

## Notice of Request for Proposals

### Farm Program

### RFP No. 19

Notice is hereby given that Options for Youth – Victor Valley, Inc. (hereinafter referred to as “OFY-VV”) is requesting proposals for a provider of **Farm Program** services (hereinafter referred to as “**Proposer[s]**”) to assist with OFY-VV’s operation of its charter school programs in Victorville, CA.

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

The Request for Proposal (RFP) documents are available at  
OFY-VV’s website at <https://ofy-vv.org/notices/rfp/>.

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

Cynthia Ramos, Assistant Principal of Instructional Operations  
14397 Amargosa Rd. Victorville, CA 92392  
[cramos@ofy.org](mailto:cramos@ofy.org)

OFY-VV 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.

OFY-VV will hold an **Optional Tour/ Demonstration** of OFY-VV’s program  
By appointment May 1st-3rd, 2019  
contact Eric Ruiz - [eruiz@ofy.org](mailto:eruiz@ofy.org)

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

### “**Proposal – Farm Program [RFP No. 19]**”

Addressed to:  
Cynthia Ramos  
Options for Youth – Victor Valley, Inc.  
14392 Amargosa Rd.  
Victorville, CA 95825

OFY-VV will accept all proposals received on or before Tuesday May 7, 2019. OFY-VV will not accept proposals that are received after the deadline.

OFY-VV reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. OFY-VV will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of OFY-VV. Following the review and analysis of all responsive proposals, OFY-VV staff will make a recommendation to the OFY-VV Board of Directors at a duly noticed board meeting.

**REQUEST FOR PROPOSAL  
for  
Farm Program**

---

**RFP No. 19  
Farm Program**

by

Options for Youth – Victor Valley, Inc.

ADDRESS ALL PROPOSALS TO:

Cynthia Ramos  
Options for Youth – Victor Valley, Inc.  
14397 Amargosa Rd. Victorville, CA 92392  
cramos@ofy.org

# Request for Proposal

## Table of Contents

<b>INTRODUCTION/PURPOSE OF SOLICITATION</b>	4
<b>BACKGROUND/SCOPE OF WORK</b>	5
<b>SCHEDULE OF EVENTS</b>	7
<b>GENERAL INSTRUCTIONS FOR PROPOSERS</b>	8
<b>PROPOSAL REQUIREMENTS</b>	11
<b>EVALUATION OF PROPOSALS</b>	13
<b>ATTACHMENTS</b>	
Attachment A Optional Tour/ Demonstration	14
Attachment B Attachments Checklist	15
Attachment C Minimum Qualifications	16
Attachment D Proposal Questionnaire	17
Attachment E Proposer References	18
Attachment F Authorization Agreement	20
Attachment G Fee Proposal	21

## **Introduction/Purpose of Solicitation**

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of **Farm Program** services (collectively referred to herein as “Service Provider”) that will provide Options for Youth – Victor Valley, Inc. (hereinafter referred to as “OFY-VV”) with assistance in the operation of its California public charter school located in Victorville, California. The Service Provider will provide services to OFY-VV as described in the Scope of Work.

Through this RFP, OFY-VV 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 OFY-VV will use in the issuance of this RFP:

- OFY-VV is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- OFY-VV released this RFP to benefit OFY-VV and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by OFY-VV of the Proposer who meets OFY-VV’s requirements, as determined by OFY-VV 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. OFY-VV 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 OFY-VV 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 OFY-VV of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify OFY-VV 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**

OFY-VV proudly serves 1,000 students and their families at its three sites. OFY-VV is a year-round public charter school that serves 7<sup>th</sup> grade to 12<sup>th</sup> grade students.

At OFY-VV, 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 OFY-VV 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 study 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 study 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 Centers

Victorville 1  
14725 Seventh St.  
Victorville, Ca 92392  
760-955-5525

Victorville 4  
14120 Bear Valley Rd.  
Victorville, Ca 92392  
706-241-8300

Kathy Lento Learning Center  
14397 Amargosa Rd.  
Victorville, Ca 92392  
760-245-9086

## **Scope of Work**

### **Farm Program**

Experiential learning trip to an operating farm for High School students

For one, possibly two trips per school year

- 25-30 students on a trip

Farm activities to include but are not limited to:

