without fees to families. This will allow families that do not have the resources to pay additional fees to have access to these services. Programs that charge families directly will be required to collect funds from families using their own staff. CCSD staff will not collect funds for other programs. In addition, programs that collect funds directly from families will be required to pay the standard CCSD facilities usage fees as they are leveraging the facility outside of the afterschool program structure. Elementary and Secondary 21st Century Community Learning Center programs (1 – 8) are funded through the 21st Century Community Learning Centers grant and invoices for services are submitted to the 21st Century Program Director. Provider(s) shall be responsible for collecting fees charged parents.

2. Proposal Components:

- (a) Enrollment and admission policies
- (b) Company and program philosophy
- (c) Program goals
- (d) Benefits of the program for children
- (e) Personnel qualifications
- (f) Hours of operation for on-site program
- (g) Attendance and illness policy
- (h) Health and emergency policy
- (i) Pick-up/sign-out policy
- (j) How the provider plans to sustain instruction over the long term for activities that involve the development of a skill or large content knowledge (examples: musical instruments, second language programs, dance or martial arts, etc.)
- (k) List of equipment and supplies that will be used in classroom(s)
- (l) Any other specific program procedures or activities.
- (m) Per student price and any discounts
- (n) Plans for serving students who need 504 or special education accommodations
- (o) Policies on program cancellation by provider, e.g. reimbursement
- (p) Policies on parent cancellation, e.g. reimbursement
- (q) Signed agreement that the provider will meet all liability insurance and background check requirements set by the district

3. Parent Participation Fees

All fees collected for the enrollment of students in the Elementary After-School Enrichment program shall be the responsibility of the Contractor, and the Contractor shall have the right to remove any enrolled student if payment for such student to Contractor shall be in arrears under the written policy of the Contractor.

4. Student Transportation

The Clarke County School District (CCSD) cannot provide bus transportation for use by After School Enrichment Program or 21st CCLC Pathways to Success Providers for any purpose, including field trips, unless otherwise agreed upon by both parties.

5. Supervision and Responsibility for Children in After School Enrichment Programs

Direct supervision must be provided to ensure that students are not destructive and unruly (causing disruption to other parts of the school building) because of lack of attention and/or stimulation. Children shall not be allowed to roam or be unsupervised in the school building. CCSD expects the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Provider to discipline the children under its care and not allow inappropriate or dangerous behavior to occur during program activities. Lack of appropriate or quality supervision, inconsistent consequences for dangerous behavior, high tolerance of inappropriate behavior or other disruptions that are not controlled or remedied shall be a basis for terminating the services of the After School Enrichment Program contractor.

The contractor shall be solely responsible for students enrolled in the Elementary After-School Enrichment Program/21st CCLC Pathways to Success at CCSD school buildings, and shall not leave any child enrolled in the program unattended. Contractor and Contractor's staff shall be responsible for maintaining control and discipline with children in the Elementary After-School Enrichment Program/21st CCLC Pathways to Success.

Abuse of CCSD facilities through negligent supervision shall be repaired by CCSD Maintenance/Capital Programs personnel or its contractors at the Provider's expense.

SECTION B – SPECIFICATIONS

1. Building, Equipment and Supply Provisions of After School Enrichment Program

The Provider shall insure that playground equipment used by the Elementary After-School Enrichment Program/21st CCLC Pathways to Success is used in accordance with the intended use and by age appropriate children.

Any discovery that raises concern about the safety of the equipment and/or any observation of loose, damaged or missing playground equipment components shall result in immediate closure of the piece of equipment and notification of the building principal so that repair can be initiated.

CCSD maintenance staff and its authorized contractors shall be the only agents who shall effect repair or make alterations to any playground equipment.

