

# Santa Clara County Office of Education

## REQUEST FOR PROPOSAL RFP #08-24-25

FOR

### COMMUNITY SCHOOLS SUBCONTRACTOR WITH BAY AREA REGIONAL TECHNICAL ASSISTANCE CENTER (RTAC)

NOTICE IS HEREBY GIVEN that the Santa Clara County Office of Education, hereinafter referred to as the SCCOE, will receive up to, but not later than, **3:00 p.m., Friday, December 20, 2024**, sealed proposals for the award of a contract for the Community Schools Subcontractor with Bay Area RTAC provided by the Santa Clara County Office of Education from interested parties hereinafter to referred to as the Contractor. The Santa Clara County Office of Education reserves the right to reject any or all proposals and to waive any informality in the proposal process.

All proposals shall be submitted in the format specified by the SCCOE. Proposals must be received in the office of Purchasing Services, Attention: Jas Sohal, Santa Clara County Office of Education, 1290 Ridder Park Drive, MC 242, San Jose, CA 95131-2398.

#### **CONTACT**

Program questions regarding this proposal must be directed to Corrine Frese, Director Community Schools & Engagement, Youth Health & Wellness via e-mail at [cfrese@sccoe.org](mailto:cfrese@sccoe.org).

Any administrative questions regarding this proposal should be directed to Jas Sohal, Manager, Purchasing Services, via e-mail at [jsohal@sccoe.org](mailto:jsohal@sccoe.org).

#### **1. INTRODUCTION**

This Request for Proposal (RFP) contains specifications and related documents covering Requirements for Community Schools Subcontractor with Bay Area RTAC as specified herein.

This RFP shall not be construed:

- To create an obligation to enter a contract on the part of the SCCOE with any Contractor nor
- To serve as the basis for a claim for reimbursement for expenditures related to the development of a proposal.

#### **2. SCOPE OF WORK**

##### **Objective**

The subcontractor will support the Bay Area Regional Technical Assistance Center (RTAC) in advancing and sustaining community schools across the region specifically aligned to the California Community Schools Framework. The subcontractor will help develop strategies to build sustainability beyond initial grant funding, enhance capacity at various levels, and address the diverse needs of both established and newly implemented community schools. They will provide targeted technical assistance and professional development to key

invested parties, including school principals, community school coordinators, school staff, community members, and students, to strengthen community schools as hubs of opportunity and transformation.

### **2.1 Building Sustainability Beyond Grants**

- Collaborate with Bay Area RTAC staff to develop strategic plans for long-term sustainability of community schools, focusing on alternative funding sources, local partnerships, and resource-sharing models.
- Conduct research on best practices for sustainable funding models in community schools and compile a guide with actionable steps and curated resources tailored to the needs of the Bay Area community school's grantees.
- Facilitate workshops and discussions with local government, community organizations, and other invested parties to identify shared funding and investment opportunities.
- Develop a framework to assist community schools in establishing systems and processes that ensure continued support beyond initial grant funding and identify necessary partnerships for sustainability.

### **2.2 Developing External and Internal Capacity for Community Schools Transformation**

- Assess existing capacity within Bay Area community schools at both administrative and site levels to understand training needs and resource gaps.
- Design and implement capacity-building workshops aimed at empowering invested parties in areas such as equity-based leadership, community engagement, resource alignment, and data-driven decision-making.
- Support with resources/toolkit that includes templates, frameworks, and guidance materials for community schools to strengthen both internal (school staff, leadership) and external (community partners, families) capacity.
- Support the development of cross-school learning communities to promote peer-to-peer learning and the sharing of best practices.

### **2.3 Tailored Support for Established and New Community Schools**

- Conduct a needs assessment to identify the unique challenges faced by long-standing community schools and those new to the community schools' model.
- In collaboration with the Bay Area RTAC, develop differentiated support strategies based on the implementation stage of grantees, providing targeted resources, coaching, and technical assistance.
- Facilitate focus groups and feedback sessions with school invested parties to identify ongoing challenges and support needs and adjust support strategies accordingly.
- Document and share best practices from well-established community schools with those that are newer to the model, fostering a culture of mentorship and knowledge-sharing within the region.

