

# 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.
- **Food Supply – Breakfast & Snacks** - STEAM Academy Charter School is seeking proposals from qualified food service vendors to supply items for our school breakfast and snack program for the 2025–2026 school year.

Scope and proposal should include:

- The USDA-compliant breakfast and snack items such as cereal, fruit, yogurt, crackers, milk, and packaged snacks
- Deliveries to the school should be weekly
- The invoices should list each item
- Product list with pricing
- Delivery schedule
- Company experience with schools

- References (preferred)
- All products must meet Minnesota Department of Education nutrition guidelines  
Contract Term: 1 year, renewable annually up to three years.
- **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:
  - Reject any or all proposals
  - Waive any irregularities or informalities in the proposal process
  - Request additional information or clarification from proposers
  - Negotiate with any, all, or none of the proposers
  - Accept other than the lowest-priced proposal

- 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.