



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

ADMINISTRATION CENTER
1150 Northshore Drive
North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807



Board of Education Members

Mr. James Heeren, President
Mr. Steve Kistner, Vice-President
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Mr. Kevin Hoffman
Mrs. Sara Weber

Superintendent of Schools

Dr. Jerry Rasmussen

Business Manager

Mr. Mike Hamm

Special Services Director

Mrs. Linda Steele

DAKOTA VALLEY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

BEFORE AND / OR AFTER SCHOOL PROGRAMS

FOR TWO OF OUR DISTRICT SCHOOLS:

SCHOOL A: DAKOTA VALLEY ELEMENTARY (GRADES K – 3)

SCHOOL B: DAKOTA VALLEY UPPER ELEMENTARY (GRADES 4 & 5)

RFP DUE DATE
2:00 PM APRIL 4TH, 2019

The Mission of the Dakota Valley School District is:

TO ENSURE ALL STUDENTS RECEIVE AN ENRICHED EDUCATIONAL EXPERIENCE IN A SAFE ENVIRONMENT

DAKOTA VALLEY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER



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INTRODUCTION

The Dakota Valley School District (the “District”) invites interested community based organizations and other entities to submit proposals to provide on-site before and after school services and programs to two of our District schools. (collectively referred to as “the Schools”).

SCHOOLS TO BE SERVED

Dakota Valley Elementary School
1150 Northshore Drive
North Sioux City, South Dakota
Grades K-3
Enrollment: 420+

Dakota Valley Upper Elementary School
1150 Northshore Drive
North Sioux City, South Dakota
Grades 4 & 5
Enrollment: 215+

The morning programs at each school are to begin by 6:30 am and the afternoon programs will begin after dismissal from the Schools and continue until 6:00 pm, Monday through Friday during the school year. The programs at both schools are to be entirely self-supporting. The tuitions for the before and after school programs will be paid by the parents directly to the entity awarded the RFP. Applicants are being requested to consider a sliding scale fee structure and / or scholarships for those families who can-not afford to pay full tuition to participate in the before or after school programs but have a demonstrated financial need. Applicants may enter into an agreement with our food service provider to provide snacks or the successful vendor may provide snacks on their own.

LENGTH OF CONTRACT

The initial contract shall be for one year with the dates of services matching the 2019-20 Dakota Valley School District Calendar. If mutually agreeable terms can be arranged, the initial contract may be extended on a yearly basis for up to four additional school years (potentially the 2020-21, 2021-22, 2022-23, and 2023-24 school years) and the extensions are at the sole discretion of the District. If any extensions do occur, the services for any extension are to match the school year calendar as approved by the Dakota Valley School Board.



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RENTAL FEES

The district shall provide space for the program at both the Dakota Valley Elementary School and the Dakota Valley Upper Elementary School. The annual rental fee at the Elementary School shall be for \$1,000 for the first 20 enrolled students, an additional \$500 increment for 21 to 40 students, and an additional \$500 increment for 41 to 60 students. At the Upper Elementary the annual rental fee will be for \$1,000 for the first 20 enrolled students and an additional \$500 increment for 21 to 40 students.

The space to be made available at the Elementary School is: the commons, gymnasium, and playground.

The space to be made available at the Upper Elementary School is: the Nylen Science Center commons and playground. The auxiliary gym is available on a limited basis when there are no after school activities scheduled for the gymnasium.

Other facility space may be available based upon coordination with and approval of the school's principal.

Fees are negotiable by both parties if the program is considered for extension beyond the initial year.

PROGRAM ENROLLMENT

The initial enrollment of the program at the Elementary School may not exceed 60 students with-out approval by the Dakota Valley School District.

The initial enrollment of the program at the Upper Elementary School may not exceed 40 students with-out approval by the Dakota Valley School District.

The District reserves the right to consider increases in the enrollment of the program at either school.

INSURANCE

The successful contractor is solely responsible for the program's insurance and at a minimum must provide a certificate of liability insurance in the amount of \$1,000,000 per occurrence for general liability, \$100,000 for damages to the rented facilities, \$1,000,000 in automobile liability, and a \$3,000,000 umbrella liability naming the Dakota Valley School District as an additional insured on a primary non-contributory basis. A waiver of subrogation in favor of the Dakota Valley School District is required for worker's compensation. All insurance and a certificate of liability insurance are required for each year the agreement is in place.

LICENSING

The successful contract is solely responsible the expense(s) for acquiring all applicable licensing and permits as required by the state and local governments and must provide copies of such to the District 30 prior to the start of the program.



