



REQUEST FOR INFORMATION: RFI 010 for After School Wellness Vendors

This Request for Information (RFI) consists of 4 pages.

Milwaukee Public Schools (MPS) is soliciting information from vendors in order to create a preferred vendor list for after school wellness programs.

Responses are requested no later than 11:00 AM Central Time, Tuesday, August 07, 2018.

Only electronic responses will be accepted. Submit all proposals and accessory documents to mpsrfps@milwaukee.k12.wi.us. The subject line of the email should read “**Organization Name - RFI 010 After School Wellness Vendors.**”

THIS IS NOT A SOLICITATION FOR PROPOSALS – NO AWARD WILL BE MADE FROM THIS RFI.

1.0 REQUEST FOR PROPOSAL OVERVIEW

Project Name: RFI 010 After School Wellness Vendors
RFI Release Date: Tuesday, July 17, 2018
RFI Question Due Date: 11:00 AM Central Time, Thursday, August 09, 2018.
RFI Due Date: 11:00 AM Central Time, Friday, August 17, 2018.

1.1 Definitions

District: Milwaukee Public Schools.

Proposer/Vendor/Respondent: an individual or firm submitting a response to this RFI.

1.2 Scope of Request

MPS is soliciting responses from vendors in order to create a list of pre-approved professionals and/or organizations (Wellness Vendors) who are interested in providing wellness programming to students enrolled in MPS after school programs. MPS will distribute this list to after school providers who are interested in working an organization approved on the list.

In order to be placed on the preferred vendor list, a vendor must demonstrate that it can deliver the following specifications:

- a) Provide Community Learning Center (“CLC”) participants with an evidence based curriculum or programs/activities that are intentional, embedded in best practices, and provide repeated opportunities for youth grades K-12 to develop. Skills and concepts provided through these programs/activities must focus on one or more of the following:
 - i. Physical Activity
 - ii. Nutrition-Education
 - iii. Health and Wellness
 - iv. Anti-Violence (Bullying Prevention)
 - a. Anger Management
 - b. Social and Emotional Learning
 - v. Character and Leadership
 - vi. Alcohol or Other Drug Addiction (AODA)
 - vii. Teen Pregnancy, STD, HIV/AIDS Prevention.
- b) Track and report the number of students and families served and amount of participation in wellness activities provided by the vendor.
- c) Supply all necessary equipment and supplies to operate a high-quality program and consistently communicate with the MPS Recreation Department, CLC Site Coordinator and staff.

- d) Hire qualified staff to implement a high-quality wellness program. Ensure all staff are adequately trained and prepared to develop lesson plans, manage a student group, and deliver effective and engaging activities.
 - i. The following class ratios are required:
 - a. Ages 4-5 years 1:13 (Group Max: 26 with two staff)
 - b. Ages 5-6 years 1:17 (Group Max: 34 with two staff)
 - c. Ages 6 and up 1:18 (Group Max: 36 with two staff)
- e) Complete a contract with the CLC lead agency for any and all services provided.
- f) Agree to pay a livable wage of \$11.02 for adults employed in the wellness program and perform regular criminal background checks on all employees.
- g) Report progress and measure outcomes of the wellness program goals to MPS Recreational Department.
- h) Administer an MPS Pre and Post Wellness Survey to all participants.

Approved Wellness Vendors will remain on the “Approved Wellness Vendor List” for three years as long as the Vendor remains in “Good Standing” throughout the duration of the three year period.

Wellness Vendors who don’t remain in “Good Standing” will have their approval status terminated. Vendors who are not in “Good Standing” may be denied the opportunity to apply for reinstatement as an Approved Wellness vendor.

There will be no relationship (contract award) between the District and a preferred vendor.

Organizations, who did not submit a response by the due date, may be added to the pre-approved list upon discretion of the Department of Recreation and Community Services. Those vendors must still provide a response to this RFI.

Inclusion on the preferred vendor list does not guarantee services. After school providers will be free to work with any vendor on the preferred vendor list.

2.0 ABOUT MILWAUKEE PUBLIC SCHOOLS

CLC’s apply yearly for Wellness Grants. If funded, CLCs will contact vendors directly to finalize contracts and set up schedules for services.

