

**2018-19 T.R. Paul Academy of Arts and Knowledge - Education Service Provider  
Request for Proposals (RFP)**

**Due February 15, 2018 by 11 a.m.**

## **INTRODUCTION**

The T.R. Paul Academy of Arts and Knowledge (TPAAK) Board of Directors seeks to contract an Educational Service Provider (ESP) to provide management of academics, financials, and operations to the charter school. By way of contract, the awarded organization will work with the Board of Directors to ensure the overall success of the charter school.

## **BACKGROUND**

In its eleventh year as a charter school in Fort Collins, TR Paul Academy of Arts & Knowledge continues to grow as a strong arts-based elementary school. With a move to a new facility in the summer of 2017, and a new co-director leadership model, the school continues to enhance the educational experience of its students. The school is now on a single level with a robust library in the center, giving it a community feel that is appropriate for an elementary school. The new facility is in a quiet neighborhood and is no longer right next to a district elementary school. Overall, the move has been a positive one, and for the first time in its history, TPAAK met and exceeded its enrollment projections for the 2017-2018 school year. With the student retention rate increasing from 65% to 77% from the previous school year, the school also recruited 97 new students in the current school year.

While teacher retention has been a concern in the past, the school has been diligently working to show staff that they are valued. Teacher retention increased from 67% to 95% from the past year, largely due to stability, compensation increases, clearer job expectations, and an investment in professional development. While TPAAK still has work to do to show improvements in academic growth, the new leadership has confidence in the current staff and the plans in place to address the issues, as highlighted in this unified improvement plan.

Continuing its model of fine arts integration, TPAAK students participate in 90 minutes each of music, art, and wellness/physical education per week, and an additional 30 minute enrichment block at the end of the day for a truly robust arts education. Through the fine arts integration and enrichment opportunities, students are provided with the tools that instill confidence in presentation and communication to an audience of peers, teachers, family, and community members.

## ***MISSION***

Within a supportive school community, TPAAK offers a robust arts program that complements core academics, fosters critical thinking skills and creates confident, creative individuals with the freedom to reach their full potential.

## ***VISION***

Provide an environment that allows every student to reach their full potential.

Students at TPAAK receive instruction in reading, writing, math, science and social studies based on the Colorado Academic Standards, with the fine arts integrated throughout. Our teachers provide a safe learning community that allows students to take risks in their learning, while treating each student as unique individuals and giving them opportunities to let their creativity flourish. In addition to arts integration in the core subjects, our students participate in 90 minutes PER WEEK each of music, art, and wellness/physical education for a truly robust arts education.

## **COMPETITIVE PROCESS OVERVIEW**

### **Instructions and Deadlines**

1. Applications should be created using 11pt. Calibri and 1" margins.
2. If applicants wish to include multi-media or non-narrative application materials, this should be indicated on the Cover Sheets (Appendix A) and submitted as attachments. Applicants must clearly label these attachments so they can be connected to the application package.
3. Confirm all application materials are included.
4. The review process begins with the submission and review of a written proposal following the requirements of the RFP (defined in the following section). Submissions must be received no later than **11 a.m. on February 15, 2018**. Applications and attachments may be submitted by email at [board@tpaak.org](mailto:board@tpaak.org)
5. The TPAAK Board of Directors will select a set of finalists no later than **March 1, 2018**.
6. Finalists will be contacted to confirm site visits between March 5, 2018 and March 10, 2018.
7. Between March 19, 2018 and March 23, 2018, the TPAAK Board of Directors will conduct interviews with key members of each applicant planning team. This may include direction or support in revising proposals for increased implementation quality and/or alignment with school goals.
8. Final decisions will be made and communicated to applicants no later than **April 1, 2018**.
9. Contract agreements will be determined following the award date of April 1, 2018.

### **Questions About the RFP Process**

The TPAAK Board welcomes your questions about the RFP process. The staff listed below will be available to answer your questions:

**SAM KORNFELD**  
BOARD CHAIR  
[skornfeld@tpaak.org](mailto:skornfeld@tpaak.org)

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# APPLICATION

## CONTENT AND PRIORITIES

### **I. Cover Page**

Applicants will complete a cover page to include the organization logistical information to include a point of contact, phone number, email, and physical address.

### **II. Organization Profile**

Successful applicants will describe how the organization has shown or will show success in charter school management. Specifically, applicants will detail success in the management of charter school academics, finance, operations, and governance.

### **III. Goals and Vision**

Successful applicants will begin by identifying the way in which the organization will support the Mission and Vision of TPAAK. Based on the need, applicants will identify a goal or set of goals that they mean to achieve by implementing their plan. Then they will paint a picture of how their plan will look when implemented, responding to questions such as:

- What will students' day and year look like?
- What will teachers' day and year look like?
- How will the students' role in their learning change?
- What will happen to engage more students in a wider range of learning experiences?
- What things will the school no longer need to do as a result of successful implementation of the plan?
- What leading indicators are expected throughout implementation of this plan?
- How were data used to determine the content of this plan?
- How will data be used to inform and implement the plan?
- What challenges or barriers are anticipated related to implementation of this plan? How will they be addressed/what support is needed in order to address them?
- How will various stakeholders come to engage in this project, and what role(s) will they play initially and ongoing?

