

# STEAM ACADEMY

## REQUEST FOR PROPOSAL (RFP)

**Date of Issue:** April 15, 2025

**Proposal Due Date:** May 1, 2025 at 4:30 PM CST

**RFP Contact:** Magdy Rabeaa, (Director)

**Email:** mrabeaa@steamacademymn.org

**Phone:** 651-236-8280

## I. INTRODUCTION

STEAM Academy, a charter school located at: **4100 66<sup>th</sup> St. East, Inver Grove Heights, MN 55076**, seeks proposals for Services listed during the 2025-2026 school year. This RFP is issued in accordance with STEAM Academy's Purchasing and Procurement.

## II. BACKGROUND

STEAM Academy is a charter school serving currently approximately 82 students in grades K-6. The school is committed to providing high-quality services to students.

## III. SCOPE OF SERVICES

The successful contractors will provide the following services:

- **Transportation**
  - a. Buses** - Daily student transportation to and from school, as well as for field trips.
  - b. Vans** - Smaller capacity vehicles, primarily used for special education or students with unique transportation needs.
- **Food Service Vendor** - Provide nutritious and compliant meals (breakfast and lunch) in accordance with USDA guidelines, including preparation, delivery, and proper documentation.
- **Charter Management Services (CMO)** - Oversight of school operations including academic support, financial accountability, compliance monitoring, and long-term strategic planning.
- **Financial Management Services** - Budget development, financial reporting, payroll processing, and audit readiness, all in alignment with state and federal regulations.
- **Technology/IT Support, MARSS Reports, STAR Reports, General Support, and Compliance with State and Authorizer** - Support school technology infrastructure, manage MDE data submissions, and ensure systems run smoothly with timely troubleshooting.
- **Cleaning Services** - Daily custodial services covering classrooms, common areas, restrooms, and school offices, in accordance with health and safety standards.

- **SPED Director and SPED Related Services** - Leadership and coordination of special education programming, IEP compliance, evaluations, and oversight of related service providers.
- **Instructional Coaching, Read Act, and ELL Services** - On-site and virtual instructional coaching for teachers, support for READ Act implementation, and direct service to English Learners.

## IV. QUALIFICATIONS

Proposals will be accepted from contractors who meet the following minimum qualifications:

- The vendor or contractor has experience with working in charter schools
- The contracts meet the requirements
- The proposal is submitted within the RFP window
- The cost and delivery of the services are reasonable for the type of services to be provided

## V. PROPOSAL REQUIREMENTS

Proposals must include the following information:

1. **Introduction:**
  - Brief introduction and statement of interest
  - Contact information for the primary contact person
2. **Professional Qualifications:**
  - Copies of current licenses and certifications [if applicable]
  - Description of experience in educational settings
3. **References:**
  - For any new vendor/contractor a minimum of three professional references from similar contracts
  - Contact information and brief description of services provided
4. **Fee Structure:**
  - Hourly rate for all services
  - Any additional costs or expenses
  - Billing procedures and payment terms
5. **Proof of Insurance for vendors:**
  - Professional liability insurance
  - General liability insurance
6. **Additional Information:**
  - Any other information that may be helpful in the selection process

## VI. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience
2. Understanding of the scope of work and proposed approach
3. Cost effectiveness
4. References and past performance
5. Quality and completeness of proposal

## VII. SUBMISSION INSTRUCTIONS

1. **Submission Deadline:** All proposals must be received by May 1, 2025, at 4:30pm.
2. **Submission Format:** Proposals must be submitted electronically to:  
mrabeaa@steamacademymn.org
3. **Questions:** All questions regarding this RFP must be submitted in writing to:  
mrabeaa@steamacademymn.org

## VIII. TERMS AND CONDITIONS

1. **Contract Term:** The initial contract will be effective July 1, 2025, and continue for one year, with the possibility of renewal upon mutual agreement.
2. **Independent Contractor Status:** The successful proposer will be considered an independent contractor and not an employee of STEAM Academy.
3. **Conflict of Interest:** Proposers must disclose any potential conflicts of interest in accordance with Minn. Stat. 124E.14 and 124E.07, Subd. 3(e).
4. **Rights Reserved:** STEAM Academy reserves the right to:
  - o Reject any or all proposals
  - o Waive any irregularities or informalities in the proposal process
  - o Request additional information or clarification from proposers
  - o Negotiate with any, all, or none of the proposers
  - o Accept other than the lowest-priced proposal
  - o Cancel the RFP at any time
5. **Confidentiality:** The contractor will be required to maintain the confidentiality of all student information in accordance with FERPA and the Minnesota Government Data Practices Act.
6. **Compliance with Laws:** The contractor must comply with all applicable federal, state, and local laws and regulations, including those pertaining to special education services.

## IX. TIMELINE

- RFP Issued: April 15, 2025
- Deadline for any Questions: April 24, 2025
- Proposals Due: May 1, 2025, 4:30 PM CST

- Evaluation of Proposals: May 2-5, 2025
- Interviews with Selected Proposers (if necessary): May 6, 2025
- Contract Negotiation and Selection Decision: May 7, 2025
- Board Approval: May 8, 2025
- Contract Start Date: July 1, 2025

Thank you for your interest in providing services to STEAM Academy. We look forward to reviewing your proposal.