

ADVERTISEMENT

Request for Community Partnership Proposal (RFCPP)
Lead Partner & Facility Manager for the Mahalia Jackson ES Facility

Issued by:
Orleans Parish School Board
3520 General DeGaulle Drive
Suite 5055
New Orleans, Louisiana 70122

9/21/2017

Sealed proposals relative to the above will be received by email as a single PDF file to MahaliaJacksonRFCPP@opsb.us until **4:00 PM on Friday, 10/27/2017**.

The OPSB reserves the right to reject any or all submittals whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

**Mahalia Jackson Request for Community Partnership Proposals
Lead Partner & Facility Manager**

ANNOUNCEMENT

The Orleans Parish School Board (OPSB) hereby gives notice that it is seeking responses from proposers to become the lead partner and facilities manager at the Mahalia Jackson Elementary School building, located at 2405 Jackson Avenue, New Orleans, Louisiana 70113.

SUBMISSION OF PROPOSAL

One (1) electronic copy, including any required documentation must be received by the OPSB no later than **Friday, 10/27/2017, at 4:00 PM**. Each response and accompanying documentation shall be by email to MahaliaJacksonRFCPP@opsb.us as a single PDF file.

This RFCPP does not commit the OPSB to award any contract or to pay any costs incurred in the preparation or delivery of the response. OPSB may ask for additional information from any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification.

Please direct any questions to:

Orleans Parish School Board
ATTENTION: Office of the Superintendent – Mahalia Jackson RFCPP
3520 General DeGaulle Drive, Suite XXXX
New Orleans, LA 70114
Telephone # (504) 359-8186
Email Address: MahaliaJacksonRFCPP@opsb.us

**Mahalia Jackson Request for Community Partnership Proposals
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Mahalia Jackson Request for Community Partnership Proposals Lead Partner & Facility Manager

1. Summary and Background

The Orleans Parish School Board (OPSB) seeks proposals for a lead partner and facilities manager at the Mahalia Jackson Elementary School facility.

Currently, the Mahalia Jackson facility houses a district-operated elementary school serving students in grades K-6, a branch location of the New Orleans Public Library, as well as community partners providing early childhood and healthcare services at the facility.

To be eligible for consideration in this process, all proposals must:

1. Fulfill the School Board's stated commitments in its most recent investments in the facility, including but not limited to OPSB Resolution 17-09;
2. Provide for educational opportunities for students and families, with an emphasis on early childhood education for students from birth through age 8;
3. Demonstrate capacity on the part of the lead partner, including financial sustainability and appropriate facilities management and operational experience;
4. Demonstrate strong partnerships and community support for the proposal, including addressing the circumstances of all current facility tenants and the anticipated additional needs of OPSB;

Proposal narratives and associated documentation may be submitted for consideration, in accordance with the requirements set forth in this RFCPP.

2. Proposal Guidelines

Proposals may be submitted by email to MahaliaJacksonRFCPP@opsb.us

Submissions may be addressed to the OPSB Superintendent.

Emailed submissions should be in the form of a single PDF file, inclusive of the response and all accompanying documentation.

Submissions will be accepted until **4:00pm CST on Friday, October 27th, 2017**. Any proposals received after this date and time will not be accepted or considered. Proposals must include a statement from an appropriate agent or representative of all participating organizations, certifying their agreement to participation in the RFCPP and commitment to fulfilling the partnership if selected.

If the organization submitting a proposal intends to outsource or contract any work, this must be clearly stated in the proposal, and must include a name and description of the organization(s) contemplated to be contracted.

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Contract terms and conditions will be negotiated upon selection of the winning response to this RFCPP, and are subject to all requirements of federal, state, and local laws, as well as applicable policies of the School Board. This RFCPP does not commit the School Board to award any contract, nor to pay any costs incurred in the preparation or delivery of the response. OPSB staff may request additional information from any and/or all applicants, including original copies of any required certification statements, as may be necessary or appropriate for purposes of clarification.

3. Project Purpose and Description

The purpose of this RFCPP is to determine future use(s) for the Mahalia Jackson school facility.

Responsive proposals must identify a lead partner organization, who will enter into a “master” facility lease arrangement with OPSB, and assume overall responsibility for the management of the Mahalia Jackson facility. The “master” lease will generally conform to the provisions of the OPSB Type A facility lease for charter operators, which is included in the Appendix for reference; any requested deviations from these parameters must be clearly included within the proposal narrative.

Proposals may also identify one or more additional partnering organizations, which will commit to utilizing the facility to provide services identified within the proposal; such partnering organizations will enter into a sublease with the lead partner.

Collectively, proposal narratives should not exceed ten (10) pages in length. Additional documentation, not counted against the page limit, should include

- The proposal cover sheet, including all required signatures
- A startup (Y1) and annual recurring budget (inclusive of anticipated revenues and expenditures) for the proposal, including clearly delineated rental rates (if proposed) for all tenants;
- The most recent audited financial statements for the lead organization;
- A budget narrative, not to exceed one (1) page in length
- Signed certification statements from an authorized representative of each identified partner organization, indicating its support for the proposal and commitment to participation if selected.

