

Notice of Request for Proposals

Door Scanner Services RFP No. 513

Notice is hereby given that Opportunities for Learning – Baldwin Park Charter School (hereinafter referred to as “**OFL-BP**”) is requesting proposals for a provider of Door Scanner Services (hereinafter referred to as “**Proposer[s]**”) to assist with OFL-BP’s operation of its charter school programs in Los Angeles, California.

Proposers should not construe from this notice that OFL-BP intends to enter into a contract with the Proposer unless, in the opinion of OFL-BP, it is in the best interest of OFL-BP to do so. OFL-BP reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at
OFL-BP’s website at <https://ofl-bp.org/notices/rfp/>

To request the RFP documents by e-mail or postal mail, please contact:

Brooke Bern, Assistant Principal of Instructional Operations
1301 E. Rosecrans Avenue, Compton, CA 90221
bbern@oflschools.org

OFL-BP will record and provide answers on a rolling basis to any questions or requests for clarifying information about the RFP received during the question and answer period.

Proposers must submit written proposals via email or in a sealed package labeled:

“Proposal – Door Scanner Services [RFP No. 513]”

Addressed to:

Brooke Bern

Opportunities for Learning, Baldwin Park Charter School.
1301 E. Rosecrans Avenue, Compton, CA 90221

OFL-BP will accept all proposals received on or before Tuesday, May 13, 2020. OFL-BP will not accept proposals that are received after the deadline. OFL-BP reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. OFL-BP will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of OFL-BP. Following the review and analysis of all responsive proposals, OFL-BP staff will make a recommendation to the OFL-BP Board of Directors at a duly noticed board meeting.

**REQUEST FOR PROPOSAL
for
Door Scanner Services**

**RFP No. 513
Door Scanner Services**

by

OPPORTUNITIES FOR LEARNING– BALDWIN PARK CHARTER SCHOOL

ADDRESS ALL PROPOSALS TO:

Brooke Bern
Opportunities for Learning–Baldwin Park Charter School
1301 E. Rosecrans Avenue, Compton, CA 90221
bbern@oflschools.org

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of Door Scanner Services (collectively referred to herein as “Service Provider”) that will provide Opportunities for Learning – Baldwin Park Charter School (hereinafter referred to as “OFL-BP”) with assistance in the operation of its California public charter school located in Los Angeles, California. The Service Provider will provide services to OFL-BP as described in RFP Exhibit 1, Scope of Work.

Through this RFP, OFL-BP seeks to promote maximum open and free competition consistent with applicable federal and state laws and standards. Outlined below are examples of basic competitive bidding standards OFL-BP will use in the issuance of this RFP:

- OFL-BP is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- OFL-BP released this RFP to benefit OFL-BP and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by OFL-BP of the Proposer who meets OFL-BP’s requirements, as determined by OFL-BP when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Service Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. OFL-BP will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibit, and OFL-BP responses to questions before submitting a proposal.
- Ask appropriate questions or request clarification before the deadline in the RFP.
- Submit all required responses by the required deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify OFL-BP of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify OFL-BP of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Background Information

OFL-BP proudly serves more than 3,700 students and their families at its 13 sites. OFL-BP is a year-round public charter school that serves 7th grade to 12th grade students, who range in age from 14 to 24 years old.

At OFL-BP our mission is to create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality. Our students enroll with us to meet various unique needs. Some students enroll to accelerate their progress toward their high school diploma so that they are able to graduate sooner than they might in traditional school. Others are falling behind in a traditional setting and are seeking academic recovery. Additionally, some students attend OFL-BP to eliminate some of the stressors associated with larger class sizes, increased student population and intimidating social demands of traditional high school settings. Our school offers both independent study courses and small group instruction. Independent studies provides students with the space to work at their own pace and develop a heightened sense of accountability. Our small group instruction courses offers a classroom setting with fewer students than a traditional school, in order to maximize support for access to rigorous common core content. In our blended model of independent studies and small group instruction students are encouraged to take ownership of their education while still receiving the one on one support they need to successfully progress toward earning a high school diploma.

Learning Center Locations

Los Angeles

Compton
1301 E Rosecrans Avenue
Los Angeles, CA 90221

Watts
638 E El Segundo Blvd
Los Angeles, CA 90061

Hawthorne
13613 Hawthorne Blvd
Hawthorne, CA 90250

Ramona
12731 Ramona Blvd
Irwindale, CA 91706

San Fernando Valley

Arleta
9700 Woodman Ave
Arleta, CA 91331

Encino
17953 Ventura Blvd.
Encino, CA 91316

Reseda
8911 Reseda Blvd.
Northridge, CA 91324

Simi Valley
2585 Cochran St
Simi Valley, CA 93065

Long Beach

Bellflower
10058 Rosecrans Blvd
Bellflower, CA 90706

Bixby
3501 Atlantic Ave
Long Beach, CA 90807

Wilson
3850 E. Anaheim Street
Long Beach, CA 90804

Signal Hill
400 E. Willow St
Long Beach, CA 90806

North Long Beach
6608 Cherry Avenue
Long Beach, CA 90805

**Schedule of Events
for
RFP No. 513**

- Release of RFP Tuesday, May 5, 2020
- Proposer Question Submission Deadline Tuesday, May 12, 2020
- OFL-BP Provides Answers Wednesday, May 13, 2020
- Deadline for Submission of Proposal Thursday, May 14, 2020
- Proposals Evaluated Friday, May 15, 2020
- Notice of Anticipated Award Date On or around May 18, 2020
- Board Meeting – Contract Approval On or about the week of May 18, 2020

