



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF  
**EDUCATION**

*Division of Procurement*

1834 Kongens Gade, Charlotte Amalie  
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**Khadila D. Joseph**  
Director

**Request for Proposal RFP-VIDE-2023-001  
to Provide  
Afterschool Program for Kindergarten through 8<sup>th</sup> Grade Students**

Solicitation Date: January 26, 2023

Proposal Due Date: February 20, 2023, at 5:00 EST (via email)

Last day for questions February 7, 2023

Email: [bids@vide.vi](mailto:bids@vide.vi)

**A. PURPOSE / OVERVIEW**

**Summary/ Overview:** The purpose of this Request for Proposal (RFP) is to solicit proposal qualified providers including but not limited to non-profit organizations and faith based organizations to provide educational afterschool programs to improve students' educational outcomes through hands-on learning experiences afterschool for a minimum of 30 PK-8<sup>th</sup> grade students at an identified PK-6/PK-8<sup>th</sup> public or non-public school in the St. Croix District.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s) with the knowledge, experience, and expertise to provide all things necessary to facilitate experiential activities in a focused area of interest for students that integrate Comprehension of Informational Text, Comprehension of Literature, Writing, Measurement and Data, as well as Geometry. This selected service provider will identify qualified instructors who will plan and execute high quality lessons for in specialized areas of interest being offered in Kindergarten through eighth grade to address the students who are in need of authentic hands-on learning experiences.

The Department will award multiple service providers/schools to provide afterschool instruction to Virgin Islands students in the St. Croix District using a variety of strategies and best practices indicative of high quality instruction for grades Kindergarten through eighth grade. Services shall be provided at a public and non-public schools within the St. Croix School District. The program should be creative and not structured in the traditional classroom structure as to give the children a different more experiential way of learning and grasping the concepts listed. Upon completion of this program, students will be able to enter a career pathway in a global society. The Department reserves the right to make multiple awards under this RFP

**B. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

Part I: Narrative



## **1) Table of Contents**

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

## **2) Executive Summary/Proposal Overview**

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

## **3) Required Parts and Documents**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; qualifications (20 Points), responsiveness and dedication (30 Points), experience (30 Points), and Cost (20 Points).

The proposer shall also meet the following requirements:

- 1) Provide description of the proposer's organization.
- 2) Provide history and background of organization.
- 3) Provide previous experience including years of experience describing the type of experience required for the project.
- 4) Provide Curriculum Overview with activities and timelines, pre/post assessments
- 5) Demonstrate ability and capability to deliver on all aspects as described in Section II.
  - a. Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services and Deliverables as defined in this RFP.

## **4) Technical Response**

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs



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and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services as defined in this RFP

## Part II: Cost Proposal

The proposal shall provide the proposed compensation per for the services to be provided as described.

### **C. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

### **D. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

### **E. FEDERAL FUNDING/DEBARMENT CERTIFICATION**

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

### **F. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of two (2) years.

### **SCOPE OF SERVICES**

The selected service provider will provide instruction to Virgin Islands students using a variety of strategies and best practices indicative of high quality instruction for selected students in Kindergarten through eighth grade. Upon completion of this program students will be able to enter career pathway in a global society. It is anticipated that a minimum of 30 student participants will benefit from the services based upon the proposed grade level in each school.

The Department seeks the services of a Contractors to conduct an Afterschool Program at the following School Sites:



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*Public Schools*

1. Pearl B. Larsen PK-8
2. Juanita Gardine PK-8
3. Lew Muckle PK-6
4. Ricardo Richards PK-6
5. Alfredo Andrews PK-6
6. Eulalie Rivera PK-8
7. Claude O. Markoe PK-6
8. John H. Woodson Jr. High School

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*Private Schools*

9. Free Will Baptist
10. St. Croix Christian Academy
11. St. Croix Seventh Day Adventist
12. St. Patrick's Catholic School
13. St. Mary's Catholic School
14. Church of God
15. Good Hope Country Day

**Deliverables**

The selected contractor shall provide the following:

- 1) Conduct an initial kick-off meeting with District personnel within ten (10) days upon execution of the Contract.
- 2) Provide monthly student progress reports noting student attendance, academic benchmarks, and behavior; and
- 3) Provide pre/post assessment data to VIDE District monitors

**Selected Contractor's Responsibility**

Provide an Afterschool program for a minimum of 30 students at one (1) PK-6<sup>th</sup> grade or PK-8<sup>th</sup> grade school that is creative and not structured in the traditional classroom structure as to give the children a different more experiential way of learning and grasping the concepts listed.

Provide highly qualified instructors within subject area expertise (ratio of 1 teacher to 15 students):

- a) who have experience with children, submitted a resume and background check
- b) who teach four to five days per week for 2 hours daily at minimum.



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- c) plan and execute lessons that integrate Comprehension of Informational Text, Comprehension of Literature, Writing, Measurement and Data, as well as Geometr

### **Department Regulations and Requirements**

The Contractor shall provide a list of names and copies of a Government issued identification for all employees, paid or unpaid with wages; and all other persons, not regarded as employees but identified by Contractor as providing services under this Contract, within thirty (30) days prior to beginning services under this Contract. If any employee or person is to be substituted after submission of the list, for any period of time during the period of service, the Contractor shall submit the name and copy of a Government issued identification of the proposed substitute employee in advance to VIDE's Office of the Superintendent, which shall indicate approval of the substitution before the person is allowed to begin services. Additionally, the Contractor shall comply with the following:

- A. Each employee of Contractor or any other person who works with students under this Contract shall meet the following basic minimum requirements:
- i. Shall have a clean criminal background record.
  - ii. Must not have plead guilty to or been found guilty of any felony or misdemeanor for violations of drug laws; of any felony or offense against a person; any offense involving the endangerment of a child as prescribed by law; of any misdemeanor or felony for a sexual offense; of felony or misdemeanor for a weapons offenses; or misdemeanor or felony for pornography or related offenses or of any similar crime in any federal state, municipal, or other court of similar jurisdiction. This paragraph shall also apply to any person who has plead guilty to or been found guilty of any felony involving robbery, arson, burglary, or a related offence, or any similar crime, in any federal, state, territorial, municipal, or other court of similar jurisdiction within the preceding ten (10) years.
  - iii. In the event that any person performing services under this Contract is accused of committing criminal acts or engages in conduct the Department deems is inappropriate or that may pose a risk to the health, safety, or well-being of students, the Department may request the removal of said person and Contractor shall immediately remove said person. Said person shall provide no further services under this Contract.
  - iv. Throughout the life of this Contract, upon written request by the Department, the Contractor shall submit criminal background record checks and/or traffic record checks of persons within ten (10) days.



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### III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

### IV. CONTRACTUAL REQUIREMENTS

All bid proposals **and** subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating (if applicable).
- (3) One (1) current **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original Certificate of Good Standing, Certificate of Existence, or Certificate of Status from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage **of Professional Liability Insurance and General Liability/Public Liability Insurance** - each of no less than [One five hundred thousand dollars and zero cents (\$500,000.00)] for any one occurrence. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement pages that indicating that the Government of the Virgin Islands, Department of Education, is as "certificate holder" and an "additional insured" on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.



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(8) System for Award Management (SAM) certifying the Contractor's' eligibility to receive contract awards appropriated with federal funds; [www.sam.gov](http://www.sam.gov).

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

**The Department reserves the right to make multiple awards under this RFP.**