Successful proposals will include strong partnerships between community organizations and will reflect significant engagement with and support of the Central City community in which the facility is located. While all proposals must address the educational purpose of the Mahalia Jackson facility, OPSB encourages and welcomes a variety of proposals in response to this request. All responsive proposals will be considered.

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Proposals should account for the continued use of approximately 10,000 square feet of the facility by OPSB, as more particularly described in the Appendix to this RFCPP, and may present opportunities for partnership with OPSB-led educational initiatives for consideration by the School Board, including but not limited to:

1. Relocation of an EnrollNOLA Family Resource Center and/or other student-facing functions operated by the EnrollNOLA team;
2. Relocation of citywide special education screening and identification services, including comprehensive psychoeducational evaluations of students aged 3-5, gifted screening and evaluation, and walk-in services for qualified students not yet in school, as more particularly described in the Appendix;
3. Other educational services consistent with OPSB's purpose and mission

Proposals should also address the current tenants and partnerships in place at the Mahalia Jackson facility, with preference provided in the evaluation process to those proposals which limit the impact of the response on those tenants currently occupying the facility. A list of current building occupants and map of spaces utilized by each are included in the Appendix to this RFCPP.

In addition, a successful proposal will also provide for the maintenance and upkeep of the Mahalia Jackson school facility, including preventative maintenance and minor repairs as outlined in the facility lease. Lead partner responsibilities for facility maintenance and upkeep should generally conform to the requirements for charter school operators provided for in OPSB Policy HD; any requested deviations from these standards should be clearly articulated within the proposal narrative and budget documents. In addition, the proposed uses of the facility shall be required to conform to the provisions of OPSB Policy KF with respect to usage of the buildings by organizations not identified as tenants or partners, as well as with respect to the service of alcohol at the facility.

4. RFCPP and Project Timeline

RFCPP Timeline:

All proposals in response to this RFCPP are due no later than **4:00pm CT on 10/27/2017**. The evaluation process will be completed and the Superintendent will forward a final recommendation to the School Board for its consideration during the November 2017 meeting cycle.

Project Timeline:

The selected proposal will be required to complete all negotiations with the School Board by not later than January 15th, 2018 and with all current tenants/occupants of the Mahalia Jackson ES facility by not later than February 28th, 2018.

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The selected proposal will assume managerial oversight of the facility at a mutually-agreed upon time subsequent to the conclusion of all educational activities at the school during the 2017-18 school year, but in no instance later than June 30th, 2018.

Proposals should be structured in annual term increments; any proposal extending beyond five (5) years may be subject to a review and renewal option, at OPSB's sole discretion.

5. Budget

Each proposal should include both a startup (Y1) and recurring annual budget, which provides sufficient detail to permit OPSB and community evaluators to ascertain the financial viability and sustainability of the proposal. Budget proposals should clearly identify all sources of revenues and anticipated costs associated with the facility. Proposals may provide for the School Board to pay rent for any portion of the facility retained for district use, but such rent shall not exceed the lowest rent charged to a non-OPSB tenant housed at the facility or \$10 per square foot, whichever is lower.

Any financial assumptions essential to the budget should be included either within the budget document, or in a separate budget narrative, not to exceed one (1) typed, single-spaced pages.

NOTE: All costs and fees must be clearly described in each proposal. Any proposed use of in-kind resources or services to satisfy obligations within the proposal should be noted within the budget narrative – such in-kind activities should not be included in the budget template. A full estimate of the district's costs for operation of the facility in the current (16-17) SY is included in the Appendix.

6. Proposal Evaluation Criteria

Proposals will be reviewed and scored for responsiveness to the specific requirements of this RFCPP, as well as reviewed by OPSB administrative staff based on an assessment relative to the financial sustainability and facility management aspects of the proposal. The OPSB reserves the right to refuse to award any proposal which is deemed to be financially unviable, in its sole discretion.

Evaluation rubrics will include the following components:

- Overall quality of the proposal
- Alignment with the educational purposes of OPSB and the facility, specifically including provision of early childhood educational services to children from birth through age 8

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- Sustainability of the proposal’s financial plan and demonstrated financial capacity of the lead partner(s), as measured by startup (Y1) and annual budget projections
- Suitability of the proposal’s facility operations plan, and the demonstrated capacity of the lead partner(s) to ensure appropriate management and upkeep of the facility
- Demonstrated community support for the proposed use(s)

The evaluative rubric to be utilized in scoring all responses to this RFCPP is provided below.