### **IV. Required Elements**

Successful applicants will provide clear explanation and justification of their plan's alignment to the Charter in the areas of Finance and Operations Management. The board will consider management organizations that can support the following:

#### **Finance Management**

- Develop and propose the annual budget to the Board of Directors
- Complete and provide monthly financial statements to the Finance Committee and Board of Directors
- Provide documentation and support to the annual audit process
- Post monthly, quarterly, and annual financials to the school website
- Maintain compliance with the School Finance Act
- Maintain accounts receivables and accounts payables
- Pay vendors, service providers, and employees
- Complete and file annual taxes
- Maintain appropriate filing status with the IRS, State Treasury's Office
- Maintain appropriate insurance coverage for employees, the Board of Directors, and liability

## **Operations Management**

- Employ and manage all school based staff
- Conduct background checks of all school based staff
- Provide employee benefits, insurance, and any additional supplemental benefits agreed upon by the Board of Directors
- Maintain an employee handbook to that includes but is not limited to employee rights, equal opportunity, at will employment, harassment in the work place, etc.
- Provide job descriptions for all school based employees
- Provide evaluation tools for all school based employees
- Provide employment of a Building Manager and provide all appropriate facility maintenance
- Advise the Board of Directors on all facility lease agreements
- Oversee and comply with all terms and contracts signed by the Board of Directors
- Provide support for student, staff, and Board - hardware, software, and network technology needs
- Provide and manage the student information system and comply with all FERPA laws

### **V. Additional Elements**

The Board recognizes the expertise of some management organizations includes Academic and Governance management in addition to Finance and Operations. The board will consider proposals that include the following additional elements:

#### **Academic Management**

- Develop academic strategy with school based employees to promote strong academic performance of students
- Provide regular review of academic materials and curricula
- Evaluate effective instruction and provide feedback to the Board of Directors
- Identify, design, and implement professional learning plans for teachers and educational support service providers
- Monitor, advise, and meet compliance with all individual education needs to include special education, gifted education, and language learning
- Develop the school's annual Unified Improvement Plan through collaboration with the School Accountability Committee and Board of Directors
- Collect, analyze, and report student academic data to the Board of Directors and Charter Authorizer
- Provide training and support for the instructional leader(s)

#### **Governance Management**

- Support in the development and deployment of the strategic plan
- Provide support and document creation on behalf of the board for all authorizer needs pertaining to school operations, finances, and academics
- Provide monthly reports to the Board of Directors using a performance dashboard
- As needed, develop and present draft policies to the Board of Directors
- Attend monthly Board meetings and support in the agenda setting of the meetings as needed
- Provide advocacy support as needed
- Provide appropriate Board training as directed

### **VI. Profiles of Key Players**

Applicants should provide bios and responsibilities related to implementation of this plan for each of the key players within the organization.

### **VII. Financial Terms**

Applicants must detail anticipated terms the TPAAK Board can expect to negotiate. Flat rate and percentage of Per Pupil Revenue will be considered. Slip contracts will not be considered. Additionally, the financial terms should consider the following:

- Applicant must indicate an expiration date for the proposal and pricing. Any expiration date shall not be less than ninety (90) days from the proposal due date.
- In submitting a proposal, the vendor agrees to all pricing and language submitted during the Request for Proposal process, including, but not limited to, the proposal documents, exhibits, attachments, pricing supplements, emails, and finalist presentations.”

**APPENDICES**

**COVER PAGES – ORGANIZATION INFORMATION**

**Organization Information**

<b>Name of organization</b>			
<b>Name and title of primary contact</b>			
<b>Address and contact information</b>			
<b>Fiscal agent (if applicable)</b>			
<b>Districts, schools, other organizations served by this application</b>			
<b>Counties served by this application</b>			
<b>Number of students served</b>			
<b>Number of employees</b>			
<b>Total number of staff</b>			
<b>Academic performance and accountability data (provide a brief overview of performance level of other schools being served)</b>			
<b>Organization Lead</b>		Name:	
		Title:	
<b>Primary Contact (If different than Lead)</b>		Name:	
		Title:	
		Name:	
		Title:	
		Name:	
		Title:	

**\*\*NOTE\*\* ADD ADDITIONAL ROWS FOR OTHER TEAM MEMBERS**

### Site Visit Availability

<b>Include three to four available dates between March 5, 2018 and March10, 2018 that the planning team would be available to meet with the TPAAK Board.</b>	<b>1.</b>
	<b>2.</b>
	<b>3.</b>
	<b>4.</b>
<b>Site visits are expected to be no longer than four hours, and will be confirmed between March 1, 2018 and March 3, 2018</b>	

**RFP CHECKLIST**

The following sections of the grant proposal should be included in each application for it to be considered complete.

- Cover Pages**
- Organizational Profile**
- Goals and Vision**
- Required Elements**
- Profiles of Key Players**
- Financial Terms**
- Site Visit Dates**

This checklist was reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Project Lead Signature)