

**Request for Professional Services Proposals (RFP)**  
**Jefferson School Attendance and School Mobility Initiative**

Issued by: Urban Strategies, Inc. (USI)

Issuance Date: August 27, 2018

Proposal Due: September 10, 2018

Introduction

USI is requesting proposals from qualified consultants to implement an evidence-based program at Jefferson Elementary School to improve student attendance and school mobility. School attendance in the 2017-2018 school year was very low (78%) and school mobility was very high (38%). That is, 38% of the students who started the 2017-2018 school year at Jefferson School moved to other schools over the course of the year. USI seeks organizations that have effectively worked in St. Louis Public Schools to improve student attendance in the last 3 years and whose work can produce measurable improvement in student outcomes within one year of implementing their model at Jefferson. USI will award up to \$50,000 to an agency for a 9 month period beginning October 2018. Awards may be renewable annually for up to three (3) years.

Urban Strategies Profile

Urban Strategies, Inc. (USI) is a national nonprofit with extensive experience in the design and implementation of place-based human capital development strategies in communities that are undergoing comprehensive physical revitalization. USI works with Public Housing Authorities, city government officials, institutions, foundations, developers, property managers, community members and other stakeholders to build comprehensive plans around neighborhood conditions and human service needs.

Founded in 1978, Urban Strategies is a leader in the field of community development, supporting more than 30,000 low- to moderate-income families, approximately 100,000 individuals, in 30 communities in 15 major metropolitan areas. USI supports communities, develops economic opportunities cradle-to-college/career success, access to high quality health services, and a range of comprehensive human service supports while concurrently working with developers to create new physical facilities and amenities that complement human service systems and improve the capacity of existing community systems.

Our work is most generally focused in distressed urban core residential communities that are undergoing, or slated to undergo, physical revitalization. We work thoughtfully with community services to develop a network of support. With nearly 40 years of experience, our major accomplishments include:

- Comprehensive Human Capital planning and implementation in 12 major cities
- Over \$350 million leveraged in public and private sources for innovative support service programs and initiatives
- Lead implementation partner for people support services in 9 Choice Neighborhoods
- Planning and coordination of Community Support Services in 12 HOPE VI communities
- Partnering with schools in 9 major cities supporting cradle to college/career pipelines

## Background

In December 2016 the City of St. Louis was awarded a \$29,500,000 Choice Neighborhoods Initiative Implementation (CNI) grant from the Department of Housing and Urban Development to revitalize the Near North Side neighborhood of St. Louis and ensure that residents in the Preservation Square housing community will experience improved educational, economic, and health results in their lives. CNI grants seek to transform the People, Housing and Neighborhood of a target community. Urban Strategies, Inc. (USI) leads the “People” component of the project, and works to connect residents in Preservation Square to a network of 35 partner services, programs, and resources to help residents reach their individual and family goals. Detailed information about the CNI grant for St. Louis can be found here: <https://www.hud.gov/cn>.

Urban Strategies implements a set of 6 education strategies to improve outcomes for Near North Side children and families. These strategies include Early Learning, K-12 Academic Readiness, K-12 Out of School Time, Family and Community Support, Post-Secondary Learning, and Education Reform and Systems Change. We work with partners to implement programs for the Preservation Square residents and track outcomes.

St. Louis Public Schools (SLPS) is the Principal Education Partner for the Near North Side Choice Neighborhoods Initiative. By last count, children in Preservation Square attend 55 different public schools, not counting charter schools, county schools, or private/parochial schools. The school with the highest number of Preservation Square children in attendance is Jefferson, a Pre- K-5 public elementary school located adjacent to Preservation Square. Nearly half of the 217 children at Jefferson School live in Preservation Square.

Jefferson Elementary School strives to be a high quality academic institution by ensuring students are in their classrooms every day, ready to learn. In the 2017-2018 school year, attendance became an even larger challenge, as the Average Daily Attendance (ADA) was only 78%. For this same school year, school mobility was 38%.

USI, through the Near North Side Choice Neighborhoods Initiative, seeks to address attendance and school mobility challenges by soliciting and funding school-based, community-linked services. Together, we seek an organization that will work in a results-oriented, culturally sensitive manner. In addition, we seek an organization who has successfully achieved results addressing these challenges in other St. Louis Public Schools within the last 3 years.