The Contractor shall have the use of the playground equipment contained within school property. The Contractor shall be fully responsible for the children under its supervision when the children are on the playground and/or playground equipment. The contractor's programs shall not alter the playground equipment or CCSD buildings. Full liability insurance shall be maintained by the contractor that covers this activity. The contractor shall make every effort to separate younger children from older children to minimize risks of injury. When major repairs or reconstruction are being performed on CCSD playground equipment, the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Program Provider shall not use the playground equipment. CCSD will notify the Provider about plans for other CCSD building projects that may affect operations of the Before/After School Care program.

In the event that construction or maintenance activity renders an interior area out-of-service, another similar area will be identified for the Provider's use. Program adjustment during such activities is expected.

The After School Enrichment Program Provider shall not make, or cause to be made, any repair or alterations to CCSD buildings or other property, including but not limited to painting, carpentry, and electrical, mechanical, structural or non-structural improvements.

The District's maintenance staff or its authorized vendors, construction manager and contractors shall be the only agents permitted to make any repair or changes to the facilities or its equipment, and all such work shall be done by work request or construction contract duly authorized by a Capital Programs or Facilities Services representative, as appropriate.

CCSD shall not provide any equipment, educational materials, office supplies, physical education equipment or other teaching aids for Elementary After-School Enrichment Program/21st CCLC Pathways to Success programs conducted within or on CCSD facilities unless advance arrangements have been made with the principal and appropriate system-level administrator. Use of District-owned equipment such as copiers, fax machines, phones, computers, classroom furniture, etc. must be approved in advance by the school principal in writing and shall be paid for at a reasonable fee set by CCSD. The Provider will not have use of the kitchen or kitchen equipment, including refrigeration.

2. CCSD-Provided Building Facilities

Board of Education policies and regulations which govern school use of CCSD facilities shall, also govern Provider's use of school facilities. The Elementary After-School Enrichment Program/21st CCLC Pathways to Success Program shall confine itself to the rooms and corridors assigned for its use, and to the approved times. Classrooms shall be maintained and equipped for the District's instructional programs and any usage under this contract must maintain the appropriate cleanliness and order required of such a learning environment. CCSD facilities shall be maintained by CCSD in a safe, clean and acceptable condition.

Requests for Elementary After-School Enrichment Program/21st CCLC Pathways to Success Program services will not be made unless an identifiable space is available within a particular school building. The space will be made available during the hours chosen by each school building principal.

Furnishings such as built-in storage cabinets, counters, and desks attached to walls, cabinets attached to counters or walls, sinks or other building features may vary from building to building and from classroom to classroom. CCSD makes no assurances that any particular furnishings shall be available. The Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Provider is responsible for providing storage for its Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program equipment and supplies. Any storage cabinets or other furniture placed in the After School Enrichment Program room(s) shall be sturdy and non-tipping. Placement of all vendor-provided equipment shall be at the principal's direction.

CCSD shall not be required to provide furniture or equipment for the use of the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment program(s), except if such equipment and furniture is in place in the space furnished and the school principal has approved their use. The Contractor shall use no supplies or any of the District's certified or classified employees' supplies left in a classroom without prior written consent of the principal.

CCSD shall furnish room space, light, heat, power, cold running water, phones and other utilities as are necessary for the operation of the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment program. CCSD shall provide and supply sanitary toilet facilities, including paper towels and toilet paper, for the Contractor's employees and participants. CCSD custodians shall clean and remove trash from the After School Enrichment Program rooms unless other arrangements are made.

Other required building utilities for Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program Centers, e.g., fire alarms, exit doors and room temperatures, shall be part of existing conditions found in any public accredited school building.

3. Food

The After School Enrichment Program shall not provide food or beverages that have not been provided by and purchased from the District's School Nutrition Program. The Provider shall arrange scheduling and other administrative matters with the principal and Executive Director of the District's School Nutrition Program.

All food and beverages ordered will be billed. The School Nutrition Program will submit a monthly invoice to the Provider. Payments are to be submitted within 10 days of receipt. A 30-day written notice is required for cancellation.

