

**NATIONAL ALLIANCE OF BLACK SCHOOLS EDUCATORS
FOUNDATION, INC.**

REQUEST FOR PROPOSALS

**Programs to Support the Mission of the National Alliance of Black
School Educators (NABSE)**

1 September 2014

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1. Summary

NABSEF is accepting proposals from individuals, NABSE affiliates, organizations, and corporations to support the mission and purpose of NABSE; namely, to improve both the educational experiences and accomplishments of African American youth through the development and use of instructional and motivational methods that increase levels of inspiration, attendance and overall achievement (NABSE Website, 2014).

The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

2. Proposal Guidelines and Requirements

This is an open and competitive process. Proposals received after 12:00pm/noon EST, Monday, 3 November 2014, will not be considered and will be returned un-opened. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal. The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the sub-contractor. NABSEF will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have selected. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

3. Purpose and Mission

Contractors are requested to submit proposals that support the four primary focus areas of NABSE. They are listed below:

- a. Professional development programs that strengthen the skills of teachers, principals, specialists, superintendents and school board members;
- b. Information sharing around innovative instructional and learning strategies that have proven successful in motivating African American youth and increasing academic performance in critical learning areas;
- c. Policy advocacy to ensure high standards and quality in our public and private education systems, and
- d. Research programs of the Charles D. Moody, Sr. Institute that produce projects that identify educational practices that demonstrate excellence in the school performance of African American studies (NABSE Website, 2014).

4. Timeline

Proposals are due no later than 12:00pm/noon EST, Monday, 3 November 2014. Proposals will be evaluated immediately thereafter. During this time we may require a telephone interview with our evaluation team on or about Friday, 14 November 2014. Respondents will be notified if this is requested. The name of the contractor will be decided on or about Sunday, 23 November 2014. Negotiations will begin immediately with the successful candidate and should conclude no later than Friday, 15 December 2014. All other candidates will be notified on or about Tuesday, 25 November 2014. The project must be completed on or before 31 August 2015.

5. Budget

Please provide a cost proposal to accomplish the scope of work outlined in this proposal. The detailed budget must encompass all design, production, materials and staff necessary for the completion of the project. NABSEF has allocated \$10,000 for this project. However, we will entertain responses greater than \$10,000 if they demonstrate promising practices that help to advance the mission and purposes of NABSE.

6. Background of Individual/Organization

The responding contractor must provide a detailed description of the qualifications and experiences of all individuals that will be performing the work outlined in this proposal. A description of work previously provided by the individual/organization that is aligned with the scope of work requested in this RFP is required. The contractor should provide a listing of references, along with contact information, of individuals/organizations where similar or comparable work was performed.

7. Scope of Work

The contractor must provide a detailed scope of work that will be performed. Inclusive within this scope of work must be clearly articulated goals of the project and expected deliverables at the end of the project. The contractor should provide a clear description of the work that is performed, the audience impacted, location, size, and location. Inclusive within this work should be a work plan with attenuating timelines for completing project activities.

8. Staff Resources

The responding contractor must provide description of the organizational structure that will help to drive the successful planning and implementation of the proposed plan. A description of the role and responsibilities of participants in this project is extremely important.

9. Qualifications

List 3 to 5 projects you, or your organization, has produced that best reflect your work and relevancy to this project. Briefly list the role you, or your organization, played in each project. Describe your experience in producing sites for non-profit and/or community-focused projects.

Provide current reference information for three former or current clients.

Briefly describe your firm's organizational capacity to perform the work that you are proposing.

How many full-time staff do you, or your organization employ? Please include a copy of your organizational chart.

What type of staff will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.

What is your time frame for completion of this project. The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested.

Describe the process you will use to gather input from the intended audience(s). Please state how you intend to communicate with all audiences, including NABSEF, about delivery of services and project impact.

10. Evaluation Criteria

The following criteria will form the basis upon which NABSEF will evaluate proposals. The mandatory criteria must be met and include: Five (5) copies of your proposal must be received no later than 12:00pm/noon EST, Wednesday, 1 October 2014. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of:

NABSEF Foundation
c/o Dr. Emma L. Marshall Epps
28233 Secluded Lane
Farmington Hills, MI 48331

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP;
- Expertise in developing and implementing a program that meets the mission and purpose of the NABSE organization;
- Contractor has successfully completed similar projects and has the qualifications necessary to undertake this project;
- The contractor has appropriate staff to develop the site in the time frame needed;
- The proposal is presented in a clear, logical manner and is well organized; and,
- Demonstrated commitment to high service level agreements (SLA).