Category	Details	Total Maximum Points
Overall Plan	Overall quality of the proposal, and alignment with the educational purposes of OPSB and the facility, including <ul style="list-style-type: none"> • Fidelity to School Board commitments • Inclusion of early childhood learning opportunities from birth through age 8 • Stability for current facility occupants (students, tenants) 	50 points
Financial & Operational Plans	Sustainability of the proposal’s financial plan, as measured by startup (Y1) and annual budget projections	15 points
Facilities Management Plan	Suitability of the proposal’s facility operations plan, and the demonstrated capacity of the lead partner(s) to ensure appropriate management and upkeep of the facility	15 points
Community Support & Partnerships	Quality and strength of the proposed organizational partnerships	20 points

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PROPOSAL COVER SHEET & CERTIFICATIONS

Title of Proposal	
Name of Submitting Organization (Lead Partner)	
Additional Partnering Organizations (list all)	
Address of Lead Partner	
Primary Contact	
Telephone	
Email	
Lead Partner Agent or Authorized Representative (if different)	
Telephone	
Email	

By my signature, I affirm that

- I am an authorized representative of the above-named lead partner organization,
- This submission represents the original proposal of this organization and its partners,
- All information contained herein is true, accurate, and complete to the best of my knowledge, and that of any partnering organizations and
- if selected, the organization will in good faith participate in the partnership as described herein.

Signature: _____ Date: _____

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PARTNER ORGANIZATION INFORMATION & CERTIFICATION
(COPY AND COMPLETE THIS SECTION FOR EACH PARTNER)

Partnering Organization	
Authorized Representative Name and Title	
Telephone	
Email	

By my signature, I affirm that

- I am an authorized representative of the above-named organization,
- the named organization is in support of the submitted proposal, and
- if selected, the organization will in good faith participate in the partnership as described herein.

Signature: _____ Date: _____

I. List of OPSB Services Contemplated to be Provided At the Mahalia Jackson facility

Special Education Screening and Evaluation: Exceptional Children's Services will provide comprehensive psychoeducational for students ages 3-5 that are not yet enrolled in school or are enrolled in head start or day care settings. Evaluations will consist of sensory screenings for vision and hearing. Audiological screenings will be provided to children with limited communication or those suspected of having hearing deficits.

Children will be provided evaluation in all areas of suspected difficulty including developmental, psychological, educational, adaptive, communication, social/behavioral, as well as fine and gross motor. Evaluation services for early childhood will be provided in an arena testing format with all team members conducting concurrent evaluation procedures. Children will be evaluated to determine eligibility for special education placement and services based on Louisiana Bulletin 1508 criteria. Evaluation reports provided summarize the evaluation proceedings and provide recommendations to address the child's needs. These evaluations are valid for 3 years and evaluations are valid at all public schools.

Gifted Screening & Evaluation: Children suspected of being gifted are screened and students passing the gifted screening receive psychoeducational evaluations including cognitive and educational assessments for possible placement into gifted classes.

Preschool Special Education Walk-In Services: Identified students not yet in school (3-5) will be offered walk-in services including special education instruction, speech therapy, occupational therapy, physical therapy, and adapted physical education.

Enrollment (EnrollNOLA) and other RSD functions transitioning to OPSB (tentative): Relocation of a Family Resource Center, relocation of additional student- and family-facing functions currently housed at RSD Central Office (Poydras) and/or other locations

Additional Details – OPSB Exceptional Children’s Services Functions:

Comprehensive evaluation and walk-in services will be provided at the M. Jackson site.
These services include:

Comprehensive Psychoeducational Evaluations of Students:

Suspected of Having Disabilities (3-5 year olds):

- Vision and Hearing Screenings
- Audiological Screenings
- Cognitive Evaluation
- Developmental Evaluation
- Educational Evaluation
- Adaptive Functioning Evaluation
- Social/Behavioral Evaluation
- Communication Evaluation (Speech)
- Fine Motor Evaluation
- Gross Motor Evaluation
- Adapted Physical Education Evaluation

Gifted Screening and Evaluation

Walk-In Services for qualified students not yet in school will be provided on site with access to:

- Special Education Teachers
- Speech Therapists
- Occupational Therapists
- Physical Therapists
- Adapted Physical Educators

II. List of Projected Facility Occupants & Square Footage Utilized
 (See also attached facility floorplan, designating these spaces)

Tenant	Approximate Square Footage	Location(s)
Orleans Parish School Board	7500 – 7750	1) Building B – 1 st floor (B111, B114) 2) Building D –Entry area 3) Building C – 1 st floor (C118 - C132, pending subdivision) 4) Building A – 2 nd floor (A211) 5) Additional Building A space (Option A or B, see attached floorplan)
Total Community Action	5500	1) Building A -1 st floor 2) Building B -1 st Floor
New Orleans Public Library	3000	Building C – 2 nd Floor
St. Thomas Community Health Center	3000	Building B – 2 nd Floor

III. FY17 Projected Facility Financial Model for the Mahalia Jackson facility

Mahalia Jackson	
Annual Facility Operational Costs	
Custodial, repairs, & maintenance	\$155,000.00
Electricity	\$144,000.00
Security (3 guards)	\$123,000.00
Property Insurance	\$31,150.00
All other insurance	\$12,000
Disposal Services	\$6,000.00
Lawn Care	\$4,000.00
Total Operational Costs	\$475,150.00
Total Square Feet	48,000
Cost per square foot	\$9.89

- The above list is meant to serve as a guide for operating costs and not an exhaustive list of all associated operating costs. Other operating costs, such as internet service and phone service, are not included and should be considered when developing the annual operating budget.