4. School Closings

CCSD shall reserve the right to cancel or shorten any school day. A CCSD calendar will be given to all Providers. CCSD will give the contractor twenty-four (24) hours' notice of canceling or shortening a school day in non-emergency situations. In the event of emergency closure, CCSD shall provide the Contractor with as much advance notice of the closure as possible. The Provider shall have a working plan in place that instructs parents as to alternate pickup locations. Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program services shall not be provided on non-school days or early release days.

5. Custodial Services and Building Access

In collaboration with the school principal, the contractor shall request custodial labor for situations that exceed the normal working hours (i.e.: for early release days, summer school days). The custodian or other CCSD employee shall be paid at the applicable regular hourly or overtime rate. This additional overtime duty shall be paid by the contractor and recorded on the monthly CCSD billing statement. In addition to the normal defined custodial duties, custodians working regular overtime are responsible for providing access to the building and maintaining a CCSD presence. The custodian shall not be required to serve under the direction of the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program or their staff.

This arrangement generally allows for the cleaning of the entire building including the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program areas and building access, during the custodian's normal working hours. Any circumstances that would require additional custodial coverage outside the normal scheduled work hours will be evaluated on a case-by-case basis and the applicable hourly overtime rate will be utilized to calculate cost for reimbursement by the Provider. Any incremental cost increase created by the Provider program will be evaluated on a case-by-case basis and the cost will be reimbursed by the Provider.

Cleaning shall consist of vacuuming, mopping, sweeping, trash removal, cleaning and stocking bathrooms, cleaning classroom sinks and occasional dusting as provided to other similar spaces in the building. The Provider shall make every effort to leave the space occupied by the program clean and presentable condition as possible by picking up trash, cleaning up spills and organizing the room back into its pre-existing co-figuration to ensure the room is ready for the next school day.

Any additional cleaning requirements to make the room presentable for use the next day will be reimbursed by the Provider. If the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program Contractor causes an unusually large amount of trash, other additional cleanup requirements as a result of Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program activities, or does not properly care for CCSD facilities; the principal may be instructed by the Facilities Services Department to charge for the extra cleanup labor costs that are not included in normal custodian duties. Those additional costs shall be added to CCSD Billing Statement.

6. Emergencies

If an emergency situation occurs while the Provider has access to a school building, the Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program Provider shall immediately notify the principal and afterschool coordinator. If the principal and afterschool coordinator cannot be found immediately, the Provider shall call CCSD Police. If a Provider is unable to secure a

building because it cannot contact the principal; the Provider shall call the CCSD Police Department and request assistance in securing the building. The Provider shall report any of the above incidents or similar incidents to the school principal as soon as possible.

7. Health and First Aid

The Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program Provider shall follow CCSD guidelines for student health and first aid.

8. Facility Care by Provider

As part of the agreement for the Provider to use the District's school facilities, the Provider shall be responsible for the following:

- (a) Provider shall comply with all policies and regulations regarding the use of CCSD facilities as prescribed by the Board of Education and this contract. The Provider shall exercise the utmost care in the use of school premises and agrees to protect, indemnify and hold harmless CCSD and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises.
- (b) In the event of damage to CCSD property or facilities, Provider shall notify the building principal immediately, accept the estimate of the damage amount (as estimated by the CCSD Facilities Department) and pay all repair costs. Any damage of a safety nature shall be brought to the immediate attention of the principal.
- (c) Provider shall be responsible for contents in the room(s) rented regardless of peril involved. Provider shall be responsible for the cost of repair of damage to CCSD property that is the result of abuse or negligent care on the part of the Provider, its staff or the students under its care.
- (d) Provider shall be responsible for any CCSD equipment or materials used by Contractor (after receiving principal approval for use) and shall pay full replacement cost for lost or damaged equipment or materials. Lost or damaged equipment shall be immediately reported by the Provider to the principal. Normal wear and tear such as traffic patterns on carpet, sun fading of objects in rooms, minor dents on building structures, etc. will not be chargeable.
- (e) Provider shall be required to supervise students and shall be responsible for damage when their students are in the hallways, bathrooms, cafeteria, media center, playground, offices or any other areas of the building or school grounds.
- (f) Before performing certain acts which may cause later damage, e.g.: attaching objects or materials to walls, moving heavy equipment or furnishings within the room, using materials which may deface property or cause fires, conducting special events, etc., Provider shall advise the principal of its intent and obtain written permission and/or written instructions on how to proceed. When transporting equipment or materials into CCSD facilities, Provider shall exercise caution and will be responsible for damage to CCSD facilities caused during this activity, including the marking of floor finishes.
- (g) No alterations to any CCSD building shall be performed by the Provider including painting, carpentry, electrical or other construction or grounds work. No oil base paint, flammable liquids,

