

REQUEST FOR PROPOSAL FOR
CHARTER MANAGEMENT SERVICES FOR
CREATIVITY COLABORATORY CHARTER SCHOOL
CREATIVITY COLABORATORY CHARTER SCHOOL
457 SHIRLEY ROAD
ELMER, NJ 08318

SUBMISSION DEADLINE
10:00 A.M.
MAY 14, 2019

ADDRESS ALL PROPOSALS TO:

BOARD OF TRUSTEES
CREATIVITY COLABORATORY CHARTER SCHOOL
457 SHIRLEY ROAD
ELMER, NJ 08318

REQUEST FOR PROPOSAL FOR CHARTER MANAGEMENT SERVICES OF CREATIVITY COLABORATORY CHARTER SCHOOL

PURPOSE

The intent of this Request For Proposal (“RFP”) and resulting contract is for a firm to provide Charter Management Services in the areas of Administration, Instructional Leadership, Business Services, Strategic Planning for the start-up and first charter cycle of the Grade 5-8 Creativity CoLaboratory Charter School.

Any Charter Management Organization ("CMO") (responding to this Request should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein and have performed those services for similar charter schools within the State of New Jersey. Particular experience with managing charter schools in a shared space is preferred. Detailed knowledge of the Appel Farm history, mission and programs is essential.

BACKGROUND INFORMATION

Creativity CoLaboratory is the first charter school located in Salem County, NJ. The school will open in September, 2019 with approximately 100 5th through 8th grade students located at Appel Farm Arts & Music Campus.

The specific extent and character of the Charter Management Agreement and related management services to be performed shall be subject to the general control and approval of the Creativity CoLaboratory Charter School Board of Trustees.

The Board of Trustees is requesting proposals for charter school management services. Please note, the Indemnification Section listed below is not subject to change.

SUBMISSION OF PROPOSALS

CMOs must submit three (3) copies of the Proposal, and one (1) digital copy (PDF) on a CD or other digital media of the Proposal. Proposals must be provided to the Creativity CoLaboratory, 457 Shirley Road, Elmer, NJ 08043. Proposals are scheduled to be opened on Tuesday, May 14, 2019 at 10 a.m.

PRE-PROPOSAL MEETING

All CMOs are strongly recommended to attend a mandatory Pre- Proposal meeting to be held at the office of the Creativity CoLaboratory Charter School, 457 Shirley Road, Elmer, N.J.

08318, on Tuesday, April 30, 2019 at 10:00A.M.

Final selection of a CMO(s) shall be made by the Creativity CoLaboratory Charter School Board of Trustees by formal resolution. Contract(s) for services will be provided by the Creativity CoLaboratory Charter School.

QUESTIONS REGARDING REQUEST FOR PROPOSALS

Any questions regarding this Request For Proposal must be made in writing and due by May 6, 2019 to Cori Solomon, Executive Director, Appel Farm Arts & Music Campus, 457 Shirley Road, Elmer, NJ 08318, email: csolomon@appelfarm.org

INDEMNIFICATION (This section must be complied with and no changes offered)

The CMO shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless Creativity CoLaboratory Charter School, and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including attorneys' fees) arising out of, resulting from, or in connection with the services contemplated by this Contract to the extent that such services (or actions of the CMO's employees or agents) are negligent. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

PROJECT REQUIREMENTS

CMOs are requested to propose Charter Management Services for the proposed charter school. The Management Contract shall consist of the following professional services at a minimum:

- Charter Compliance
- School Leadership
- Effective Staffing Practices
- Effective Instruction
- Financial Operations
- Enrollment Practices

SCOPE OF SERVICES

The Board of Trustees is requesting the following services for the Creativity CoLaboratory Charter School:

SPECIALIZED REQUIREMENTS OF PROPOSAL

Standard of Care: The CMO selected to provide the Charter Management Services will be expected to perform its services professionally and in accordance with all federal and state law and regulations applicable to the operation of a charter school.

Charter Compliance:

Shall be responsible for overseeing implementation of and compliance with the Charter Plan as submitted to the New Jersey Department of Education. Responsibilities to be addressed are as follows:

- Monitor School's progress on the Charter Plan
- Provide monthly verbal reports to the Board and provide at least once annually a written report covering progress on the Charter Plan
- Manage day-to-day relationship with New Jersey Department of Education and ensure that its reporting requirements are met by the School

School Leadership:

Shall be responsible for overseeing school-based operations and addressing certain of the customary responsibilities of the Lead Person in a charter school. Responsibilities to be addressed are as follows:

Goal Setting:

- Develop and recommend to the Board adoption of a yearly priority plan, based on input from the Board and building Principals, provided the plan is consistent with the Charter Plan, including:
 - Goal setting
 - Staffing model adjustments
 - Budget (development and annual projections)
 - Facility identification: assist Board in identifying suitable location and preliminary floor plans (where feasible); assist in negotiations for lease or purchase of the facility by the School if approved by the Board
- Assist the Board with respect to Growth Planning, including possible campus expansion and grade-level expansion
- Assist the Board and building Principals in succession planning

Governance support:

- Develop and present recommendations to the Board
- Assist the Board in preparing appropriately for Board and Committee meetings
- Attend and participate in all Board meetings
- Attend and participate in Committee meetings
- Monitor and assist building Principals in preparing reports required by State and/or Federal Department of Education

Policy Establishment and Implementation:

- Assist in the development of School policies to be included in the student and family, teacher and faculty, and employee handbooks
- Assist building Principals in implementation of any new policy
- Provide “model” school day schedule and school year calendar

Effective Staffing Practices:

Shall be responsible for overseeing staffing decisions and implementation of best practices with regard to staffing practices for the School. Responsibilities to be addressed are as follows:

