

THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

REQUEST FOR PROPOSALS

International Student Travel

Thurgood Marshall Academy (“TMA”)—a nonprofit, college-preparatory, public charter school located in Southeast Washington, DC—seeks an organization to provide civics engagement workshops paired with an international student travel experience.

Scope Of Work & Qualifications

TMA is in search of an organization that can help cultivate our students' interest in global issues, civics, and travel. We seek an organization that can demonstrate experience working to educate students about international issues and has a history of coordinating international travel with high-school-age youth. The bid should be based on the following Scope Of Work & Qualifications:

- **Number of Students to Serve:** 10 high-school-age students
- **Number of Adults (Chaperones) to Serve:** 3 adult chaperones
- **Staffing:** Bid to provide a dedicated logistics manager and a dedicated curricular manager
- **International Travel--**The vendor will provide a project that will culminate in a trip abroad—bid based on the following criteria:
 - **Dates:** (during a school break): February 18 - 26, 2023 (8 nights and 9 days)
 - **Destination:** Base bid on travel to Costa Rica or comparable destination
 - **Meals:** provide full American breakfasts, complete lunch, and three-course dinners each day of trip
 - **Accommodations**
 - 3-star hotel accommodations (or better)
 - No more than 3 students per room, with no sharing of beds
 - **Activities**—bid based on activities/tours in at least two regions
 - Describe number and type of recreational activities (e.g., zip-line)
 - Describe number and type of cultural tours
 - **Transportation:**
 - Arrange and purchase airline tickets with a maximum of one stop and not more than 9 hours of travel each way
 - Describe transportation in destination country (e.g., charter buses)
 - Provide licensed driver(s) fluent in both English and local language(s)
 - **Emergency Services:** Describe medical and emergency coverage insurance and services (including COVID-19 provisions)
- **Workshops**—Vendor will prepare students (and, as appropriate, adult chaperones) for the trip via a curriculum to support learning of government, civics, and a non-US culture. Bid based on the following (or comparable) curricular activities provided by vendor:
 - 20 hours minimum
 - 4-6 sessions workshops, including a final project
 - Types of written materials to be used in instruction (outlines, lesson plans, etc.)
 - Include self-care unit(s) in the curriculum
 - Provide certificate of completion for participants

- **Qualifications**

- 5+ years experience with international travel with youth
- Not-for-profit status or mission-driven business model a plus

Proposals

- Interested organizations should email a proposal, including proposed contract, to dschlossman@tmapchs.org, with a **10-page and a 5 MB file-size limit**.
- Review of proposals will begin **after Friday, September 30, 2022**.
- Proposals should explain how vendor will provide the Scope Of Work above, including but not limited to
 - a summary of curriculum and workshops,
 - a detailed itinerary of the trip,
 - itemized and total (“all in”) costs, including invoice schedule
 - resources to be provided by the vendor
 - resources to be provided by TMA
 - resources typically provided by families
- Contracts should include the following provisions to comply with legal or funding requirements:
 - Option to renew and amend the contract upon written agreement of the parties
 - Statement that the vendor will be “responsible for all background checks for its employees and subcontractors, including but not limited to clearances required by the DC School Safety Omnibus Amendment Act of 2018”
 - Early termination provisions and cost structure (“termination for convenience” terms as opposed to termination solely for “cause”)
- Effective date of contract must be flexible (e.g., effective as of date of Thurgood Marshall Academy’s signature)
- Bids will be evaluated by the school’s extracurricular Programs Department in consultation with the Chief Operating Officer based upon cost, match of proposed services to the scope described above, and flexibility in the arrangement.

Federal Funding Requirements

As Thurgood Marshall Academy may support the project with federal funds, bidders are informed of the following and must abide by applicable provisions.

