REQUEST FOR PROPOSAL
AFTER SCHOOL PROGRAM

Westby Area School District
206 West Avenue S
Westby, WI  54667

Due:
June 15, 2020
I. **INTRODUCTION**

**General Information**

The Westby Area School District is requesting proposals to provide an after school program. These services are to be performed in accordance with the provisions included in this request for proposal.

To be considered, two (2) copies of a proposal must be received by Jennifer Buros, Director of Business Services, at 206 West Avenue S, Westby, WI 54667 by 2:00 p.m. on June 15, 2020. The Westby Area School District reserves the right to reject any or all proposals submitted.

The Westby Area School District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Westby Area School District, an individual/company submitting a proposal may be requested to make an oral presentation as part of the evaluation process.

Submission of the proposal indicates acceptance by the individual/company of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between Westby Area School District and the individual/company selected.

**Term of Engagement**

A one (1) year agreement with annual renewals is contemplated subject to satisfactory performance of services.

II. **NATURE OF SERVICES REQUIRED**

**Scope of Work to be Performed**

The individual/company will provide a supervised after school program every full school day at Westby Elementary School and Coon Valley Elementary School for Kindergarten – 4th grade students. The program would begin immediately after school dismissal. The program will not run during early release days or on days when school is released early due to inclement weather. The program will have limited use of certain areas of the school building and outdoor spaces to be mutually agreed upon.

The individual/company will provide the following services:

- Supervision of all students enrolled in the program
- Planned activities both indoor and outdoor
- Communication with the families and District contact
III. PROPOSAL REQUIREMENTS

General Requirements

1. Inquiries - Inquiries concerning the request for proposals and the subject of the request for proposals must be made to Jennifer Buros at 608-634-0101 or jennifer.buros@westby-norse.org.

2. Submission of Proposals - The following material is required to be received by 2:00 p.m. on June 15, 2020 to be considered:
   a. Title page - A title page showing the subject of the request for proposal; the individual/company name, address and telephone number of a contact person; and the date of the proposal.
   b. Transmittal Letter - A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, a statement of why the individual/company believes itself to be the best qualified and a statement that the proposal is a firm and irrevocable offer for sixty days.
   c. Detailed Proposal – The detailed proposal should:
      i. demonstrate the qualifications of the individual/company and any additional staff to be assigned to this engagement
      ii. specify the approach for supervision including staff to student ratio, activities, behavior expectations and consequences, and communication with families and the District;
      iii. include the proposed times and fee structure as well as any option for drop in care.

While additional data may be presented, the above items must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposals.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the individual/company of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between Westby Area School District and the individual/company selected.

The Westby Area School District reserves the right without prejudice to reject any and all proposals.