Talent acquisition:

- Review and revise, as appropriate, staff application and hiring criteria
- Develop and implement staff recruitment plan including the placement of ads, attendance at fairs, letter-writing campaigns, open houses (includes covering all costs for start-of-school-year recruitment push)
- Manage staff selection process development and execution, including implementing resume screen and phone screen; arranging in-person interviews and demo lessons; making hiring recommendations, as needed, and making salary recommendations
- Ensure all staff are appropriately certified by the New Jersey Department of Education to perform their duties
- Creation and management of internal leadership development program

Managing and Improving Staff Relations and Professional Development:

- Identify and manage administrative staff and faculty leadership programs
- Develop, disseminate and share analysis of staff satisfaction surveys (at least once a year) with building Principals and Board
- Support school-based operations team
- Develop professional development program for school-based operations team
- Provide building Principals assistance in developing and planning a professional development calendar and exemplar sessions for key areas
- Conduct sessions on network-wide tools and programs including how to implement in their school context

Effective Instruction:

Shall provide assistance, but not be fully responsible for overseeing and implementing effective instruction in order to facilitate improvement of academic performance. Responsibilities to be addressed are as follows:

Instructional Coaching:

- Develop and share with Board and building Principals a model for supporting teachers to drive effective instruction, including feedback protocols, tools for monitoring and execution, methodology for data analysis, trending and prioritizing
- Annually, recommend revisions to the model, based on feedback from building Principals and teachers and feasibility of execution
- Support building Principals in developing and growing coaches

Student Data:

- Develop, implement and manage data cycle and reporting schedule
- Provide to Board and building Principals analysis of academic achievement
- Develop and make available to building Principals tools for collecting and reporting
- Manage school “dashboard” and provide results to Board and building Principals on a periodic basis, including at a minimum, at each regularly scheduled meeting of the Board

Curriculum, Assessment, and Intervention System:

Shall provide assistance, but not be fully responsible for the development of appropriate procedures relative to formative assessments and collaborative lesson panning. Responsibilities to be addressed are as follows:

- Creation of a Master Schedule
- Facilitate and assist collaborative lesson planning among faculty through development and scheduling of faculty training and collaborative planning
- Develop and implement model for effective peer walkthroughs and schedule for same.

Enabling the Effective Use of Data:

Shall be responsible for the development of appropriate procedures relative to the effective use of data. Responsibilities to be addressed are as follows:

- Develop and implement protocols and processes designed to ensure that each student receives an individualized learning plan
- Develop and implement protocols and processes to ensure that every individualized learning plan is reviewed and modified as necessary, at strategic intervals throughout the school year
- Train faculty on utilization of MAP data for enhancing and modifying instruction

Financial and Operations Oversight:

Shall be responsible for the development of appropriate procedures relative to financial and

operations oversight. Responsibilities to be addressed are as follows:

- Assist Board in developing and monitoring performance against annual school budget
- Technology planning (all IT expenses are born by the Board)
 - Establish policies and procedures for student technology deployment and use
 - Develop staff and faculty technology plan
 - Complete and submit application under E-rate or comparable programs
 - Publish protocols for data storage
 - Evaluate existing phone and telecommunication systems and make recommendations to Board regarding changes
- Assist in identification and engagement of and access to legal services, as and when needed (all fees and expenses of such counsel to be paid by Board)

Enrollment Oversight:

Shall provide assistance, but not be fully responsible for, the development of appropriate procedures relative to enrollment oversight. Responsibilities to be addressed are as follows:

- Assist with strategic student recruitment plan
- Coordinate student lottery process
- Coordinate student enrollment process
- Submit appropriate state and federal reports

III. FEE FOR SCOPE OF SERVICES

Fees for the scope of services outlined in this proposal must be charged on a lump sum basis in accordance with the table listed below.

Item	Description	Cost
Task 1	Charter School Start up	
Task 2	2020 School Year	
Task 3	2021 School Year	
Task 4	2022 School Year	
Task 5	2023 School Year	
	TOTAL PROFESSIONAL FEES	
Reimbursables	Please provide a Not-to-Exceed allowance:	

Revisions and preparation of supplementary submissions which result from Charter or agency review after determination of administrative completeness, excepting any resulting from errors or omissions by the CMO will be billed as Additional Services. **(Additional services will not be performed without written authorization for the task and fee.)**

OTHER INFORMATION REQUIREMENTS

- Provide pertinent information about the Charter Management Organization, including the name of the company/firm, location, and resumes of the people who would perform the contracted services. Provide a statement of facts in detail as to the CMO's previous experience, including the business, technical, financial and personnel resources available to be used in performing the contemplated work.
- Provide a list of all clients for whom the CMO has provided services for at least the past five (5) years. The list must indicate the name of each client, period of time serviced, address, telephone number and name of contact person.
- Provide a certificate of insurance showing that the CMO has General Liability ("GL") and Workers Compensation Insurance. The GL policy must provide a minimum limit of bodily injury of three million dollars (\$3,000,000.00) and a minimum limit of property damage of five hundred thousand dollars (\$500,000.00). The successful CMO must include Creativity CoLaboratory Charter School as a named insured on the Certificate of Insurance, which must contain a ten-day cancellation and/or modification clause with requirements of a written notice by the insurance company to the Charter School.
- Provide a list with names and contact information of at least two (2) references
- Provide a State of New Jersey Business Registration Certificate

- Provide the Mandatory Equal Employment Opportunity Language for consultants
- Provide the American With Disabilities Act Mandatory Language for consultants

Note: Creativity CoLaboratory Charter School reserves the right to negotiate with any or all CMO's meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the Board of Trustee's Request For Proposals policy.