- **Project Budget (for federal funding purposes):** The budget for the project will be determined based upon bids received and funds available. Thurgood Marshall Academy intends that up to 100% of the annual project cost could be financed with federal money. Thurgood Marshall Academy has non-federal funds adequate to complete the project if federal funds do not cover costs.
- **Conformance with Laws:** It shall be the responsibility of the vendor to perform work under the contract in conformance with all applicable statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies. The vendor shall ensure compliance with the DC Office of the State Superintendent of Education (“OSSE”) and US Code of Federal Regulations (CFR) requirements. By bidding, vendors agree to comply with all *applicable* regulations, which may include, but are not limited to, the following:

- Equal Opportunity Employment
- 2 CFR 200 applicable regulations
- Copeland “Anti-Kickback” regulations, if applicable
- Contractor provisions of the DC School Safety Omnibus Act of 2018 (“SSOA”)
- **Appendix II of 2 CFR 200:** Bidders will be asked to execute as part of the contract Thurgood Marshall Academy’s contract appendix intended to comply with Appendix II of 2 CFR 200, which itemizes certain requirements of projects funded by federal funds—review the attached template, noting that many Appendix II requirements apply only to projects above a specific cost.
- **Small, Woman-owned, and Minority-owned Businesses** are preferred, although not required.
- **Non-debarment:** By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. Federal government or the government of the District of Columbia. The vendor attests that neither the firm nor any individual principal of the firm is debarred as described above.
- The **Davis-Bacon Act** likely does *not* apply to this non-construction project. It is the vendor’s responsibility to make that determination, however, and if the scope requires labor covered by the Davis Bacon Act, then vendors and their subcontractors must comply with the wage and reporting requirements imposed by that Act, including but not limited to submitting to Thurgood Marshall Academy’s COO weekly certified payrolls records on the WH-347 form (or comparable documentation acceptable to Thurgood Marshall Academy and its funders).
- There is **no geographical preference** for this project (e.g., DC CBE does not apply).
- **LEED** standards and other construction provisions do not apply to this non-construction project.
- **Conflicts of Interest:** Any known relationship between the bidder or its subcontractors and employees, Board members, or agents of Thurgood Marshall Academy must be disclosed in detail in the bid.
- **Additional Vendors:** Thurgood Marshall Academy reserves the right to invite additional vendors to bid following the bid deadline.

Additional Information & Requirements

By bidding, vendors agree to Thurgood Marshall Academy’s **General Conditions Statement** (attached).

Amendments/changes (if any) to this RFP will be posted at <https://thurgoodmarshallacademy.org/about/employment-opportunities/>

Requests for information and protests concerning the bid should be emailed to David Schlossman, dschlossman@tmapchs.org, 202-276-4722. Further information about Thurgood Marshall Academy—including the school’s nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

Attachments follow.

A General Conditions Statement regarding Proposals

The following general conditions apply to all RFPs issued by Thurgood Marshall Academy, whether published publicly or circulated only to invited bidders. The conditions also apply to any proposal made by a vendor to Thurgood Marshall Academy independent of an RFP process, whether provided “cold” by a vendor or requested by Thurgood Marshall Academy. By submitting any proposal of any kind, vendors agree to these conditions.

Acceptance of a proposal neither commits Thurgood Marshall Academy to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits the school management’s rights to negotiate in Thurgood Marshall Academy’s best interests. School management reserves the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in any vendor’s response to any RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to any RFP and any follow-up information provided is the vendor’s sole responsibility. Except in cases in which the school has published an RFP or related information, any information contained in any RFP or released in relation to any RFP is confidential and may not be disclosed without the express written permission of Thurgood Marshall Academy. All RFPs and all information released by Thurgood Marshall Academy or its agents related to RFPs, whether published publicly or circulated by invitation, constitute the intellectual property of Thurgood Marshall Academy and may not be reproduced without express written permission. Only managers—generally the Executive Director—and Trustees may obligate the school to a contract.

Conflicts of Interest

Vendor must disclose in proposal any potential conflicts of interest presented by the project, whether the potential conflict relates to a business or a personal relationship.

CBE Registration: Registration as a DC Community Business Enterprise (“CBE”) is a “plus” except when funding sources prohibit a geographic preference.

Non-debarment: By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia. The vendor attests that neither the firm nor any individual principal of the firm is debarred as described above.

RFP Amendments: Unless otherwise indicated, amendments and extensions of RFPs—if any—will be published exclusively on the school website— www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses when possible).

Contact: For further information regarding any RFP contact Chief Operating Officer David Schlossman, dschlossman@tmapchs.org. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.