



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

**Educational 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 **Educational 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](mailto: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.

## I. Curriculum Development

### A. Curriculum

1. Research trends to keep up to date with educational theory and best practices
2. Assist with planning all core and elective coursework for grade levels served by the school
3. Assist with building the scope and sequence for all courses
4. Use assessment and standards information to consult on the selection of power standards
5. Write learning targets and objectives for all power standards
6. Backwards plan curriculum by writing assessment criteria
7. Research and vet online curriculum and/or supplemental software and make recommendations to the school
8. Monitor the success of courseware (Student Activity Workbooks and digital curriculum) with all available data points
9. Regularly communicate with school personnel to gather feedback about courses
10. Create a customized school specific curriculum upon request
11. Provide digital curriculum as well as printed materials

### B. Independent Study Curriculum

1. Build paper-based Student Activity Workbooks for independent study curriculum
2. Build corresponding formative and summative assessments for all paper-based independent study curriculum

### C. C. Course Edits

1. Collect and analyze course and assessment data to inform course corrections
2. Edit courses for content and errors
3. Edit assessments for content and errors
4. Update curriculum as new laws are implemented or as otherwise requested by the school

### D. Training

1. Create training plan and resources for curriculum releases
2. Facilitate training of staff on new and updated curriculum

### E. Other Support

1. Manage the A-G UC approval process
2. Manage the NCAA approval process
3. Ensure curriculum compliance
4. Communicate with school personnel regarding new releases and updated curriculum

5. Manage any curriculum requirements, tags, and additions
6. Communicate with the school's third party student information system vendor

## II. Analytics

### A. Student and/or Parent Surveys

1. Collaborate and draft students and/or parent survey questions
2. Deploy electronic surveys
3. Analyze survey results and make consequent recommendations to school leadership about marketing and recruitment efforts, as well as general student experience and academic success
4. Create findings reports and disseminate and/or present to school staff

### B. Market Analysis

C. Perform competitive landscape analysis and report findings to school leadership

D. Perform demographic analysis for campus locations and relocations, quantify and report findings

## III. Operational Support and Consulting

### A. General Support

1. Arrange for the translation of various materials to languages besides English
2. Design, prepare, and order various printed materials as requested by the school

### B. Charter Authorizer Relations

1. Assist with responding to notices, letters, and other correspondence from the authorizer of the client's charter
2. Assist with the material revision and charter renewal processes
3. Foster positive relationships with the charter authorizer's board members and staff
4. Regularly attend board meetings of the charter authorizer
5. Attend meetings between school personnel and charter authorizer staff as requested

## IV. Professional Development (PD)

### A. General Support

1. Research trends to keep up to date on professional development offerings and best practices
2. Analyze student achievement and other data to inform PD offerings
3. Create a PD plan to be executed throughout the school year covering all required topics to ensure consistency in teacher practice
4. Assist with creating professional learning communities for staff to similar subject matter to meet regularly and focus on student growth and achievement

5. Research and make recommendations regarding subject-matter specialists and educational experts
  6. Coordinate outside PD events as requested by the school
- V. English Learner (EL) Support
- A. General Support
    1. Stay up to date on laws and best practices regarding services for EL students and assist with training appropriate school personnel
    2. Consult on the development, review, and updating, of the English Language Development (ELD) Master Plan
    3. Assist with EL compliance
    4. Assist with developing the ELD curriculum and alignment with the California ELD standards
    5. Coordinate English Language Proficiency Assessments for California testing and reporting
- VI. Special Education Support
- A. General Support
    1. Maintain positive relationships with Special Education Local Plan Area (SELPA) personnel and charter authorizer personnel
    2. Assist with California Department of Education and Office for Civil Rights compliance
    3. Consult on the development and implementation of special education related litigation or due process matters
    4. Special Education Policy consultation for the Charter School
    5. Provide guidance and coaching for Special Education Staff
    6. Provide Special Education policy development and implementation
- VII. Compliance and Accountability
- A. General Support
    1. Oversee the preparation and submission of all required reports to the charter authorizer and other regulators by the designated deadline
    2. Assist with processing federal and state accountability reports, including CALPADS, CRDC, LCFF, LCAP, CSI, AB plans and others as needed
    3. Assist with state standardized testing and administration, and creation of administrator and teacher logins for internal benchmark testing platform