

## **ROSE TREE MEDIA SCHOOL DISTRICT**

Request for Proposal

School District Student Relations Facilitator

September 6, 2024

### **A. INSTRUCTIONS TO BIDDERS**

Two (2) hard copies of the proposal must be submitted in a Sealed Envelope clearly marked in the lower left corner School District Student Relations Facilitator and your name. All proposals should be addressed to the following:

Thomas Haupert, Director of Human Resources  
Rose Tree Media School District  
308 N. Olive St.  
Media, PA 19063

One (1) electronic copy of your proposal should be provided to Thomas Haupert at [thauptert@rtmsd.org](mailto:thauptert@rtmsd.org) and also received by the due date. All proposals must be received no later than 4:00 PM, Local Prevailing Time, Friday, October 4, 2024.

NOTE: NO FAX COPY WILL BE ACCEPTED. PROPOSALS RECEIVED AFTER THE BID DUE TIME LISTED ABOVE WILL NOT BE CONSIDERED AND RETURNED TO THE PROPOSER.

Questions concerning the submission of your proposal or concerning the services to be rendered under this Request for Proposal (RFP) should be addressed in writing to Thomas Haupert at [thauptert@rtmsd.org](mailto:thauptert@rtmsd.org).

### **B. DESCRIPTION OF SCOPE OF SERVICES**

The School District seeks an independent contractor to provide certain services to the students of the School District to assist the students in achieving their potential for success. The duties of this position include making introductory calls and /or initiating correspondence to parents of students, parental contacts, as needed, to discuss student progress or to provide other information, meetings with parents of students as requested, meetings with students to discuss their academic progress, resolution of student issues and addressing other student concerns, issuing quarterly notes of encouragement to students, as appropriate, participation in one-to-one meetings with teachers, as necessary, to discuss students and their performance, participation in mediation meetings, as requested, as to student/teacher, student/student and/or student/principal matters, classroom visits to observe students upon teacher requests and community involvement to the extent intended to promote student successes. In addition, the successful candidate may be requested to attend certain student participation of off-campus activities as needed. The scope of these services will commence on or after October 1, 2024, and terminate on June 13, 2025, unless otherwise extended by the School District.

C. **RFP SUBMISSION REQUIREMENTS**

Organize the RFP response using the following outline:

**SECTION 1 - LETTER OF INTEREST**

A minimum two (2) page letter of interest that includes a synopsis or history of the individual or firm, including business principals, primary contact information and signed by the individual or principal-in-charge.

**SECTION 2 - EXPERIENCE AND QUALIFICATIONS**

- (a) The ideal firm (lead person) or individual must possess at least a bachelor's degree in liberal arts with a minimum of three (3) years experience in working with students in a public or private school system.
- (b) If a firm, identify the individual who will be the main point of contact and who must have and possess the qualifications set forth in (a) above.
- (c) If a firm which will be providing the services, provide the names of all members who will be providing the services including their resumes, background information, relevant education and related qualifications for these services.
- (d) Provide all necessary criminal and other background clearances for those individuals who will provide the services.
- (e) Provide a minimum of three (3) references for the services provided to other public schools and/or private schools which are similar to those being required by the School District as set out in the scope of work above.
- (f) Provide proof of general liability insurance in minimum amount of \$1,000,000 dollars per occurrence and umbrella insurance coverage in a minimal amount of \$2,000,000 million dollars.

**SECTION 3 - CHARGES**

**HOURLY BILLING RATE**

If the Candidate is going to charge for services on an hourly basis state the hourly billing rate for all personnel who will be providing services. The School District contemplates 503 hours of services will be required for the school year.

**D. SUBMITTAL REVIEW AND SELECTION**

The School District's Selection Committee will evaluate the RFP submittals based on the selection criteria listed below:

1. Relevant comparable experience providing similar services to other public schools and private schools in the Commonwealth of Pennsylvania.
2. Proposed personnel to be assigned for the services to be provided to the School District.
3. References from relevant similar services to other schools.

**E. GENERAL PROVISIONS**

The School District reserves the right to select or reject any and all proposals in its best interests. The School District also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The School District is not responsible for the costs incurred in preparation of this proposal. By submitting a proposal all Candidates agree to the terms and conditions of this RFP and the RFP will become part of the contract awarded to the successful Candidate.

The option to engage the selected firm or individual for services beyond the scope of service that as defined in this RFP is at the sole discretion of the School District.

**END of RFP**