Seattle Public Schools

Contracting Services

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**Request for Proposal No. RFP11724**

**Childcare Provider Selection**

**for**

**Rainier View Elementary School**

**Submittal Deadline:**

**Date: February 6, 2018**

**Time: 10:00 a.m.**

**Instructions**

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**REQUEST FOR PROPOSAL NO. RFP11724**

**PROPOSAL CERTIFICATION FORM**

TO: Diane T. Navarro, Contracting Services Manager

The undersigned provider hereby certifies as follows:

1. That he/she has read the Seattle School District's Request for Proposal No. RFP11724 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

Addenda Number Issue Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

2. That he/she has had the opportunity to ask questions regarding the Request for Proposal, and that if such questions have been asked; they have been answered by the District.

3. That the proposer’s response is valid for 90 days.

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018.

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(Signature) (Title)

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(Print Name) (Email Address)

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(Company Name) (Telephone Number)

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(Address) (Fax Number)

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(City) (UBI Number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(State)

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(Zip)

# 1.0 INTRODUCTION

The Seattle School District, in partnership with the City of Seattle Department of Education and Early Learning Child Care Assistance Program, is requesting proposals from child care providers to operate a licensed childcare program in Rainier View Elementary School located at 11650 Beacon Ave South, Seattle, WA 98178.

This Request for Proposal (RFP) describes the selection process and the documentation required for submitting proposals for this program. Any provider failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

The selection for the provider for these services will proceed in the following manner:

* **Seattle Public Schools shall receive proposals no later than the due date and time specified in Section 2.0 of this RFP.**
* An initial screening will follow, resulting in a short-list of one or more qualified providers that will be selected for interviews (if deemed necessary).
* The District may conduct site visits and interviews (if deemed necessary) with the selected providers, in accordance with a schedule to be determined by the Selection Committee in order to select the best proposals, all factors considered.
* The District reserves the right to seek clarifications about the proposals.
* The District may award a contract based solely on the written proposals. However, the District may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract(s) for the District.
* The District reserves the right to negotiate with the successful provider(s) on the lease.
* The final selection will be based upon the criteria set forth in Section 6.1. The District reserves the right to negotiate with the successful provider on scheduling, or other factors.

# 2.0 SCHEDULE

## 2.1 Schedule of Activities

|  |  |
| --- | --- |
| **SCHEDULE** | |
| **Date** | **Selection Process** |
| Jan 10, 2018 | Advertisement for Request for Proposal Published. (First Notice) |
| Jan 17, 2018 | Advertisement for Request for Proposal Published. (Second Notice) |
| *~ Martin Luther King Jr. Day No School Jan 15, 2018 ~* | |
| Jan 18, 2018 | Pre-Proposal Meeting at 10:00 a.m. at Rainier View Elementary  Site Walk to follow |
| Jan 24, 2018 | Last day for Questions from Proposers by 2:00 p.m. |
| **Feb 6, 2018** | **Proposal Due by 10:00 a.m.** |
| Approx. Feb 6, 2018 | Initial screening. |
| Approx. Feb 14, 2018 | Notification to shortlisted providers |
| Approx. Feb 14–16, 2018 | Site Observation Visits |
| *~ Presidents Day & Mid-winter break No School Feb 19-23, 2018~* | |
| Approx. Feb 26-28, 2018 | Site Observation Visits |
| Approx. Mar 2, 2018 | Notification to finalists for interviews |
| Approx. March 8-9, 2018 | Interviews |
| Approx. March 13, 2018 | Notification sent to selected provider. |
| September 2018 | **First day of school for students** |
| September 2018 | Program will target opening as soon as possible on or before the first day of school per the WA State Dept. of Early Learning’s licensing inspection and approval schedule. |

## 2.2 Pre-Proposal Conference

Interested providers are encouraged to attend a Pre-proposal conference at Rainier View Elementary at the date and time listed above which, the particulars of the project, the consultant selection process, schedule, timeline reviews, SPS lease and alignment requirements and the elements of the contract will be discussed. Walk-through of the site will occur shortly after. The meeting shall be held at the times listed below:

Pre-Proposal Conference: Rainier View Elementary

11650 Beacon Ave S, Seattle, WA 98178

Date: January 18, 2018

Time: 10:00 a.m.

