

**NEW CENTURY EDUCATIONAL MANAGEMENT SERVICES, LLC  
d/b/a/ PILLAR ACADEMY FOR BUSINESS & FINANCE**

**REQUEST FOR PROPOSALS: ACT READINESS & EMERGENCY MANAGEMENT FOR SCHOOLS**

**RFP #08-001**

**Proposal Due Date:** Tuesday, November 6, 2007  
**Time:** 4:00 PM (Local Time – Phoenix)

A Pre-Offer conference **will not** be held in conjunction with this procurement.

New Century Educational Management Services is an Arizona LEA with an exception from the USFR(CS). The exemption is included below. Nonetheless, the Governing Board of Directors does issue RFPs as part of its fiduciary responsibility. Therefore, **RFP #08-001 is issued to all interested and qualified vendors.**

**Approved Procurement Policy (ASBCS):** *New Century Educational Management Services, L.L.C., d.b.a. Pillar Academy for Business & Finance will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in their best judgment, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings*

*New Century Educational Management Services, L.L.C., d.b.a. Pillar Academy for Business & Finance shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.*

In accordance with School District Procurement Rules in the Arizona Administrative Code (AAC) promulgated by the State Board of Education pursuant to ARS 15-213, Proposals for the following services will be received by New Century Educational Management Services, LLC and d/b/a/ Pillar Academy for Business & Finance, at the above location, until the time and date cited:

Using baseline data from participating Arizona Public Charter Schools assessing their vulnerability and reviews of existing emergency response plans, and security and vulnerability assessments on each campus, the contractor is expected to:

1. Assist, train and support emergency response teams on each school campus (47) to create or refine a comprehensive emergency response plans for their school.
2. Develop building specific emergency management plans that are compliant with local, state, and federal guidelines and requirements.
3. Coordinate & Conduct Security & Vulnerability assessments at all participating school sites (47). Conduct one initial assessment and one follow up assessment.
4. Conduct emergency drills - 1 tabletop exercise and two functional exercises at each school campus (47).
5. Coordinate emergency services with all community partners.
6. Provide training to school personnel on enhanced emergency plans and procedures at each participating school campus (47).
7. Integrate first responders into emergency response preparation at each school.
8. Work with City, County and State Emergency Responders and Charter school leaders to create ongoing integration of charter schools in emergency response and preparedness structures.

9. Provide a train-the-trainer program, in order to sustain the skills thereafter.
10. Keep records in order to report the progress and success of the project to the project's evaluator.
11. Provide additional school specific trainings in response to analysis and need,
12. Additional tasks and deliverables may be developed during the grant period, such as training security guards; front office staff, administrators, teachers; and parents, and will be expected to be provided at no extra cost.

Proposal received by the correct time and date shall be considered. Proposals shall be in the actual possession of the LEA, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals will not be considered. Directions to office are available at [www.pillaracademy.com](http://www.pillaracademy.com) or call (602) 944-5111 x12.

**Proposals must be submitted in a sealed envelope plainly marked with the RFP number (08-001) and submitter's name and address indicated on the envelope.** All proposals must be written legibly in ink, typewritten, or word processed. Additional instructions for preparing a Proposal are provided herein.

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If you wish to remain on our vendor list, but do not want to reply to this request, please sign next to the "No Bid" at the bottom of this page and return it to the LEA. Failure to do so for two consecutive RFPs and/or bids will result in your name being dropped from the list.

**Vendors are strongly encouraged to carefully read the entire Request for Proposals.**

Contact: Richard Hay  
Phone: (602) 944-5111 x12  
Email: [rhay@pillaracademy.com](mailto:rhay@pillaracademy.com)

No Bid: \_\_\_\_\_

Signature

\_\_\_\_\_

Company/Firm

## PURPOSE

The purpose of this Request for Proposals (RFP) is to enter a contract with a highly qualified consultant and/or firm to provide guidance and services as defined within this Readiness and Emergency Management for Schools RFP.

### I. GENERAL INFORMATION

#### A. Procedures and Timeframe for Submitting Proposals / Awarding Contract

Interested, qualified contractors may submit a proposal to New Century Educational Management Services, LLC at the following address:

New Century Educational Management Services, LLC  
Attention: Richard Hay  
2301 West Dunlap Avenue – Suite 202  
Phoenix, Arizona 85021

***Proposals should be prepared in accordance with the proposal format requirements discussed in this RFP and must be submitted in a sealed envelope with RFP #08-001 clearly written on the outside.***

The following dates will apply unless waived in writing by the LEA Governing Board:

1. Sealed proposals will be received until 4:00 pm, Mountain Standard Time, on Tuesday, November 6, 2007 at the address listed above. No proposals will be accepted after the time indicated. Proposals received after the deadline will not be returned.
2. Proposals will be reviewed Monday, November 12, 2007. Please have staff available at that time to respond to questions by phone.
3. Discussions with the individual Contractor may be held to clarify proposals.

If such discussions are held with any or all Contractors, all Contractors will be notified that a best and final offer may be submitted. The best and final offer provides the opportunity for Contractors to revise their proposals, including the fees for services, based on additional information gathered during the oral discussions. If a best and final offer is not submitted, the previous offer will be construed as the best and final offer.

4. Contract award is expected to be made at the November 16, 2007, Governing Board meeting. The contract will be awarded on the basis of demonstrated competence and qualifications to perform the required services at fair and reasonable compensation.
5. The LEA will send a letter to inform each Contractor submitting a proposal as to whether the proposal was accepted or rejected.
6. Cost and price information provided in the proposal will be held confidential and will not be disclosed to competitors prior to the selection of the Contractor. Information on the total RFP price may be disclosed after the Contractor has been selected.