## Project Approach

The selected organization will implement an evidence-based model to improve attendance and reduce school mobility at Jefferson School. The selected organization will have overall responsibility for the project. Accordingly, the selected organization must be knowledgeable of the project requirements and must have demonstrated capacity to perform the tasks necessary to complete the project. The selected organization, with Urban Strategies oversight and review, will be primarily responsible for work related to project management, completion of monthly reports, and using data to improve work. Urban Strate-

gies' staff may be available to provide assistance for work that is 1) related to results-based accountability and data, and 2) coordinating with community organizations and residents in the community. However, it should be understood that Urban Strategies has limited staff availability to support the project and will rely on the personnel, experience, and expertise of the selected organization to ensure that all necessary components of the project are completed.

### General Scope of Services

USI seeks an organization who will partner effectively with Jefferson School. The organization will:

- Partner with the school principal and be led by his/her vision for the school.
- Build strong relationships with teachers, staff, parents, and students.
- Report their work in a results-based framework every month to USI.
- Use data to inform their initial work and be responsive to data as they obtain measurable results.

The selected organization will have a family centered approach to address the underlying challenges that preclude children from getting to school every day and staying in the same school throughout the year. The selected organization will meet regularly with key school staff and partners, including USI, to coordinate services.

The selected organization will submit a proposal that includes a plan to:

- Address attendance challenges
- Address mobility challenges
- Coordinate with Jefferson School processes and communications channels
- Submit monthly reports to USI
- Respond to data in their work
- Build an evidence-based body of work that will lead to academic success and sustainability of strategies at Jefferson School.

### Review and Analysis of Data

Urban Strategies uses Results Based Accountability as its methodology to improve results in the communities where we work. This disciplined way of thinking starts with the results that organizations seek to achieve and works backwards to the strategies and activities that it will implement to achieve results. We seek an organization that is committed to using data to create, implement, monitor and refine strategies. The selected organization will submit monthly activity and progress reports to USI.

### Responsibilities

Urban Strategies' responsibilities in this initiative are:

- Provide direction and supervision to the selected organization in areas relating to policy, informational and procedural requirements.
- Schedule an initial meeting to introduce Urban Strategies staff and set priorities.
- Monitor the selected organization's performance in the daily operation of the contract.
- Review and monitor monthly reports.

The selected organization's responsibilities in this initiative are to:

- Assign a project manager, to act as a central point of contact for Urban Strategies, who shall have full authority to act for the selected organization on all matters relating to the operations of the contract.
- Implement evidence-based model at Jefferson School for Preservation Square children and coordinate regularly (not less than bi-weekly) with school principal, teachers, and staff to ensure program is implemented effectively at the school.
- Submit monthly outcome reports to Urban Strategies that detail progress on the completion of milestones.

#### Schedule

- RFP Posted—8/27/18
- Proposals Due and RFP Closed—9/10/18
- Proposal selected- 9/14/18
- Tentative Start at Jefferson School—10/1/18

#### Proposal Requirements

All responses to this RFP must include one (1) original of the proposal, with original signatures, and 4 copies of the proposal, each submitted in bound 8.5" x 11" format. The deadline for submittal of responses is **4:00 PM central time on September 10, 2018.**

Responses should be addressed to:

Josh Goldman  
Education Specialist  
Urban Strategies  
720 Olive Street  
Suite 2600  
St. Louis, MO 63101

Proposals must include the following information:

#### Qualifications:

- Description of the organization, including the identification of individuals who will perform the work described above, together with a statement or resume for each individual describing such individual's experience and qualifications with respect to this project.
- Designation of and qualifications of the assigned Project Manager.
- Description of experience of this type of program the responding organization has implemented in St. Louis Public Schools.
- A one page narrative explaining the organization's interest, particular abilities and qualifications related to this project.
- List of references having knowledge of the proposed project who can attest to the responding organization's abilities.

- Evidence that the organization is licensed to do business with the City of St. Louis and is in good standing with the City.
- Explanation of how the Respondent agrees to comply with the Mayor's Executive Order No. 28 and any superseding Executive Orders relating to utilization of minority and women businesses, if applicable.
- An explanation of how the Respondent agrees make reasonable efforts to offer training and employment opportunities to Section 3 Residents.
- A completed and signed Disclosures form, which is attached as Attachment A.