- Farm to table classes
  - Opportunity for students to make Jam, Cheese, and/or bread making
- Farm animal care
  - Chicken, sheep, and/or livestock
- Gardening
  - Planting, Cultivation, and/or harvesting
- Introduction to Nutrition
- Food Justice
- New experiences / overcoming obstacles
  - High ropes, low ropes, and/or other obstacles work
- Socio-Emotional Education
  - Team building
  - Leadership skills
  - Evening activities
  - Student self-advocacy
- Customized tours and available add services to enhance trip

Work with School curriculum department to develop 5 credit semester HS elective class

- Daily activities for student to complete class curriculum
  - Foundations of Agriculture Industry
  - Ag career exploration
  - Farm working activities
  - Farm safety
  - Socio-emotional activities
- Program staff who will facilitate all provided curriculum
  - Tutor throughout trip
  - Support with grading

Student lodging at Farm (cabin/dorm style)

- All Meals included
  - Travel day meals

Farm Trip leader and group of additional program staff on the trip who are with the students 24/7 and will help provide supervision through the day and night (on call throughout night for emergencies).

- Staff CPR/First Aid trained, as well as trained in all emergency protocol.
- School Admin., 24/7 access to program emergency staff while on the trip.

Coordinate Travel arrangements from schools to Farm

- Booking Flights, if necessary
  - Baggage
  - Checkin
  - Arrival

- Transportation to and from the Farm
- All Travel once at the Farm

Program Liaison to host a parent/student pre-trip orientation

- Assist with gathering all necessary paperwork
- Liaison with school to ensure all pre-trip logistics are met
- Make-up orientation when necessary

**Schedule of Events  
for  
RFP No. 18**

- |   |                                 |
|---|---------------------------------|
| ● Release of RFP                              | Monday, April 22, 2019          |
| ● Optional Tour/ Demonstration By Appointment | May 1-3, 2019                   |
| ● Proposer Question Submission Deadline       | Thursday May 2, 2019            |
| ● Deadline for Submission of Proposal         | Tuesday May 7, 2019             |
| ● Proposals Evaluated                         | Wednesday May 8-9, 2019         |
| ● Board Meeting – Proposal Approval           | On or about Friday June 7, 2019 |

OFY-VV will make every effort to adhere to the schedule. However, OFY-VV’s management reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at <https://ofy-vv.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 OFY-VV's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all or part of the services described within this RFP.
3. OFY-VV 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. OFY-VV may reject any or all proposals or waive any immaterial deviation in a proposal. OFY-VV'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 OFY-VV 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 to OFY-VV, 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. OFY-VV may modify the RFP prior to the date given for submission of proposals by posting an addendum on <https://ofy-vv.org/notices/rfp/>. OFY-VV will notify Proposers so they can obtain any addenda from OFY-VV's Web site, or request it by e-mail, postal mail, or fax.
8. OFY-VV reserves the right to reject all proposals for any reason and at OFY-VV's discretion. OFY-VV is not required to award a contract.
9. Any proposals and resulting contract(s) will be public documents reviewed by the OFY-VV Board of Directors at a public meeting. Proposers understand that such documents will not be kept confidential.
10. OFY-VV 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 OFY-VV to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, OFY-VV will not consider any of the participants of such collusion in this or future solicitations.
11. OFY-VV 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. OFY-VV 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 Cynthia Ramos in writing by postal mail at 14397 Amargosa Rd. Victorville, CA 92392, e-mail at cramos@ofy.org, no later than 5pm on the date set forth above. OFY-VV 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 OFY-VV employees directly to ask questions.
17. OFY-VV representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
18. OFY-VV reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided OFY-VV considers such negotiation to be in its best interest. OFY-VV may award the full contract to any one Proposer, or may choose to split up the contract between multiple Proposers if in OFY-VV's best interest.
19. Interested Proposers are invited to inspect OFY-VV'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/Demonstration.
20. Proposers shall submit one paper copy and one copy in digital format (*e.g.*, email, CD, DVD, or flash drive).
  - a. The paper copy must contain the original signature of the individual(s) authorized to bind the Proposer contractually and be labeled "Master Copy."
  - b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
  - c. The sealed proposal envelopes must be marked legibly with OFY-VV's RFP number and title, and OFY-VV's name and address, as shown in the following example:

**Proposal—Farm Program Services [RFP No. 19]**  
**[Service Provider Name-Submitting RFP]**  
for

Options for Youth – Victor Valley, Inc.  
Submitted to:  
Cynthia Ramos  
14392 Amargosa Rd. Victorville, CA 92392  
cramos@ofy.org

## 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.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement.
8.	Fee Proposal

### 1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. OFY-VV may reject the proposal if the Proposer fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (*e.g.*, corporation, partnership, etc.)
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to OFY-VV
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary; marking the proposal as proprietary does not mean that OFY-VV can keep it confidential, as OFY-VV must comply with the California Public Records Act)
- The following certification: By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

### 2. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

### 3. **Attachments Checklist**

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

### 4. **Minimum Qualifications**

OFY-VV will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment C).

### 5. **Proposal Questionnaire**

The Proposal Questionnaire (Attachment D) is intended to provide OFY-VV with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

### 6. **Proposer References**

Proposers must provide two references on the Proposer References form (Attachment E). OFY-VV reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed. Proposers are welcome to submit reference letters but all proposals must include Attachment E with at least two references listed.

### 7. **Authorization Agreement**

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

### 8. **Fee Proposal**

The Proposer must complete the Fee Proposal (Attachment G) and return it with the proposal package. 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 G.

## Evaluation of Proposals

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

An error in the proposal may cause OFY-VV to reject that proposal; however, OFY-VV may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, OFY-VV 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.

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

CRITERIA	MAXIMUM POINTS
Administrative Requirements: did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?	5
Did the Proposer demonstrate experience with and an understanding of <b>Farm Program services</b> ?	10
Based on the Proposal Questionnaire responses and the Cover Letter, did the Proposer demonstrate a complete understanding of OFY-VV's service requirements, as described in the RFP and the Scope of Work?	10
Does the Proposer have the requisite capability and experience, as measured by performance record, years in the industry, relevant charter school experience, number of other schools served, client retention and satisfaction, and references?	15
Cost	10
<b>TOTAL POINTS</b>	<b>50</b>

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

## **Attachments**

Attachment A

### **Optional Tour/ Demonstration**

#### **TOUR SCHEDULE**

By Appointment Only, May 1-3, 2019

The Optional Tour / Demonstration will include an escorted tour.

- The tour/demonstration schedule includes the sites listed below.
- Prospective Proposers may not contact any sites or employees outside of the scheduled visit.
- OFL-Duarte requests that Proposers do not take pictures during the tour as OFL-Duarte has not obtained releases from parents, students, and employees.

#### TOUR/DEMONSTRATION SCHEDULE

By appointment May 1st-3rd, 2019  
contact Eric Ruiz - [eruiz@ofy.org](mailto:eruiz@ofy.org)

OFY-VV thanks all Proposers for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment B

**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 OFY-VV. 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	Cover Letter
____ 2	Table of Contents
____ 3	Attachments Checklist
____ 4	Minimum Qualifications
____ 5	Proposal Questionnaire
____ 6	Proposer References
____ 7	Authorization Agreement
____ 8	Fee Proposal

Attachment C

**Minimum Qualifications**

A Proposer must meet all of the following minimum qualifications to OFY-VV's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

Both the Proposer's company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing **Farm Program** services.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. The Proposer has knowledge and experience working with California charter schools.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. The Proposer is licensed to do business in the state of California.

Yes \_\_\_\_\_ No \_\_\_\_\_



## Attachment D

### Proposal Questionnaire

This proposal questionnaire is intended to provide OFY-VV with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing **Farm Experiential Learning Program** services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of your company's experience with California charter schools.
4. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each company level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation. You may submit financial information about your parent company, if applicable, but we also require financials for the specific company providing the services, if available.
7. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.

Attachment E

**Proposer References**

List at least two references to which the Proposer has provided **Farm Program** services within the past five year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment F

**Authorization Agreement**

Request for Proposal for **Farm Program** Services  
RFP No. 19

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 and regulations.
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 OFY-VV.
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 G

Fee Proposal

**COST BREAKDOWN**

**Proposer Instructions:**

**Trips and/or Activities range from 20-40 students.**

Provide a breakdown of all costs included in the fixed price, including personnel costs (**Cost may be broken down per student or per activity.**)

**Clearly identify all costs**

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