#### B. Review of Proposals and Evaluation Criteria

The LEA and any outside experts the LEA considers necessary will evaluate the proposals. A point formula will be used during the review process to score proposals. If several proposals are very closely ranked, the LEA may arrange for oral discussions to assist in making the selection.

Proposals will be evaluated using two sets of criteria. Contractors meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represents the principal selection criteria that will be considered during the evaluation process:

**1. Technical Criteria Points Possible**

**Responsiveness of the proposal in clearly stating an understanding of the Contractors services to be performed, including:**

- Comprehensiveness of Contractor work plan. 20
- Realistic time estimates of each major segment of the work plan and the estimated number of hours of each staff level. 20

**Technical experience of the Contractor**

- First-hand knowledge of appropriate response to a full range of safety and emergency/crisis issues faced by Arizona Public Charter Schools. 05
- First-hand knowledge and experience of Public Charter Schools operations, legal authority, and special needs in emergency preparedness. 05
- Expert knowledge about school safety and emergency issues. 05
- Extensive background in assisting schools with specific safety Concerns. 05
- Extensive experience in conducting security and vulnerability Assessments. 05
- Experience in creating and in executing Train-the-Trainers programs. 05
- Experience in disaggregating and evaluating emergency preparedness in schools. 05
- Extensive experience in public school operations and security that includes personnel whose prior work experience includes employment with K-12 schools. 05

**2. Cost Factors 20**

**Technical Criteria and Cost - maximum points 100**

Cost is a factor in awarding the contract; however, only those proposals that meet all the mandatory criteria in the RFP will be given consideration. The contract will not be awarded solely on the basis of cost.

After a composite technical score for each Contractor has been established, the sealed dollar RFP cost will be opened and additional points will be added to the technical score based on the RFP price. The maximum score for price will be assigned to the firm offering the lowest price and proportional scores will be assigned to the other firms.

## **II. PROPOSAL FORMAT**

The proposal must conform to the format specified below. The LEA will make no reimbursement for the cost of developing or presenting proposals in response to the RFP.

### **A. Title Page**

Each proposal must contain a title page that identifies the RFP number and subject and provides the Contractor's name, address, and telephone number; the name and title of a contact person; and the date the proposal was submitted. The title page must also state the period the proposal is effective (non-rescindable).

### **B. Table of Contents**

The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.

### **C. Letter of Transmittal**

A brief letter of transmittal should be submitted that includes the following information:

1. The Contractor understands of the work to be performed.
2. A positive commitment to perform the service within the time period specified.
3. The names of persons authorized to represent the Contractor, their titles, addresses, and telephone numbers.
4. Reference to a sealed envelope that contains the all-inclusive fee for which the Contractor's work will be done. The fee amount should not be divulged elsewhere in the proposal.
5. Vendor shall specify applicable hourly rates for any additional work authorized by LEA for the contract period.

### **D. Contractors Profile and Qualifications**

The following information should be included:

1. A description of the Contractor, including office size; whether the organization is local, regional, national, or international in operations; the number of professional staff by level; and a description of the range of activities performed by the local office.
2. Resumes of all consultant(s) who would be involved in the project.
3. A statement of the Contractor's expertise in:
  - a. First-hand knowledge of appropriate response to a full range of safety and emergency/crisis issues faced by Arizona Public Charter Schools.
  - b. First-hand knowledge and experience of Public Charter Schools operations, legal authority, and special needs in emergency preparedness.
  - c. Expert knowledge about school safety and emergency issues.
  - d. Extensive background in assisting schools with specific safety concerns.
  - e. Extensive experience in conducting security and vulnerability assessments.

- f. Experience in creating and in executing Train-the-Trainers programs.
- g. Experience in disaggregating and evaluating emergency preparedness in schools.
- h. Extensive experience in public school operations and security that includes personnel whose prior work experience includes employment with K-12 schools.

#### **E. Cost Proposal**

The cost portion of the proposal should be submitted in a separate sealed envelope, with the Firm or Individual's name written on the outside, and included with the proposal.

### **III. DESCRIPTION OF LEA**

New Century Educational Management Services, LLC is an Arizona publicly-funded charter school servicing students in grades 9 -12. As the lead-LEA in the REMS, New Century Educational Management Services coordinates the grant efforts for the 46 other charter schools within the ACT consortium.

### **IV. CONTRACTUAL ARRANGEMENTS**

This consultancy should begin in December 1, 2007 and be completed no later than March 1, 2009.

### **V. RIGHT TO REJECT**

The LEA reserves the right to:

1. Reject any or all proposals submitted.
2. Request additional information from all Contractors.
3. Conduct discussions with responsible Contractors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.
4. Negotiate modifications to the Contractors proposal prior to final award for the purpose of obtaining best and final offers.
5. Negotiate a contract that may be terminated for lack of funds.

Refer any questions regarding this Request for Proposals to:

Richard Hay, Authorized Representative  
Phone: (602) 944-5111 x12  
Email: [rhay@pillaracademy.com](mailto:rhay@pillaracademy.com)

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**PROPOSAL COST FORM**

I/We, the undersigned, propose to provide the services necessary for the scope of work and specifications. *(Please expand spreadsheets as an attachment if additional fields for data are required. Also, be sure to note company's name on each attached sheet).*

I/We further declare that I/we have carefully read and examined all information to the referenced Request for Proposals. I/We agree to comply with the LEA's rules, regulations and policies.

Below/Attached is our company's cost proposal. *(Please include a brief task analysis for each cost-center addressed in the Proposal).*

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Name of Company Making This Proposal

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Authorized Signature/Local Representative

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Date Signed

---

Name and Position Held within Company

---

Phone/Facsimile

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Mailing Address

City

State

Zip Code

**THIS FORM TO BE SUBMITTED WITH RFP IN A SEPARATE & SEALED ENVELOPE**