



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

**Student Trips and Experiential Learning 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 **Student Trips and Experiential Learning** 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.

## Scope of Work

- I. Experiential Learning Trips in the US and internationally for Middle and High School students, which may include but are not limited to.
  - A. Trips might include College tours (Southern California, Northern California, HBCU, East Coast, etc.)
  - B. Washington DC Trips
  - C. Service Learning Trips (students should have the opportunity to earn at least 10 hours of community service)
  - D. International Cultural and Experiential Learning Trips
  - E. STEM focused trips
  - F. Ranch Trips (outdoor education elements, teambuilding, hands-on learning, leadership development, etc.)
  - G. Farm Program Trips (farm to table classes, gardening, farm animal care, nutrition lessons, social-emotional learning, etc.)
- II. Vendors should be able to provide the following for all trips:
  - A. Student-friendly hotels and lodging
  - B. Flight reservation, check-in, ticket name changes, flight logistics, and baggage
  - C. All trip and travel meals
  - D. Trip leaders and additional program staff to provide supervision for students during the day and night (on call for emergencies). All staff should be CPR/First Aid certified and trained in emergency protocols.
  - E. All transportation while on trip
  - F. Coordination of all activities, tours, and night programming
  - G. Customized tours and available additional services that can be added to enhance the trip.
  - H. 24/7 access to program staff while on trip in case of emergency
  - I. Collaborate with curriculum department to ensure that students are able to receive elective credit for completion of trips.
  - J. Program Liaison to host pre-trip orientation for students and parents (make-ups should also be organized as needed). During orientation the program liaison will collect necessary paperwork and work with school to ensure all pre-trip logistics are met.
  - K. Program staff who will facilitate curriculum, offer tutoring throughout the trip, and support with grading.
  - L. For International trips only:
    1. Program staff to travel with students through immigration and customs
    2. Program staff to obtain all necessary visas/travel documents for student groups

3. Pre-trip cohorts and teambuilding to prepare students to travel internationally
  4. Organize post-trip reunions to help students reunite after their journey together upon request from the school
- III. Daily trip programming should include, but is not limited to:
- A. Group discussion and activities
  - B. Individual time for students to reflect on new experiences, observations, and perseverance
  - C. Programming focused on Social-Emotional Learning