



**REQUEST FOR STATEMENTS OF
QUALIFICATIONS AND PROPOSALS
FOR
A CULTURAL BROKERING
PROGRAM FOR STUDENTS AND
FAMILIES**

RFP 22-028

Request for Proposals Issued:	May 23, 2022
Deadline for Questions:	May 31, 2022
Addendum, if Applicable:	June 3, 2022
Deadline for Submittal of Proposals:	June 7, 2022

**REQUEST FOR STATEMENTS OF QUALIFICATION AND PROPOSALS
FOR A CULTURAL BROKERING PROGRAM FOR
STUDENTS AND FAMILIES**

I. NOTICE OF RFP

Notice is hereby provided that the Twin Rivers Unified School District, located in McClellan, California ("District") is requesting Statements of Qualifications and Proposals from qualified firms to provide a cultural brokering program at one or more elementary school sites for students and families. Program components would include advocacy, relatedness, care and concern. The goals of the program are to improve the school's connection with students and families, improve student academic achievement, and serve as a cultural coach for teachers. It is the desire of the District to select one or more service providers that can meet or exceed the District's needs and requirements identified herein.

Qualified respondents are invited to email their responses (pdf format) no later than **3:00 p.m. on Tuesday June 7, 2022** to: debbie.gordon@twinriversusd.org. **NOTE: The District's gateway can only accommodate file sizes up to 20 MB. If your proposal exceeds this size, please send it in more than one volume.**

II. OVERVIEW OF THE DISTRICT

The Twin Rivers Unified School District ("District") is a K-12 public school district located in northeastern Sacramento County with a 2021-22 enrollment of approx. 24,000 students. In 2008, four area school districts, Grant Joint Union High School District and the Rio Linda, North Sacramento and Del Paso Heights Elementary School Districts, unified to create the Twin Rivers Unified School District.

The districts serve the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands and Foothill Farms. The district has four high schools, two junior high schools, three charter junior high schools, one creative arts junior high school, one technology academy (middle school grades), 30 elementary schools, two alternative schools, two adult schools and one special education preschool.

The District is in an economically diverse region characterized by a mix of residential development and light industry. In terms of family income, 90% of District students are currently eligible for Federal Free and Reduced price meals.

The district is governed by a seven member Board of Trustees and is under the day-to-day leadership of Steven Martinez, Ed.D. who was appointed District Superintendent effective July 1, 2013.

GENERAL INSTRUCTIONS and REQUIRED INFORMATION

Proposals must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the proposal. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The District reserves the right to reject any and all Proposals, or to waive any irregularities, or informalities in the Proposals. The submission of company literature and brochures is generally discouraged. If pertinent for illustration of product, or for reference, you may include literature in an appendix. Responses should otherwise be submitted in print, and must be limited to the maximum number of pages indicated.

- a. **Signatures** - Proposals must be signed by an authorized representative or officer of the firm. Please complete and return all District-required forms included in Appendix 1 with your proposal (Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification; and Non-Collusion Affidavit.)

- b. **Q&A** - Questions regarding this RFP may be submitted by email no later than May 31, 2022 to the following email address: debbie.gordon@twinriversusd.org

If applicable, an Addendum with summary Q&A will be posted to the District website by June 3, 2022.

- c. **District Required Forms** – Your response must include the District Required Forms in Appendix 1: *Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification and NonCollusion Declaration.*

d. Organizational History and Structure

Your proposal should include a description of your firm's history and organizational structure. Supply the name or names of the principals who will be responsible for your relationship with the District, and provide brief resumes for these individuals.

e. Legal Issues

- Is there any pending or past litigation against your firm regarding your provision or delivery of services?
- Does your firm have any contractual relationship that could be construed as a potential conflict of interest? If so, please explain.

Thank you for your interest in Twin Rivers USD. The District welcomes your firm's proposal.

III. SCOPE OF SERVICES

A. PROGRAM and PROPOSAL REQUIREMENTS

Twin Rivers is requesting Statements of Qualifications and Proposals from qualified firms to provide a cultural brokering program at one or more elementary school sites, for students and families. Program components would include advocacy, relatedness, care and concern. The goals of the program are to improve the school's connection with students and families, improve student academic achievement, and serve as a cultural coach for teachers. It is the desire of the District to select one or more service providers that can meet or exceed the District's needs and requirements identified in this RFQ/P. Based on the responses to this RFQ/P, a contract(s) will be awarded by the Board of Trustees, for a term of one to three school years, at the District's option.

Below is a description of proposal contents and program requirements. In your proposal, please clearly identify the services you will be providing, and discuss how your firm will meet or exceed the District's expectations:

- Vendor must provide one dedicated employee onsite 5 days per week, and support from a second employee/team member 4 days per week
- At the start of the school year, vendor will present at school site and collaborate with site administration on the program objectives
- Ensure that teachers are fully aware of the services and answer all questions and concerns. Establish trust and rapport with teachers, staff and families.
- Promote a collaborative approach to cultural brokering and a "win-win" atmosphere
- Collaborate with site administrators and provide information to potential participating families. Participate in Back-to-School Night or similar event.
- Observe and interact with students in class and at recess/passing periods.
- Discuss how you select and train employees, minimum qualifications, certifications, etc.
- Provide a detailed description of your firm's methodology and approach. Why is it unique, and how will it benefit Twin Rivers students and families?
- Discuss your firm's past successes in cultural brokering, including case studies of schools where your methodology has been effectively implemented, describing the original situation, the improved results, and the process in getting there.
- Fees/Costs – please include your fee structure (daily or monthly rate)
- Please feel free to include any other relevant information, experience, or skills which increase the value your firm's offering and services. (*Max. 1 page*)
- Please provide evidence of liability insurance coverage of at least \$1 Million Dollars
- Individuals who work with District students must be fingerprinted at our District Office before going onto school sites, in compliance with CA Education Code Sec. 45125.1. Please acknowledge this in your response
- Please complete, sign and return the District-Required Forms included in Appendix 1 with your proposal.