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RESPONSES TO THE RFP

Responses to the request for proposals are to be submitted to:

Dr. Jerry Rasmussen
Superintendent of Schools
1150 Northshore Drive
North Sioux City, SD 57049

DEADLINE FOR RESPONSES

Responses may be delivered in person or delivered by the courier or the United States Postal Service by 2:00 pm April 4th.



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MINIMUM PROGRAM REQUIREMENTS

Please note: Vendors may propose to offer only after school care or may propose to offer both after and before school care.

BEFORE SCHOOL PROGRAM

1. Arrival table games and activities.
2. Clean-up and dismissal to school staff at 8:00 am (may be adjusted by mutual agreement with the District and the contractor).

AFTER SCHOOL PROGRAM

1. The After School Program will provide structured activity time and numerous opportunities for students to increase their level of understanding of academic-based concepts and recreational activities in order to develop academic, personal and social skills, including but not limited to:
 - a. **Homework help and tutoring – required daily**
 - b. Literacy programs and projects such as story-telling, drama, and writing
 - c. Integrate arts, including arts and crafts, music, and movement
 - d. Sports and recreational activities as weather and space permits
 - e. Games and activities that are fun and challenging
2. Safety is a primary requirement of the program.
3. The program shall have a healthy snack available to all participants.
4. The program at the Elementary School shall note that the Elementary School is a NUT FREE ENVIRONMENT.
5. The staff is to be qualified, adequately trained, and alert.
6. At a minimum, each staff member must pass a legal background check which includes fingerprinting and must be CPR certified.
7. The program shall have an on-site supervisor who has obtained an associate's degree or higher, or successfully completed two years of earned credit (60+ credit hours) at an institution of higher education.
8. A **staff to student ratio of 15 to 1** as required by South Dakota Codified Law.
9. The program shall maintain regular contact with parents to involve them in their children's after-school learning through formal communication as well as informal conversations with parents as they arrive to pick up their children.
10. The program will run from the end of the school day until 6:00 pm.



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PROPOSAL SUBMISSIONS

Please note: Vendors may propose to offer only after school care or may propose to offer both after and before school care.

The submitted proposal shall contain the following sections:

Section:

1. Your vision and philosophy for before school and after school care.
2. Briefly describe your organizations qualifications to be a provider.
3. Plan for delivery of services:
 - a. Enrollment minimums you require to operate each program.
 - b. A sample program schedule.
 - c. A sample of a weekly schedule of snacks.
 - d. Methods that will be used to communicate with parents.
 - e. A description of how you will collaborate and communicate with the school site leadership about the students and program needs.
 - f. How you will market the program.
 - g. Your supervision plan and the method used to account for and track the whereabouts of each student participant.
 - h. A fee schedule, including willingness to offer a sliding fee scale.
 - i. If scholarships are offered, an explanation of the process and quantity or ratio of need-based scholarships to participants.
4. Staffing plan.
 - a. Describe what staffing ratios will be used (number of supervisors, staff, etc.).
 - b. Describe the qualifications required of supervisors and other staff.
 - c. Describe your staff training program.



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CONTRACT AWARD

The Dakota Valley School Board will consider selecting a vendor for the 2019-20 School Year at the April 8th School Board Meeting.

After a review of qualifications and submitted proposals and based upon the requirements outlined in the RFP, the Dakota Valley School Board reserves the right to select a proposal that does not represent the lowest costs for services but presents the best perceived benefit to the users. The District reserves the right to reject any and all bids or to accept other than the lowest bid, and to waive any informalities, omissions, excess wording, or technical defects found with-in the submitted proposals, if in the opinion of the District, such action would be in their best interest. The District reserves the right to accept all or part of any submittal and to cancel in part, or in its entirety, this RFP. The District reserves the right to delay the selection of a vendor if the District believes it is in the best interest of the District to do so.

This RFP does not commit the District, the Superintendent of Schools, the Dakota Valley School District School Board, the District Business office, the administrators or employees of the Dakota Valley School District, or any other persons to pay costs incurred in the preparation and submittal of a proposal and does not commit the District to procure or contract for materials or services.

In addition to meeting the expectations and guidelines of this RFP, the successfully entity must comply with all rules and regulations in South Dakota which pertain to before and after school care providers, **including but not limited to all South Dakota Codified Laws and regulations, including chapter 67:42:14.**

QUESTIONS

Please direct all inquiries to:

Dr. Jerry Rasmussen, Superintendent of Schools
1150 Northshore Drive
North Sioux City, SD 57049

Phone: 605.422.2800

Email: jerry.rasmussen@k12.sd.us