



**OPTIONS FOR YOUTH-ACTON, INC.
REQUEST FOR QUOTE**

Charter Management Organization SERVICES

**POSTED: JANUARY 24, 2022
DUE DATE: FEBRUARY 4, 2022**

To whom it may concern,

Options For Youth-Acton, Inc. (“OFY-A”) is requesting quotes for **Charter Management Organization** Services.

OFY-A is a year-round public charter school serving approximately 1,600 students at eight sites in Ventura County and San Bernardino County, many of whom have not been successful or satisfied with their experience in traditional schools. The network of Options for Youth public charter schools has provided such programs since 1997. OFY-A is seeking services to assist in our charter school operations, and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFY-A’s website.

A copy of the proposed scope of work is attached. Interested vendors are not required to submit a quote covering the entire scope of work. OFY-A will accept quotes covering all or any portion of the services. Please ensure your quote clearly indicates which services are included in the quote. OFY-A reserves the right to negotiate the final terms and conditions of the contract, including the scope of work.

If you would like to submit supporting documentation with your quote (e.g., customer references, statement of qualifications, company history, alternative fee structures, etc.), please feel free to do so. All quotes should be placed on your company’s letterhead and include a bid or price estimate. Please submit your quote by the due date above to:

Brianna Villalpando
Assistant Principal of Instructional Operations
bvillalpando@ofy.org

OFY-A staff will review all quotes and make a recommendation to the Board of Directors. It is anticipated that OFY-A will award the contract on or around March 18, 2022, and the term of any resulting contract is anticipated to begin on July 1, 2022.

If you have any questions, or if you’d like to schedule an optional tour of our school facilities, please contact Brianna Villalpando using the contact information above. We very much look forward to reviewing your quote.

Sincerely,

Options For Youth – Acton, Inc.

Scope of Work

- I. School Operations
 - A. Budget Assistance
 - 1. Support with the management of ADA
 - 2. Monitor and support in the maintenance of FTE/PTR numbers
 - 3. Regularly track SB740 budgets alongside Charter School Principals
 - B. School Growth Monitoring
 - 1. Determine student enrollment projections with Principals using school analytics and data from previous years
 - 2. Monitor enrollment process and provide input for maintaining and/or improving the process to ensure school accessibility for all students
 - 3. Support with the management of revenue as the school grows and/or whenever the school might experience decreased revenue
 - 4. Support the school in navigating new site acquisition as needed and requested by the school to meet the needs of a growing school population
 - C. Management and Learning Environment
 - 1. Lead annual strategic planning for the Charter School leadership team
 - D. School Improvement Plans
 - 1. Supporting school to meet LCAP goals
 - E. Analyzing monthly progression subgroup data to inform the development of the LCAP and SPSA to reflect student needs
 - F. Assist with creating a plan for consistent student growth on the SBAC
 - G. Policy and Procedures Development
 - 1. Maintain up to date knowledge of education legislation, specifically pertaining to Charter Schools in California
 - 2. Develop policies to reflect the needs of the Charter School and to align with new or updated legislation alongside the School's legal team
 - 3. Develop training materials for new policies to be shared with school staff
 - 4. Support the Principals in developing and updating school procedures as needed
- II. Event Planning and Coordination
 - A. Graduation coordination, including but not limited to, support with venue selection and contracting/ordering graduation ceremony vendors and supplies
 - B. Organization of regional student events
 - C. Assistance with other events as requested from time to time
- III. Purchasing
 - A. Sourcing vendors upon request from school staff
 - B. Purchase Order Creation
 - C. Vendor management and coordination
 - D. Inventory management of supplies, furniture, and other assets

- E. Guidance on appropriate purchasing procedures in accordance with the school's fiscal and procurement policies
 - F. Printing Services
 - 1. DMV Certificates
 - 2. Diplomas
- IV. Quality Assurance
- A. Define and specify student file standards
 - B. Conduct audits of student files regularly to ensure compliance with applicable laws
 - C. Assist with responding to notices or other inquiries from the school's charter authorizer
 - D. Assist with the school's attendance reports as needed, including P1, P2, and Annual
 - E. Assist with the annual independent audit as needed
- V. Business Management
- A. Serve as a liaison between school leadership and accounting department to ensure all planned school operations and events are included in the school budget
 - B. Communicate with school leaders to ensure knowledge of funding drivers is distributed to key stakeholders
 - C. Collaborate with accounting team to provide school leaders with important funding report dates to ensure appropriate school planning
 - D. Support school leadership in the development and implementation of appropriate financial systems.
 - E. Collaborate with school leadership to determine, implement, and manage school budgets.
 - F. Develop, update, and help manage the employee incentive program in collaboration with school leaders in an effort to increase school initiatives, improvement plans, and key performance indicators.
- VI. Summer School Programs
- A. Coordinate services with auxiliary departments to ensure summer staffing plans are executed, facility needs are fulfilled, marketing campaigns are developed, proper student registration is completed, student files meet quality assurance requirements, summer referrals are distributed to school districts, and curriculum, furniture, and technology are delivered.
 - B. Establish growth targets for district summer programs and internal summer sites alongside school leadership.
 - C. Work with school district liaisons to negotiate annual summer contracts
 - D. Oversee hiring, training, and development of district summer support staff
 - E. Supervise support staff for external district summer programs

- F. Assist in the planning and monitoring of summer program budgets
 - G. Build relationships with nearby school districts
 - H. Serve as the main point of contact between all departments and charter school sites
 - I. District Project Management
 - J. Provide summer quality assurance support
- VII. Accreditation
- A. WASC Accreditation
 - 1. Support with the accreditation process, from start to finish
 - 2. Standardization, collection, and evaluation of data
 - 3. Track accreditation timeline and notify school staff of deadlines
 - B. AdvancED Accreditation
 - 1. Training and monitoring
 - 2. Standardization, collection, and evaluation of data
 - 3. Accreditation process assistance
 - 4. Maintain accreditation for all schools
- VIII. Enrollment
- A. Consulting Services
 - 1. Enrollment processing
 - 2. Lead generation
 - 3. Lead outreach
 - B. Data/Technology Systems Support
 - 1. Customer Relations Manager (CRM) - Advise and train school personnel in the selection, maintenance, and use of CRM
 - 2. Social Media - Support for increasing student leads and community partner engagement through the use of various social media platforms
 - 3. 800 Number Management - provide staff that will handle the 800 phone number for the charter school
 - C. Management
 - 1. May support with the management and oversight of the Enrollment and Outreach Specialist regular meetings with the Principal(s).
 - 2. Short-term enrollment and staff management
- IX. CALPADS State Database (Records and Compliance)
- A. SSID (Student Statewide Identifier) Request File
 - B. Student Enrollment Report (SENR)
 - C. Student Information Report (SINF)
 - D. Student English Language Acquisition Report (SELA)
 - E. CASEMIS SPED reports
 - F. Submission and certification
 - G. California Basic Education Data System (CBEDS ORA)

- H. Immunization Reporting
- I. School Accountability Report Card (SARC)
- J. Civil Rights Data Collection (CRDC)
- K. Processing diploma requests
- L. Incident report monitoring
- M. Foster and homeless information youth records and compliance management
- N. Standardized testing communication, coordination and management