B. COVID-19 REQUIREMENTS

In-person programs are subject to state and local guidelines. Due to the evolving conditions surrounding the COVID 19 pandemic and CDC and District health and safety guidelines, program structure and components are subject to change such as; in-person, virtual (distance learning) or a combination of both learning models. Vendors must have the ability to adjust on a daily basis.

IV. RESPONSE DEADLINE – June 7, 2022

Proposals must be received by the District no later than **3:00 p.m. Tuesday, June 7, 2022**. Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. **Late proposals will not be accepted and will be returned unopened.**

Submit one signed proposal, **in a sealed envelope**, by regular or express delivery to the address below:

**Twin Rivers Unified School District
Attn: Debbie Gordon
Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660**

Please also email a pdf version to: debbie.gordon@twinriversusd.org

PLEASE DO NOT SUBMIT PROPOSALS IN 3-RING BINDERS OR NOTEBOOKS.

V. EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

To be deemed “Responsive”, proposals must be received by the deadline, include the District-required forms, and address all requirements of this RFP. Responsive proposals will be scored by a District panel using the following criteria:

- ✚ Demonstrated understanding of, and responsiveness to, the RFP. *10 points*
- ✚ Ability to meet and/or exceed the needs of the District as identified in Sec. IV of this RFP. *15 points*
- ✚ Personnel: qualifications, leadership, recruitment, training programs. *20 points*
- ✚ Past experience and demonstrated success in providing cultural brokering programs to school districts of comparable size and needs *25 points*
- ✚ Cost proposal – and, if applicable, availability of matching funds. *25 points*
- ✚ Additional benefits of the firm’s offering *5 points*

Award of contract(s) will be based upon the proposal scores and, if required, follow-up interviews, at the District’s option. Contract awards are conditional on final approval by the Twin Rivers USD Board of Trustees. The District reserves the right to:

- Request an interview with and/or additional information from any firm prior to its selection.
- Select the firm or firms that, in the District’s judgment, will best meet the District’s needs. Fees are an important factor, but are not the sole factor in making a selection.
- Reject any and all proposals or to waive any non-statutory informality. The Board’s decision to accept or reject the contract shall be final.
- Award a contract, multiple contracts, or portions of the whole, to more than one firm;
- Not to award a contract, either as a result of proposals received, or any other reason.

The decision of the District panel and Board will be final. June 14 is the target date for completion of the selection process and award of contract(s) by the Twin Rivers USD Board of Trustees.

Thank you for your interest in serving the needs of Twin Rivers Unified School District. The District invites you to respond and looks forward to receiving your firm's proposal.



APPENDIX 1

DISTRICT REQUIRED FORMS

Offer to Enter Into Contract
General Terms and Conditions
Qualification Certification
Non-Collusion Declaration

OFFER TO ENTER INTO CONTRACT

The undersigned hereby proposes to enter into an agreement with the Twin Rivers Unified School District and to furnish services as described in this Request for Proposal.

Name and Address of Firm:

Name: _____

Address: _____

City and State: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Officer/Representative of Firm:

Authorized Signature: _____

Printed or typed name: _____

Title: _____

Date: _____

GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their proposals.
2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this RFP:
 - a) Any protest must be submitted in writing to the Manager, Contract & E-Rate Services, Twin Rivers Unified School District, 3222 Winona Way, Suite 200, North Highlands, CA 95660, before 3:00 p.m. on the fifth (5th) business day following the District's notification of its intention to award a contract pursuant to this RFP.
 - b) Only vendors who submitted a proposal in response to this RFP may file a protest.
 - c) Protests must contain the following specific information:
 - Protestor's name, address, tele. no. and email address;
 - Date on which protestor's Response was submitted to the District;
 - Protestor's *specific, detailed basis for the protest*, which must be *supported by facts and/or documentation*. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
 - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District RFPs or contracts.
4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.
5. **NO CONTACT WITH BOARD OF TRUSTEES.** Respondents may not contact any member of the Twin Rivers USD Board of Trustees regarding this RFP unless specifically invited to an interview conducted by the Board.
6. **NON-DISCRIMINATION.** The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and

subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Name of Firm: _____

Authorized Signature and Date

Printed Name: _____

Title: _____



Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

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

Name: _____

Signature: _____

Title: _____

Name of Firm: _____

Date: _____



**NONCOLLUSION DECLARATION TO BE EXECUTED
AND RETURNED WITH PROPOSAL**
(Public Contract Code Section 7106)

_____deposes and says that
(Name of Authorized Representative)

he/she is _____ of _____,
(Title) (Firm Name)

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, 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 proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

(Signature)

(Typed or Printed Name)