fire-producing chemicals and/or open flame of any form (including candles) shall be used in the classrooms.

(h) Once access is gained, the Provider shall restrict its activity to the classroom(s) and other areas as assigned, including nearby bathrooms, hallways around the classroom(s) and the outside playground. Parents, children in Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program, Provider's staff or anyone else are gaining access to a CCSD building via the entrance when school is normally closed, shall be the responsibility of the Provider. All individuals given access by the provider, except parents/guardians for pick up, must have a background check. If the Provider uses rooms in the school building other than the assigned room(s), it shall pay for the privilege and make prior arrangements with the principal.

9. Rental Costs Schedule and Payment

The following are procedures to be followed and charges to be paid by the Provider chosen to provide Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment. The rental rate shall be at least equal to the Board of Education approved rates in regulation KG unless a waiver is approved. Rental fees will be waived for programs that meet certain criteria, i.e. minimal space used for programming, whole group or large group rates provided to CCSD that increase the number of student participants, and non-profit organizations and volunteer services.

SECTION C – PAYMENT

1. Monthly Payment for Rental

Rental payment, payment for CCSD custodial or building access services, and other fees shall be made on a monthly, biannual, or annual basis. Checks (one per site) shall be made out to CCSD (not the school) and the purpose of the check indicated as: Elementary After-School Enrichment Program/21st CCLC Pathways to Success Enrichment Program Space Rental for _____(enter school name). No other checks or other funds (marked as "gifts", "donations" or otherwise) shall be given to any CCSD employee in connection with this contract without approval from the Superintendent, his designee or the Board of Education. Recognition of any gift or donation must be formal and in writing and cannot be used to decrease the fees associated with this contract.

2. Time of Payment

The Contractor shall prepare a monthly enrollment calendar sheet. The calendar shall be delivered to the school principal within five (5) working days of the end of the month. CCSD Billing Statement will then be completed and signed by each school principal. When the Billing Statement is received by the After School Enrichment Program Provider; it shall send the payment check to:

Clarke County School System
Accounts Payable Department
P.O. Box 1708
Athens, GA 30603

3. Invoices

Invoices needing minor adjustments shall be adjusted by the Accounts Payable representative who shall

make any corrections. If there are discrepancies between the Contractor's calendar submittal and the Accounts Payable representative's reconciliation calculations, the discrepancy shall be resolved with the Purchasing Department. The correction will be included as an adjustment in the following month's billing statement. If a discrepancy is not resolved, the discrepancy shall be submitted to the Director of Accounting.

SECTION D - FINAL REQUIREMENTS

1. Provider's Responsibility

It shall be the responsibility of the selected provider to meet all specifications and guidelines set forth therein. No offer will be considered that does not provide a serious and reasonable proposal to the solicitation. Each proposal will be evaluated in its entirety.

2. Oral Interview

Clarke County School District may require qualified providers to participate in a detailed oral interview to fully discuss their proposal and qualifications for this project and to answer questions posed by the Clarke County School District. A final selection may be based upon the evaluation of both the written and oral responses of each provider.