Timeline and Responsibilities:

- General description of proposed phases, timeline and schedule to achieve results in the first year.
- Description of services to be provided by the selected organization and which services will be completed by partner agencies, if applicable.
- Description of the tasks Urban Strategies will be asked to assist with, and information the selected organization will require from Urban Strategies in conjunction with project implementation at Jefferson.

Proposed Fees:

Proposed fee structure for the services proposed based on payment at the completion of project phases. Please include hourly rates as applicable.

Statement of Ability to Provide Services Statement that respondent is ready, willing and able to perform the work in accordance with this RFP and in accordance with respondent's proposal if selected; that respondent understands that individuals identified for involvement in the project cannot be replaced with substitutes without the express written approval of Urban Strategies; and that respondent expressly agrees to the General Conditions for submission of proposal set forth below.

Selection Process and Criteria

Responses will be reviewed by a committee of USI and City of St. Louis that will determine which, if any, respondents are qualified to perform the work and evaluate the submitted proposals. The committee shall choose the lowest, most responsive, and most responsible respondent for negotiation of a contract from these qualified respondents. The committee shall also rank remaining qualified respondents in order of preference. If USI or the City determines that it is not possible to successfully negotiate a contract with the successful respondent, USI shall discontinue negotiations and attempt to negotiate a contract with the next lowest, most responsive, most responsible respondent. This process shall continue until negotiation of a contract is successful, all qualified respondents have been exhausted, or USI voids this RFP.

The responses will be evaluated and the organization selected/ranked based on the following criteria:

- The organization's approach, plan of work, recommended schedules, and overall project understanding.
- Cost efficiency
- Qualifications and experience in providing the requested services as exemplified by past projects and client contacts.

- References that will demonstrate a thorough understanding of work proposed at Jefferson Elementary School.
- Experience and qualifications of individuals assigned to the project.
- Ability to perform the project with limited Urban Strategies assistance.

The selected organization will be required to complete a Subgrantee and Contractor Certifications and Assurances Form, which is included as Attachment A to this RFP.

Bidding General Conditions:

1. Legal Compliance: Respondent must agree to comply with all federal, state, and local laws or regulations that in any manner affect the service placed for bid herein, including, but not limited to, 2 CFR part 200. Lack of knowledge on the part of the respondent of applicable law will in no way be cause for release of this obligation. If USI becomes aware of violation of any laws or regulations, on the part of the awarded consultant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

Debarment and Suspension:

USI will not fund, award a subcontract to, or otherwise engage the services of any respondent during any period of debarment, suspension, or placement in ineligibility status of any respondent. Respondent is subject to the debarment and suspension regulations of 2 CFR 200.212.

Conflict of Interest:

Respondent must comply with conflict of interest requirements of 2 CFR 200.318 if awarded a subcontract by USI. No respondent who is an employee, agent, officer, or elected or appointed official of USI or the City of St. Louis or a member of his immediate family and who exercises any functions or responsibilities with respect to activities assisted under this RFP may have a direct interest in the subcontract with USI or the proceeds thereunder.

Unauthorized Alien Employees:

Respondent must agree to adhere to provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, and provide, by sworn Affidavit and provision of documentation, affirmation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. Selected consultant must sign an affirmation that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.

Submission/Acceptance/Rejection of Bids:

Respondent must agree that Urban Strategies reserves the right to reject any or all proposals; to select one or more respondents; to reconstitute consulting teams, to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc.; to establish further criteria for selection; to ask Respondents to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; to negotiate with successful respondents in any manner and with respect to any proposal element whatsoever, including composition of Respondent's team; and to reject any and/or all proposals for any reason, in its sole discretion.

Questions Regarding This RFP

*All questions regarding this proposal must be submitted in writing via e-mail to*

*Josh Goldman*

*[Josh.goldman@urbanstrategiesinc.org](mailto:Josh.goldman@urbanstrategiesinc.org)*

*Questions must be received no later than 4:00 p.m. on September 5, 2018, in order for USI to issue a timely response if it so chooses. USI shall not be obligated to respond to any question.*