### **2.4 Technical Assistance for Key Invested Parties (Shared Leadership)**

- Provide targeted technical assistance to specific roles, such as:
  - **School Site Principals:** Focus on leadership, sustainability, and invested parties' engagement in a community schools' model.

- **Community Schools Coordinators:** Develop skills in partnership-building, program management, and resource allocation.
- **School Site Staff:** Support staff in integrating the community school’s strategy into daily practices and building transformative opportunities for students.
- **Community Members and Students:** Engage community members and students to foster active participation, input and decisions under the community school strategy.
- Organize regular workshops, coaching sessions, and peer-learning opportunities tailored to each role, addressing common challenges and building role-specific competencies.

## 2.5 Implementation Tracking and Evaluation

- Work with Bay Area RTAC to develop metrics and a system to track the effectiveness of community schools support efforts and identify areas for improvement.
- Document progress, collect feedback, and share quarterly reports with Bay Area RTAC on support activities, challenges, and recommendations for future implementation.
- Participate in ongoing meetings with RTAC staff and community schools to discuss progress, adapt strategies, and share success stories and challenges.

## 3. DELIVERABLES

1. **Sustainability Framework and Guide:** A comprehensive guide on sustainability strategies beyond grant funding, with a focus on local partnerships and resource alignment.
2. **Capacity-Building Workshops:** A series of interactive workshops for school leaders, staff, and community partners, with materials and resources to be used beyond the sessions.
3. **Differentiated Support Plans:** Tailored support plans for both new and established community schools based on their specific needs and challenges.
4. **Invested Parties Resource Toolkit:** A toolkit with templates, frameworks, and materials to assist principals, coordinators, staff, and community members.
5. **Implementation Evaluation Reports:** Quarterly reports tracking progress and outcomes of technical assistance efforts and summarizing lessons learned.

## 4. DURATION AND TIMELINE

The subcontractor will engage with Bay Area RTAC on a one-year contract with the possibility of renewal for two additional consecutive years. Specific timelines for deliverables will be mutually agreed upon, with regular checkpoints and progress updates.

## 5. QUALIFICATIONS

The subcontractor should demonstrate experience in:

- Community schools’ transformation, equity-driven initiatives, and sustainable funding strategies.
- Technical assistance delivery to diverse invested parties in educational settings.
- Data-driven assessment and evaluation of program impact.
- A collaborative approach to community engagement and capacity building.

## 6. BUDGET

A detailed budget outlining fees for consulting, material development, workshop facilitation, and travel (if required) will be proposed by the subcontractor and approved by Bay Area RTAC.

## 7. INFORMATION AND GENERAL CONDITIONS

### 7.1 Preparation of Proposal Documents

Three (3) sealed copies of the proposal shall be submitted by no later than, **3:00pm, Wednesday, December 20, 2024.** Proposals shall be delivered to the attention of the Purchasing Manager, Santa Clara County Office of Education, 1290 Ridder Park Drive, Mail Code 242, San Jose, CA 95131-2398.

It is the sole responsibility of the person submitting the proposal to see that it is delivered on time. **Proposals received after 3:00pm, Wednesday, December 20, 2024, will be returned to the Contractor, unopened.**

### 7.2 Signature and Contact Information

The proposal must be signed in the name of the Contractor and must bear the signature of the person authorized to sign proposals on behalf of the Contractor. The authorized signer must also provide their contact information, including a phone number and email address.

### 7.3 Completion of Proposals

Proposals shall be complete in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the SCCOE, the information contained therein was intended to erroneously and fallaciously mislead the SCCOE in the evaluation of the proposal.

### 7.4 Erasures

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is authenticated by signing, in the margin immediately opposite the correction. The signature should belong to the person signing the proposal.

### 7.5 Examination of Contract Documents

Contractors shall thoroughly examine the contents of the RFP. The failure or omission of any Contractor to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve the Contractor from obligations with respect to this RFP or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this Section.

