

THE CHARTER INSTITUTE AT ERSKINE

1201 Mail St, Suite 300, Columbia, SC 29201



REQUEST FOR PROPOSAL

Contract Data Coordinator
For the Fiscal Year 2023-2024

PROPOSALS TO BE RECEIVED BY:
DATE: 08/15/2023
TIME: 5:00 PM
EMAIL: nmorgan@erskinecharters.org

PROPOSER INFORMATION

Vendor Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Federal ID or Social Security Number: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Toll-Free Telephone Number: _____

Fax Number: _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature: _____

Name (type or print): _____ Title: _____

PURPOSE OF THE REQUEST FOR PROPOSAL

The Charter Institute at Erskine is seeking a consultant/firm to assist the Institute in data coordination and management. This contractor will assist the Institute in managing school performance data, coordinating the Institute's accountability system, compiling data for the "Schools Like Ours" analysis, processing summative and formative assessment data, managing user licenses for various data systems, and assisting the Director of School Performance with other data analysis needs. To fulfill this responsibility, we are presenting this request for proposals for your consideration and response.

INSTRUCTIONS AND INFORMATION TO PROPOSERS

The deadline for submission of proposals is 5:00 pm EST, Tuesday, August 15, 2023. One copy of your proposal is required and should be emailed/delivered to Naomi Morgan at nmorgan@erskinecharters.org or addressed to Naomi Morgan, Director of School Performance, Charter Institute at Erskine, 1201 Main Street, Suite 300 Columbia, South Carolina 29201. Any proposals received later than the specified time will not be considered and will be returned unopened to the offeror regardless of when it was mailed. Evaluation of each proposal will be made as soon as possible with the award contingent upon approval of the Charter Institute at Erskine Leadership Team.

The Institute reserved the right to reject any or all proposals or to cancel this request in its entirety.

Any questions relating to this proposal must be submitted in writing (fax is acceptable (864) 751-5936 or email nmorgan@erskinecharters.org) through August 11, 2023. If an email response verifying receipt of request is not received within 24 hours, please call Naomi Morgan at (803) 605-2073. A listing of questions and answers will be supplied to all proposers upon request.

Award: These services are exempt from the competitive sealed bidding or proposal requirements of the Institute's Procurement Policy. The project will be awarded based upon the proposal that the Director of School Performance determines best suits the needs of the Institute.

Termination: Subject to the provisions below, the contract may be terminated for any reason by the Director of School Performance with a thirty (30) day advance notice in writing to the firm.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request, and for the convenience of the Institute without the required thirty (30) days advance written notice, the Institute may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the Institute for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

Term/Option to Extend: The initial contract period shall be August 2023 through February 29, 2024. The Institute reserves the option to renew the contract for up to two additional years, in increments of one year, under the same terms, charges, and conditions as contained in the original contract. Contract renewals are subject to availability of fiscal year funds and satisfactory performance.

In case of duplicate, similar, or equal proposals, the decision of the Charter Institute at Erskine will be final.

General Requirements

The following information should be used to determine the scope of this project and provide pricing for this engagement. Further details can be provided upon request.

Description of the Institute

The Institute is one of three statewide charter school districts in South Carolina. The Institute was founded in 2017 and began operating in the fall of 2018. The address for the Institute is 1201 Main Street, Suite 300, Columbia, SC 29201.

The Institute authorized 24 schools and served approximately 28,000 students during the 2022-2023 school year.

Requirements

All proposals and reports should be addressed to the Director of School Performance.

Time Considerations

All proposals must be submitted to the Charter Institute at Erskine no later than 5:00 pm Tuesday, August 15, 2023.

The Institute may elect to interview representatives from selected firms.

The contract should be awarded no later than August 2023.

Proposal Packet

In setting forth its qualifications, each firm submitting a proposal shall:

Provide the name of the consultant/firm, how long it has been in business, the length of its experience as well as a brief description of its business activities and history;

Identify the specific contacts who will be involved in this engagement, the experience each possess, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials;

Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes);

Detail the experience the firm and its staff have in working with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts;

Detail the experience the firm and its staff have with project coordination, data management and analysis, and South Carolina assessment/accountability data;

Provide client references, including contact names, addresses and telephone/cell phone numbers;

And provide any additional information that you feel would distinguish your firm in its service to the Institute.

An independent consultant can provide their resume which contains the above information.

Communications and Response

Naomi Morgan is the designated Institute representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

Naomi Morgan

Charter Institute at Erskine

nmorgan@erskinecharters.org

(803) 605-2073

Cost

Estimate the total hours, the estimated out-of-pocket costs and the resulting all-inclusive maximum fee for which the requested work will be done. State the hourly rate to be charged for each staff classification. Fees for subsequent years should be included with a firm not-to-exceed amount.

List the average hourly rate of the firm. Adjustments may be negotiated for changes in South Carolina or federal requirements or for services in addition to the base audit. These adjustments will be billed at the average hourly rate proposed by the firm. The Director of Finance will approve these prior to the performing of services.

Notification of Intent to Respond and Clarification Questions

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide

the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

Key Dates

Event	RFP Issued	Intent to Respond and Questions Due	Answers Provided	Proposals Due
Date	08/01/2023	08/11/2023	08/11/2023	08/15/2023
Time	12:00PM	12:00PM	5:00PM	5:00PM

No Obligation

The submission of a proposal shall not in any manner oblige the Institute to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Institute solely for the benefit of the Institute.

No Guarantee

The Institute makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

Right to Protest

Any actual proposer who claims to be aggrieved in connection with a specific solicitation process may submit a protest in writing to the Director of Finance within seven (7) calendar days after he or she knows or should have known the facts giving rise to the protest.

Any issues raised by the protesting party after the seven (7) calendar day period shall not be considered as part of the protest.

All offertories must visibly mark as “Confidential” each part of their proposal, which they consider to contain proprietary information.