



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

College and Career Readiness 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 **College and Career Readiness 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.

Options For Youth - Acton is seeking vendors to lead and facilitate a yearly college readiness program to support a cohort of high school students in preparation for their post-secondary educational goals.

- I. College Readiness Program Components
 - A. Organize and run college readiness workshops throughout the year that may cover topics such as, but not limited to, FAFSA, resume writing, EOP basics, etc.
 - B. Regularly scheduled student cohort meetings to support students' college application needs.
 - C. Host parent and student pre-program orientation (and make-up orientations as needed). The service provider should assist with the collection of all necessary paperwork, act as the liaison with the school to ensure that logistics are met throughout the year.
 - D. Service Provider staff must be CPR/First aid trained and receive all necessary training regarding emergency protocols.
 - E. Service provider staff will also support with facilitating curriculum and tutoring throughout the year.
 - F. Service provider staff should be available to offer assistance for students who have graduated from our school and entered college.
- II. Collaboration with Curriculum Department
 - A. Development of elective course curriculum that includes group discussions and activities, individual reflective opportunities that focus on perseverance and being solution focused, and college readiness and preparation skills.
- III. Customized Program planning to meet the needs of each cohort, including specific college and university tours or panels and available enhancement options to expose students to post-secondary educational opportunities and prepare them for college.
- IV. Vendor program emergency staff should be available throughout all scheduled programming.