3. Submission of Proposal

The original proposal shall be submitted electronically (scan/email) with signatures. No prohibition shall be placed by this solicitation as to the concept of service the provider may choose to propose.

4. Evaluation of Proposals

Proposals will be evaluated on a combination of factors. In descending order of importance, the evaluation factors are technical capability, business stability, school need, value and price. Providers on the approved list will be offered opportunities to work in schools when the schools desire the programming. No provider should assume that approval of services stands as an official offering of a contract.

5. Preparing the Proposal

Use the form provided below to complete the proposal. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential or proprietary.

6. Executive Summary

An executive summary of not more than two pages stating the provider's overview of the project shall precede the specific required sections.

PLEASE COMPLETE ALL COMPONENTS OF THE PROPOSAL FORM

SECTION I – PRICE

Cost and Fees:

Provider shall provide its cost breakdown for fees to be charged to parents for After School Enrichment Program services provided during the September 2022 to May 2023 time frame. All relevant costs or fees that may be charged to parents must be listed. Provider shall attach any additional price sheets that are necessary to fully explain its cost structure. If there are fees on a sliding scale based on parent’s income, providers shall submit those costs on separate sheets. Costs or fees not listed shall be assumed to be included in other costs listed and not chargeable to parents.

SECTION II - TECHNICAL CAPABILITIES

1. Methodologies:

In this section, the provider shall describe in detail the methodologies and procedures that are to be used to accomplish CCSD requirements of afterschool enrichment providers. This shall include all planning, project coordination, field procedures, and resumes of all employees that shall be assigned to the District.

The organization outline shall clearly describe the numbers and professional categories of personnel to be employed, the chain of command (including the names of key personnel) and any other details that will aid in understanding how the job is proposed to be accomplished. The capability of the provider to deliver the services in an efficient and timely manner shall be clearly described in this section. Also, this section shall include the specifics as to the equipment that will be used and any other information that will assist in the understanding of what the provider proposes to do and to provide.

2. Capabilities: Responses to all capabilities listed shall be in accordance with all specifications for After School Enrichment Programs. Explain in detail the program being offered for each descriptor.

A. Enrollment and admission policies.

B. Company and program philosophy.

C. Program goals.

D. Benefits of the program for all children.

E. Personnel qualifications and maintaining quality personnel.

F. Hours of operation for on-site program.

G. Attendance and illness policy.

H. Health and emergency policy.

I. Pick-up/sign-out policy.

J. How the Provider plans to sustain instruction over the long term for activities that involve the development of a skill or large content knowledge (Examples: musical instruments, second language programs, dance or martial arts, etc.).

K. List of equipment and supplies that will be used with Provider's program.

L. Any other specific program procedures or activities.

M. Student price **per** student and any discounts.

N. Plan(s) for serving students who need 504 or special education accommodations.

O. Policies on program cancellation by provider to include reimbursement protocol.

P. Policies on parent cancellation to include reimbursement protocol.

Q. Signed agreement that the provider will meet all liability insurance and background check requirements set by the district.

3. Detailed list of "similar" contracts in complexity, scope, size and dollar amount to this effort.

4. Describe how an After School Enrichment Program Provider electing to operate an After School Enrichment program while summer school is in session will coordinate with school principal.

5. Describe the enrollment process; determination of enrollment cap; notification to parent customers when attendance shall be limited.

6. Describe how parent participant fees are assessed and collected; procedures and policy for non-payment or if payment is in arrears.

7. Describe policy for student supervision and discipline for children in After School Enrichment Program, staff coverage.

8. Describe procedures for coverage if contractor's staff is not available. Explain policy and response time for emergency situations, i.e. if contractor's staff is not available, how parents will be notified.

9. Describe how contractor shall provide equipment, educational supplies, office supplies, physical education equipment, or other teaching aids for programs offered by contractor.