OFL-BP will make every effort to adhere to the schedule. However, OFL-BP’s management reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at [www.https://ofl-bp.org/notices/rfp/](https://ofl-bp.org/notices/rfp/).

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy OFL-BP's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of some or all of the services described within this RFP.
3. OFL-BP may reject a proposal if the proposal is conditional or incomplete, deemed non responsive, or if it contains any alterations of form or other irregularities of any kind. OFL-BP may reject any or all proposals or waive any immaterial deviation in a proposal. OFL-BP's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge OFL-BP for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request, via email, to OFL-BP, signed by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page 2 of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. OFL-BP may modify the RFP prior to the date given for submission of proposals by posting an addendum on <https://ofl-bp.org/notices/rfp/>. OFL-BP will notify Proposers so they can obtain any addenda from OFL-BP's Website, or request it by email, postal mail, or fax.
8. OFL-BP reserves the right to reject all proposals for any reason and at OFL-BP's discretion. OFL-BP is not required to award a contract.
9. Any proposals and resulting contract(s) will be public documents reviewed by the OFL-BP Board of Directors at a public meeting. Proposers understand that such documents will not be kept confidential.
10. OFL-BP will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause OFL-BP to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, OFL-BP will not consider any of the participants of such collusion in this or future solicitations.
11. OFL-BP will not consider a joint proposal submitted by two or more entities.
12. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

13. All proposals shall include the forms provided as attachments to this RFP, but proposals may also include an alternative fee proposal form that better suits the type of services and pricing structure. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
14. OFL-BP shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened late proposals to the respective Proposers. The digital copy must be received no later than 5pm on the date set forth above, and the hard copy must be received or postmarked on or before the date set forth above.
15. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
16. Proposers may submit their questions regarding the information presented in this RFP to Brooke Bern in writing by email at bbern@oflschools.org, no later than 5pm on the date set forth above. OFL-BP will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Proposers may not contact other OFL-BP employees directly to ask questions.
17. OFL-BP representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
18. OFL-BP reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided OFL-BP considers such negotiation to be in its best interest. OFL-BP may award the full contract to any one Proposer, or may choose to split up the contract between multiple Proposers if in OFL-BP's best interest.
19. Interested Proposers may inspect OFL-BP's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Optional Tour.
20. Proposers shall submit at least one copy of the proposal, either a hard copy in a sealed envelope or in digital format via email.
 - a. The proposal must contain the signature of the individual(s) authorized to bind the Proposer contractually. If multiple hard copies are submitted, one copy must be labeled "Master Copy."
 - b. The Proposer must ensure the proposal is complete and inclusive of all materials, including any required signatures. If both paper and digital copies are submitted and there is an inconsistency between them, the paper copy will take precedence.
 - c. If submitting in hard copy, the sealed proposal envelope must be marked legibly with OFL-BP's RFP number and title, and OFL-BP's name and address, as shown in the following example:

Proposal— Door Scanner Services [RFP No.513]
[Enter Service Provider Name Submitting RFP]
for
Opportunities for Learning, Baldwin Park Charter School
Submitted to:
Brooke Bern

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Attachments Checklist
2.	Authorization Agreement.
3.	Fee Proposal on Company Letterhead

1. Attachments Checklist

The Proposer shall include all documents identified in the Attachments Checklist (Attachment A). OFL-BP may reject proposals that do not include the proper required attachments.

2. Authorization Agreement

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment F) and return it with the proposal package.

3. Fee Proposal

The Proposer must complete the Fee Proposal on company letterhead. Proposers may also include an alternative fee proposal form, such as a breakdown of hourly rates, that better suits the type of services and pricing structure in the proposal, but all proposals must include Attachment C.

Evaluation of Proposals

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, OFL-BP may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause OFL-BP to reject that proposal; however, OFL-BP may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, OFL-BP will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

OFL-BP will open proposals to determine if they contain all the required information in accordance with this RFP. OFL-BP will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Ability to Provide Requested Services	10
Ability to Provide Requested Products	10
Cost	10
TOTAL POINTS	30

OFL-BP will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. OFL-BP will recommend awarding the contract to the Proposer with the highest total proposal score.

