**Athletes for Life Foundation**

REQUEST FOR PROPOSAL (RFP)

Educational Speaker

Athletes for Life

5662 Calle Real 170

Goleta, CA 93117

Phone: 888.675.8884 Phone | Fax

glbell28@gmail.com

RFP ID: 2023-01

Prepared By: Greg Bell

Date: March 10, 2023

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**REQUEST FOR PROPOSAL EVALUATION SERVICES**

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| **RFP ID: 2023-01** |
| **PROPOSAL SUBMISSION DEADLINE: March 20, 2023, 5:00 PM PST** |
| **QUESTION SUBMISSION DEADLINE: March 15, 2023** |
| **Questions may be submitted in written form to:** |
| **Contact Name:** | Greg Bell |
| **Contact Address:** | 5662 Calle Real 170Goleta, California 93117 |
| **Telephone Number:** | 888.675.8884 |
| **Email Address:** | glbell28@gmail.com |

# Summary

Athletes for Life (AFL) is accepting proposals for Educational Speaker. The objective and goal for this project is to provide statistical and data proven educational programs to the AFL IAM GIFTED Summer Life Skill Camp. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

# Proposal Guidelines and Requirements

This is an open and competitive process.Proposals received after **5**:00pmPST, Wednesday, March 20, 20**2**3, will not be considered**.** 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.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

# Scheduled timeline

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| **RFP Release Date:** | March 10, 2023 |
| **Question Submission Deadline Date:** | March 15, 2023 |
| **Proposal Due Date:** | March 20, 2023, 5:00 PM PST |
| **Notify Candidates of Selection:** | March 30, 2023 |
| **Negotiate Contract and Commence Services:** | April 5, 2023 |
| **Evaluation Tracking Begins** | April 5, 2023 |
| **End Program Year 3/Final Enrollments:**  | June 30, 2025 |
| **Final Local Evaluation Report:** | December 31, 2025 |

# Contract terms

The contract awarded as a result of this RFP will be a cost reimbursement contract for an approximate thirty-three (33) month term, beginning April 01, 2023, and ending December 31, 2025. The contracts may be renewed with demonstration of successful performance. Contracts may be renewed for three (3) additional one (1) year periods. Renewals shall be at the discretion of AFL and based on available funding.

AFL will negotiate contract terms upon selection. All contracts are subject to review by AFL legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

# Budget

YVYLA anticipates awarding one cost-reimbursement contract with the total estimated initial available funding of up to $15,000 for an initial project term of April 1, 2023, to December 31, 2025. The contract requires a contribution of two hundred percent (200%) match to all funds awarded. This match can be cash or in-kind or a combination of both.

The actual amount of award will be based on proposed budgets, availability of funds, and standards for use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper cost categories).

AFL is unable to define with certainty the funding allocation that will be made available for any agreement resulting from this RFP. AFL reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of services, performance standards, and shortening or extending the contract period, as it deems necessary based on adjustments made to the project scope or funds awarded to AFL.

# project scope and Guidelines

The initial scope of this project is to develop a Local Evaluation Plan (LEP) to evaluate to determine the program impact and effectiveness of Young Visionaries Program funded by the Board of State and Community Corrections California’s (BSCCC) Violence Intervention Prevention (CALVIP) Program. The LEP would be developed prior to service delivery by the evaluator using a collaborative process that involves all relevant project staff and project partners and interested parties. The evaluator will be responsible for the following:

* Provide educational services and materials.
* Provide proven methods and learning skills.
* Provide tool for improving and evaluating students learning abilities.

# Minimimum Qualifications

* Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of and executed contract with AFL.
* Be registered with the California Secretary of State’s Office.
* Have an Employer Identification Number (EIN).
* Have a valid business license, if applicable.
* Have a physical address in the State of California. (An agent for service of process with a California address is insufficient.)
* A minimum of five years of relevant evaluation experience.
* Experience in developing evaluation plans for youth programs.
* Company must maintain two million dollars of corporate insurance.

# Evaluation criteria

The following criteria will form the basis upon which the AFL will evaluate proposals. The mandatory criteria must be met and include:

An electronic copy of your proposal must be received no later than March 25, 2023, by 5:00 PM PST. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in an hourly rate for services.

Email proposals to the attention of:

Greg Bell

glbell28@gmail.com

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 recommending and communicating appropriate experience.
* Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
* Value/Pricing – The price is commensurate with the value offered by the proposer.
* Depth and Breadth of Staff – The candidate firm has appropriate staff to perform the scope of work
* Proposal Presentation – The information is presented in a clear, logical manner and is well organized.

# Format for proposals

Please use the following as a guideline to format your proposal:

**Length and Font Size:**

Please use fonts no smaller than 11 points. Maximum proposal length including title page, cover letter, proposal, qualifications, and budget should not exceed 5 pages.

**Title Page:**

Athletes for Life, Camp Manager Proposal, your company name, address, web site address, telephone number, e-mail address and primary contact person.

**Cover Letter:**

Signed by the person or persons authorized to sign on behalf of the company.

**Proposal:**

Discuss your proposed evaluation solution, including process, benefits and uniqueness of your solution.

**Qualifications:**

Describe how you meet the minimum qualification in Section 7 and provide the following information:

* Describe your planned approach and experience in providing evaluation services for non-profits and/or youth programs.
* Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
* Briefly describe your firm’s organizational capacity to meet the scope of work.
* Provide a company profile, length of time in business and core competencies.
* Evidence of legal authority to conduct business in California (e.g. business license number).

**Pricing Details:**

Provide a cost proposal presented as an hourly or monthly rate for services. Include the proposed amount for the required cash or in-kind match.