10. Explain how contractor shall reimburse CCSD for use of CCSD-owned equipment; i.e. copiers, fax machines, phones, computers, classroom furniture, etc.

11. Explain how contractor shall provide furniture or equipment for the use of After School Enrichment programs(s) if CCSD classroom is not furnished.

12. Explain how emergency closings are handled once notified by CCSD of cancellation or shortened school day.

13. Describe in detail security procedures during hours of After School Enrichment Program.

14. Explain procedures to handle emergencies occurring in a school building including notification of key CCSD personnel, i.e. principal, custodial, CCSD Police, etc.

15. Detail policy for sick or contagious child; first aid and health care.

16. Explain how contractor shall pay CCSD for damage done to school property.

17. Detail rental costs and facilitation of payment to the District.

18. Policies on program cancellation by Provider (e.g. reimbursement)

19. Policies on parent cancellation by Provider (e.g. reimbursement)

20. Describe how contractor shall make payment to CCSD on a monthly, bi-annual, and annual basis.

21. Detail other cost related to After School Enrichment Program activities conducted within or on CCSD facilities.

22. Describe use of CCSD property fees, e.g. use of school copier, fax machine, etc.

23. Describe fee for CCSD staff emergency coverage of After School Enrichment Program.

24. Describe discounts offered or internal scholarships.

25. Explain liability insurance coverage.

25. Previous Default - Indicate if you have ever been defaulted on a contract or denied a bid due to non-responsibility to perform. If so, provide the facts and circumstances.

26. Attachments:

- a. Organizational Structure of the Firm - Provide a cover letter introducing the company and including the corporate name, address and telephone number of the corporate headquarters and local office. Include the name and phone number of one individual who will be the company's primary contact with CCSD for contract negotiation and the name of the project manager; a brief history of the company and the present organizational structure of the firm describing the

management organization and this project's coordination structure. If the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when.

- b. Financial Status - Describe the financial status of the firm; include the audited financial statements (income statements and balance sheets) for the past two accounting years if applicable.
- c. References - Vendors shall submit with their proposal three (3) written letters of recommendation on official company letterhead with contact name and telephone number and of reference.

Defaults:

DATE: _____

TIME: _____

PROPOSAL NO.: _____

NAME OF COMPANY:

The Clarke County Board of Education
595 Prince Avenue Athens, Georgia 30606

To Whom It May Concern:

Having carefully examined the Proposal Conditions and Specifications entitled "After School Enrichment Program" for the performance of subject work all dated _____ and the Addendum(s) _____, as well as the site and premises, and conditions affecting the work, the undersigned proposes to furnish all services, labor and materials called for by them for the entire work, in accordance with said documents.

The Bidder's/Proposer's Checklist has been complied with, is completed and is enclosed with this proposal.

Respectfully submitted,

Name of Company

Address of Company

E-Mail Address

Business Telephone Number

Fax Number

Printed Name and Title

Signature

Date

The full names and addresses of persons and firms interested in the foregoing proposals as principals are as follows:

The legal name of the proposer is:

PROVIDER'S CHECKLIST

PROJECT: _____

PROPOSAL NO.: _____

- € We have acknowledged receipt of addendum(s) received.
- € We have submitted one sealed, original proposal through mail or in person and one electronic copy, via email to dorseyq@clarke.k12.ga.us. All information requested has been provided.
- € An authorized principal or authorized official of the firm has signed the proposal.
- € No conditions, restrictions, or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- € We are prepared to provide the insurance required in this solicitation.
- € We are prepared to obtain and pay for the background and fingerprinting required in this solicitation.

TYPE OR PRINT THE NAME OF PERSON COMPLETING THE CHECKLIST

SIGNATURE OF PERSON COMPLETING THE CHECKLIST

COMPANY NAME

DATE

COMPANY FEDERAL ID NUMBER

COMPANY E-MAIL ADDRESS

It is the policy of the Clarke County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact the Clarke County School District Office of the Superintendent.