Attachments

Attachment A

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to OFL-BP. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
_____ 1	Attachments Checklist
_____ 2	Authorization Agreement
_____ 3	Fee Proposal

Attachment B

Authorization Agreement

Request for Proposal for Door Scanner Services
RFP No. 513

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for OFL-BP.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment C

Fee Proposal

COST BREAKDOWN

Proposer Instructions

- Proposal must be on company letterhead**
- Provide a breakdown of all costs included in the fixed price, including personnel costs.
- Clearly identify all costs**

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		

RFP EXHIBIT 1 SCOPE OF WORK

Proposals for the performance of all or some of the goods and services described below may be submitted.

Premise Detection Solution

- Purchase and configuration of remote transmitting devices (i.e. RFID key cards, FOBs, badges or equivalent) that can be carried by students or attached to their student IDs and taken off of school premises
- Purchase, installation and configuration RFID device scanner(s) that can passively detect bi-directional (entry/exit) movement of students to/from school buildings and internal rooms. (Example: Scanners that can be mounted near doors/designated entry/exit points for a defined area).
- Passive premise detection (requiring no action by the student outside of carrying the remote transmitting device on their person as they pass by the device scanner)
- Purchase, installation and configuration of any other on-premise hardware and software required to support:
 - Cloud-based secure storage of all premise events including data back-up and archival access to historical premise events: up to a minimum of 3 years of event data.
 - Recorded premise events should include these minimum data points:
 - Date/time of preise event
 - Type of event (entry/exit)
 - Device associated with event
 - Secure real-time reporting of premise event data for each student to the school's Student Information System (SIS) through an API (or equivalent interface)

Real-Time Display of Student Premise Status

- A user-friendly dashboard-like view of students' real-time current premise status by a single student, or multiple students (i.e. in a teacher's roster)
- A user-friendly dashboard-like view to show all students currently on site by school location and/or a specific building, area, or room
- Allow search of all premise activity per student or device ID; include capability to filter activity by event date/time and event type

Device Inventory Management User Interface

- A software solution that allows non-technical school staff to:
 - Set up new RFID key card/badge/FOB devices for use on school's premise
 - Activate/deactivate devices
 - Manage device status (i.e. mark as lost or broken)
 - Reassign/reallocate device inventory to multiple school sites/campus locations depending on demand
 - Track history of all device inventory management events
 - Reissue any previously-assigned devices to new students (i.e. device reusability)
 - Training of school non-technical staff to perform above functions

Student Information System Integration

- View students' real-time premise status within the school's SIS user interface
- View a history of a student's premise events (up to 3 years minimum)
- Automatically record a student's daily physical attendance status based on their actual premise events
- SIS user-capability to override a student's daily attendance status, in the event it differs from the status reported by actual premise events
- Enrollment-driven device management
 - Upon enrollment of a student, ability to issue a new transmitting device to the student using the SIS interface
 - Upon withdrawal of a student, ability to check-in/return their issued device
 - Upon transfer of a student to another school campus, allow student to continue using existing device without being issued a new one
- Student and Parent Portal integration
 - Show current premise status and historical premise activity in their role-based user interface web portal

Reports

- Student Reports
 - Show/print a single student's premise activity history based on start/end event dates; including the student's on-premise duration in hours/mins, and cumulative on-premise duration for a specific date, or in total for the date range requested
 - Student Attendance/Premise Activity Mismatch: Show student's officially recorded daily attendance vs the attendance status based on premise event activity; report to assist school staff on attendance override processes and general attendance reconciliation
- School Reports
 - Location Entry/Exit Activity: For a selected date range and client, show a list of students who had any entry or exit activity; add filter to show: all events, entry only, exit only, unknown
 - FOB Student Assignments: show list of active/inactive students with/without device assignments, including status of each device (checked in or out), and any incompatibilities with enrollment location and FOB client id owner
- Inventory Reports
 - Device Inventory: show a full list of all transmitting devices including its inventory status, assigned location, hardware serial numbers
 - Device Return List: show list of students with leave dates in a date range, and show status of each device (if checked in or not)
 - Location/transmitter Mismatch: show list of all students with devices issued for a location different from the student's current enrollment location

Business Intelligence/Analytics

- Consultation with school to determine metrics to track and analyze. Example analytics may include"
 - Correlations between student achievement and daily attendance
 - Correlations between student achievement and actual on-premise duration
 - On-premise event duration filtered by charter, region, site location, teacher, date range;
 - Trending of on-premise/attendance metrics over time

- Build custom Tableau dashboards that provide a user-friendly view of above metrics selected by school including filtering dimensions and data export capability

Launch Training & User Guides

- Provide initial launch training to select school staff on the use of all premise hardware/software
- Provide user-guides and/or how-to videos on device inventory management and best-practices
- Provide user-guides on SIS-specific integrated features

Post Deployment Support/Troubleshooting

- Procure/configure new transmitting devices as requested by the school
- Manage/troubleshoot the replacement/repair of existing transmitting devices
- Manage/troubleshoot device scanners; including procurement, configuration and testing of new and replacement scanners
- Monitor for equipment breakdown, including data storage and integration disruptions that may occur due to network/system issues