If the Contractor discovers any ambiguity, conflict, discrepancy, omission, or other errors in the RFP, he/she shall immediately notify the SCCOE of the error in writing and request modification or clarification of the document. Clarification shall be given by written notice to all Contractors participating in the RFP, without divulging the source of the request for same. Modifications shall be made by addendum issued pursuant to Section 3.6 below.

If a Contractor fails to notify the SCCOE of an error in the RFP before the date scheduled for submission of proposals, or of an error which should have been known to him/her, he/she shall submit the proposal at his/her own risk. If the contract is awarded to the Contractor, he/she shall not be entitled to additional compensation or time by reason of the error or its subsequent detection.

#### 7.6 Addenda

The SCCOE may modify this RFP before the date scheduled for submission of proposals by issuance of an addendum to all parties who received the RFP for the purpose of submitting a proposal. Addenda shall be numbered consecutively as a suffix to the RFP reference number. (The first number of an addendum would be RFP#-06-24-25\_Addendum 01).

#### 7.7 Modification of RFP Response

Contractor may modify his/her proposal after its submission by written notice to the SCCOE of withdrawal and resubmission prior to the date and time specified for receipt of proposals. Modifications will not be considered if offered in any other manner.

#### 7.8 Withdrawal of Proposals

Contractor may withdraw his/her proposal by submitting a written request to the SCCOE at any time prior to the date for proposal submission. Contractor may thereafter submit a new proposal before the proposal submission date. A proposal may not be withdrawn after the proposal submission date.

#### 7.9 Rejection of Proposals

The SCCOE reserves the right to reject any or all proposals received in response to this Request for Proposal or to negotiate separately with any Contractor when it is determined to be in the best interest of the SCCOE to do so.

#### 7.10 Misunderstandings

The RFP documents will be clarified by the SCCOE upon written request from a Contractor. The County Superintendent's decision shall be final in any matter of interpretation of the documents.

#### 7.11 Cost of Preparation of Proposals

Costs of developing responses to this RFP are entirely the responsibility of the Contractor and shall not be chargeable to the SCCOE.

#### 7.12 Award of Contract

It is anticipated that the contract will be awarded within the sixty (60) day period that proposals are required to remain open. If award cannot be made within that time, the contractor will be requested in writing to extend the time during which the contractor agrees to be bound by their proposal. Written notification will be made to unsuccessful Contractors.

#### 7.13 Errors in Proposal

The contractor shall be bound by the terms and conditions of their proposals, notwithstanding the fact that errors are contained therein.

#### 7.14 Workers' Compensation

In accordance with the provisions of Section 3700 of the Labor Code of the State of California, each Contractor shall sign and file with the SCCOE the following certificates before performing the work to be done:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the work to be done under the contract.

7.15 Contract Documents

Documents included in this RFP are complimentary. Work called for by one shall be binding as if called for by all.

7.16 Related Experience

All Contractors must submit information that indicates specific experience and qualifications in reviewing special education programs as specified herein. Describe the qualifications of the lead person(s) that will serve as the primary contact for SCCOE. Qualifications should illustrate general expertise in fee for service programs provided by County Office of Education for special education. Each Contractor shall submit with the proposal; a list of clients for whom similar services have been performed during the past three (3) years. The reference list shall include the names and addresses of each client, the names, titles and telephone numbers of each client's cognizant manager, and the dates the work was performed. During the evaluation and selection process, SCCOE may contact each of the referenced clients.

7.17 Schedule of Events

Issue Request for Proposal/ Advertisement	11/29/2024 & 12/7/2024
Last Day for Q&A	12/13/2024
Proposals Due Date	12/20/2024 at 3:00 p.m.
Complete Evaluation	Week of 12/23/24
Oral Interviews, if invited	TBD

7.18 Definitions

The term SCCOE, as used in these clauses, shall be construed to mean the Santa Clara County Office of Education, and all employees, officers, and agents.

7.19 Covenant Against Contingent Fees

Contractor warrants that no person has been employed or retained to solicit or secure the contract to be executed because of this Request for Proposal, upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warranty, the SCCOE shall have the right to terminate any contract that may be entered into with the Contractor.

7.20 Affirmative Action

Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, ancestry, handicap, age, sexual orientation or national origin.

Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State of California setting forth the provisions of the Fair Employment Practices Act.

7.21 Compliance with Civil Rights

Contractor hereby assures that he/she will comply with Subchapter VI of the Civil Rights Act of 1964, USC Sections 2000 e through 2000 3 (17), to the end that no person shall, on the grounds of race, creed, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise

subjected to discrimination under the Agreement or under any project, program or activity supported by the Agreement.

7.22 Contractor Obligation to Perform Work in Accordance with Standards

If the work performed by Contractor is not in accordance with the standards as specified herein, or if the reports submitted by Contractor are not complete; or if the reports are rejected by the California State Departments of Finance, Education, or the State Controller as incomplete; then the Contractor shall be obligated to do whatever is required to correct the reports to meet the requirements specified in the standards, or as specified by the Department of Finance and/or the Department of Education, or the State Controller at no additional cost to the SCCOE.

7.23 Insurance and Indemnification

Contractor shall take out and maintain, during the term of the Agreement, such general liability and property damage insurance as is required to protect the Contractor and the SCCOE from any and all actions, suits or other proceedings which may arise as a result of the work performed by the Contractor pursuant to the Agreement with the SCCOE.

Contractor shall hold harmless and indemnify the SCCOE and all officers, agents, and employees of the SCCOE, from and against any such actions, suits, or other proceedings.

7.24 Independent Contractor

While performing services pursuant to this Agreement, Contractor is an Independent Contractor and not an officer, agent, or employee of the SCCOE.

7.25 Assignment of Contract

The Contractor shall not assign, transfer, or subcontract, by operation of law or otherwise, any or all their rights, burdens, duties or obligations without the prior written consent of the SCCOE.

7.26 Legal Action

If the SCCOE prevails in any action in law or equity to enforce or interpret the provisions of this agreement, it shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.

**8. PROPOSAL RESPONSE REQUIREMENTS**

8.1 General

All proposals shall be submitted in the format as specified below.

8.2 Title Page

Indicate the name of the firm, local address, the name of your firm's contact person for the purposes of this RFP, the telephone number and e-mail address of the contact person.

8.3 Table of Contents

Include a clear identification of the material included in your firm's response by section and by page number.

8.4 Letter of Transmittal

Summarize your understanding of the work to be done. Indicate the names of the persons who will be authorized to make representations on the part of your firm, their titles, addresses and telephone

numbers. The person and/or persons who is authorized to execute the contract on the part of your firm shall sign the transmittal letter.

#### 8.5 Profile of Contractor

- 8.5.1 State whether your organization is local, regional, national, or international.
- 8.5.2 State the location of the office that will be responsible for conducting this project if your organization is awarded the contract, and state the number of partners, managers, seniors, supervisors, and other professional staff employed at this office.
- 8.5.3 Describe the range of experience in performing supportive work related to scope of work above.

#### 8.6 References

Provide a list of School District and County Office of Education clients (at least 3 references) for whom your organization has conducted reviews related to similar scope of work in the past three (3) years. Include names, titles, entity, telephone number, and e-mail address. Indicate the scope of the work performed for each of the referenced clients. For each reference, provide the name of the public agency and project manager the proposer performed the work, including telephone number, type of work performed, and dollar value of the contract.

#### 8.7 Cost of the Services

A detailed budget outlining fees for consulting, material development, workshop facilitation, and travel (if required) will be proposed by the subcontractor and approved by Bay Area RTAC.

#### 8.8 Additional Information

The preceding sections shall contain only the information requested. If the Contractor desires to present additional information, such additional information shall be presented in this Section of the RFP. If there is no additional information to present, indicate "There is no additional information to present."

#### 8.9 Assurances

The Contractor understands that no extended services will be performed unless authorized by the SCCOE and the agreement covering the work to be done has been amended to reflect such extended services.