Vendors must be established organizations whose primary program focuses on providing health and wellness programs (both physical & mental) for youth ages 4-18 or grades K – 12. Vendors must be able to demonstrate past successful wellness programs facilitated in environments similar to the MPS after school programs.

Vendors must be able to provide evidence of financial support, assets, and organization to provide the products and services required in this RFI. The District may consider evidence of financial and technical qualifications in making the determination of qualifying for the pre-approval list.

Vendors must state their pricing on an hourly rate basis. Travel and other out-of-pocket costs attributable to the vendor should be included in the vendor’s hourly rates, as MPS or CLC Lead Agencies will not reimburse directly for these costs. Payments must be tied to performance and/or deliverables, which should be clearly identified. MPS or CLC Lead Agencies do not pay in advance for services.

It is expected that successful vendors will establish a strong partnership with MPS and the CLC Lead Agency. As a strong partner, successful vendors will need to become fully acquainted with the business of MPS: Educating Milwaukee's children.

3.0 INSTRUCTIONS TO THE VENDOR

3.1 Communication/Questions

Vendors are expected to raise any questions, or additions they have concerning the RFI as soon as they become aware of them. Any questions or requests for clarification must be directed **in writing** to mpsrfps@milwaukee.k12.wi.us and must be received no later than 11:00 AM Central Time, Thursday, August 09, 2018. The subject line of the email must be labeled “**RFI 010 – After School Wellness Vendors.**” The only contact allowed with MPS staff in regards to this RFI is through mpsrfps@milwaukee.k12.wi.us. Any additional information or clarifications that are provided to one

respondent will be provided to all respondents in the form of an addendum posted to the MPS portal at <http://mps.milwaukee.k12.wi.us>. Vendors are responsible for checking this site for any addenda that may be issued.

3.2 Submission of the Response

MPS is not responsible for communications that are undelivered or fail to be received due to technical difficulties. Vendors must deliver responses electronically to mpsrfps@milwaukee.k12.wi.us by 11:00 AM Central Time, Friday, August 17, 2018.

4.0 RESPONSE FORMAT AND CONTENT

Responses are to be formatted in the form and sequence described in Section 4. Elaborate proposals, (*i.e.*, expensive artwork) beyond that sufficient to present a complete and effective response are not necessary or desired.

4.1 Vendor Response

Section 1: Company Information

a) Please provide the following information:

Company Name:

URL:

Physical Address:

Phone:

Contact Individual Name:

Contact Individual Email:

Contact Individual Phone:

Years in Business:

b) Attach your firm's W9 in this section.

Section 2: Capabilities

- a) Please provide a thorough description (2-3 paragraphs) of the respondent's company including the history of the organization.
- b) Please provide an in-depth description of the type of services provided by the vendor. Include a copy of program curricula or frame work of program and/or activities and best practices.
- c) Please provide brief resumes and relevant work experience of all team members who would be assigned to work on the project.
- d) Please provide at least two specific client references, including the names and contact information of the individual(s) your organization would propose MPS contact. MPS reserves the right to contact or visit any party listed as a reference. MPS also reserves the right to use other sources to obtain information about respondent's experience.
- e) Please provide three examples of successful programs implemented including specific details of each program.
- f) What is the experience of your organization in providing wellness programming to youth in grades K-12?
- g) Describe challenges your organization has encountered in implementing wellness programs for youth and the steps taken to overcome these challenges for each applicable age group:
 - i. Elementary Aged Youth
 - ii. Middle School Aged Youth
 - iii. High School Aged Youth
- h) Describe indicators of positive results from wellness programs implemented for youth (*i.e.* pre/post test results).

- i) What strategies does your organization use to keep youth engaged/interested in wellness activities after school?
- j) Indicate specific staff development/training your organization utilizes or facilitates for program staff to ensure activities are developmentally appropriate and incorporate current programming trend.
- k) Describe your organizations capacity for working with multiple groups of students (i.e. number of sites capable of serving per night, per week and number of youth per night)
- l) Describe Fees for Service (e.g. Representation of program/activity fees, program cost, etc.)

Section 3: Additional Information

Include any information respondent would like to address from §1.2.

Section 4: Program Brochures

Include any program brochures in this section.