### 9. PROPOSAL EVALUATION

A proposal will not be considered unless the Contractor submitting the proposal meets all the criteria specified herein. All submittals will be evaluated by a panel and assigned an overall rating based on their scores in the following major areas:

- Cost
- Technical Expertise: Technical assistance delivery to diverse invested parties in educational settings
- Community schools' transformation, equity-driven initiatives, and sustainable funding strategies.
- Specific knowledge around the California Community Schools Framework
- Quality of proposed scope alignment with requested scope of work description
- References

Firms selected through this evaluation will be invited to appear for a panel interview on either TBD to be determined. Please reserve this time on your calendars in case you are selected for an interview. All firms participating in the oral panel must have all members of the engagement team attend this event. Following this



evaluation, the finalist firm will be presented. Contract negotiations with the successful firm will commence at that time.

**The following are the required documents (Appendix A-D) that you must sign and send back with your RFP response:**

**APPENDIX A**

**Background Information**

<b>Company Name</b>	
<b>Headquarters Address</b>	

<b>Contact Person (for questions regarding this proposal)</b>	
<b>Title</b>	
<b>Office Location</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

<b>Project Manager</b>	
<b>Office Location</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

1. How many years has the company been in business?
2. Is the company private or publicly traded?
3. The full company name of the Contractor, the state in which the Contractor was organized, the date the Contractor was formed, the entity number assigned to the Contractor by California Secretary of State, if applicable, and the Contractor's federal taxpayer identification number.
4. A description of the Contractor's organizational structure, any anticipated changes to the Contractor's business and/or marketing strategies, whether public or non-public, that may impact the Contractor's ability to provide services in connection with the any or all phases of the Project.
5. A description of any existing business relationships the Contractor, any of its parent and/or affiliate companies have with the Board, Superintendent or any of the school districts or community college districts in Santa Clara County.
6. A description of any and all claims and judicial or administrative actions filed against the Contractor and/or its parent or affiliate companies in the last five years and the outcome of those claims and actions, including, without limitation, decision adverse to the Contractor and/or its parent or affiliate companies.
7. A description of any and all disciplinary actions or other actions taken within the last five years by any governmental or regulatory entity (including, without limitation, any court) against the Contractor and/or its parent or affiliate companies and/or any of their respective owners or principals.

8. A list and summary of any and all judicial or administrative proceedings involving the Contractor's sourcing activities and ant-trust actions to which the Contractor and/or its parent or affiliate companies have been a party with the last five years.

**APPENDIX B**  
**Non-Collusion Affidavit**

(To Be Executed by Vendor and Submitted With RFP)

I, \_\_\_\_\_, declare as follows:

That I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the attached RFP; that the attached RFP is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the RFP is genuine and not collusive or sham; that the vendor has not directly or indirectly induced or solicited any other vendor to put in a false or sham RFP, or that anyone shall refrain from bidding; that the vendor has not in any manner, directly or indirectly, sought by agreement, communication, or to fix any overhead, profit, or cost element of the RFP price, or of that of any other vendor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the RFP are true; and further, that the vendor has not, directly or indirectly, submitted his or her RFP price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham RFP.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019, at

\_\_\_\_\_, California

\_\_\_\_\_

Authority: Public Contract Code 7106  
CCP 2015.5

**APPENDIX C  
DRUG-FREE WORKPLACE CERTIFICATION**

This Drug-Free Workplace Certification is required pursuant to Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a state agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition.
- b) Establishing a drug-free awareness program to inform employees about all of the following:
  - 1) The dangers of drug abuse in the workplace.
  - 2) The person's or organization's policy of maintaining a drug-free workplace.
  - 3) The availability of drug counseling, rehabilitation and employee-assistance programs.
  - 4) The penalties that may be imposed upon employees for drug abuse violations.
- c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to an RFP by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a) and requiring that the employee agree to an RFP by the terms of that statement.

I also understand that if the COUNTY determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

\_\_\_\_\_  
NAME OF CONTRACTOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Appendix D**

The following is SCCOE's Professional Services Agreement that you are expected to sign after award of this RFP and the general conditions listed in the agreement apply to this proposal.

**Following are the required documents in this agreement that you must sign and send back with your RFP response:**

- **NOTICE TO PARTIES**
- **DISCLOSURE FORM REGARDING SCCOE OFFICIALS**
- **W9 FORM**