Site Walk-through**:** Time: 11:00 a.m. (Approximate)

RSVP to: [**jlmonahan@seattleschools.org**](mailto:jlmonahan@seattleschools.org)or call 206-252-0679.

# 3.0 QUESTIONS AND COMMUNICATION

All communication and/or questions shall be submitted in writing at the dates and times indicated herein to:

| **U.S. Mail:** | Diane Navarro  Contracting Services  Seattle Public Schools  M/S 22-337  P.O. Box 34165  Seattle, WA 98124-1165 |
| --- | --- |
| **Physical Location:** | Diane Navarro  Contracting Services  Seattle Public Schools  M/S 22-337  2445 Third Avenue S.  Seattle, WA 98134-1923 |
| Phone: | (206) 252-0571 |
| Fax: | (206) 743-3018 |
| E-mail: | [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org) |

All questions must be submitted electronically by e-mail or fax to Contracting Services by the date and time indicated in Section 2.0. Reference the RFP number in the subject of your email. The District will consider no telephone or in-person inquiries, except at the interviews for those providers making the short-list.

Answers to questions will be issued in the form of an addendum which will be provided electronically on the Seattle Schools website at <http://www.seattleschools.org/procurement>, Additional Links, Current Solicitations.

Proposals must be submitted in a sealed package or box with the Request for Proposal number and the deadline date and time included on the bottom left-hand corner of the response, along with the provider’s name and address.

In the event that a provider attempts to contact any official, employee, or representative of Seattle Public Schools in any manner contrary to the above requirements, said provider may be disqualified for further consideration.

This prohibition does not apply to:

* Telephone calls to the District to request copies of this RFP, to confirm attendance, or request directions relative to an interview notification received from the District;
* Delivery of written questions about the proposal;
* Discussion at the interview (if deemed necessary);
* Delivery of the provider’s proposal.

# 4.0 BACKGROUND

## 4.1 Rainier View Elementary School

Rainier View Elementary School is a K-5 elementary school in the upper Rainier Beach neighborhood of the Southeast region of Seattle. The school will be a Tier Two (2) starting at 7:55 a.m. and ending at 2:25 p.m. with an early release every Wednesday. The successful provider will be expected to offer a program consistent with the needs of the school day and school calendar including early release days, and school breaks.

Rainier View Elementary welcomes the provider's partnership to work together for the benefit of children in our community. The vision of Rainier View Elementary is to build a solid foundation for every student for success in K-12, college, and life.

Our daily mission is to capture students’ enthusiasm and interest for learning, teach to the highest standards, and inspire ownership for lifelong learning. Our vision is lighting the path for every child, building a solid foundation for success in elementary, middle, high school and college. Our overall goal is to ensure that all students experience joy while learning in a safe and inclusive environment that fosters the whole child while accomplishing results.

Rainier View Elementary has a results oriented culture grounded in the belief that all students are capable of learning at the highest levels. We value exposing students to high level curricula in the areas of mathematics, literacy, technology, and science successfully combined with a positive culture.

To learn about the school’s core values, please visit Rainier View Elementary’s website at <http://rainierviewes.seattleschools.org/>

**5.0 PROJECT INFORMATION**

## 5.1 Childcare Provider Expectations

A. Selected Provider will be required to:

* + Offer licensed K-5 school-age before and after school, all day on school closures and during school breaks, including summer. The provider will be responsible for hiring all staff.
  + Meet quality guidelines and contract with the City of Seattle Department of Education and Early Learning Child Care Assistance Program which requires a higher level of quality than the state minimum licensing requirements;
  + Serve families receiving State and City subsidies without enrollment limits;
  + Complete and implement a Seattle Public Schools’ 2018-2019 Alignment Partnership Plan with the school principal after final selection. The 2018-2019 Alignment Plan and other Alignment materials updates are released Spring 2018. Sample 2017-2018 Alignment Plan and other Alignment materials will be available at the Pre-proposal meeting and by request to Contracting Services at [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org).
  + Meet all District Property Management lease requirements and complete lease paperwork.

The selected provider will also collaborate with the school and school community in delivering family-friendly, [culturally relevant services that align with district learning standards and](http://www.seattleschools.org/cms/One.aspx?portalId=627&amp;pageId=11331425) developmental assets.

* Furnish their own equipment, furniture, computers and materials, voice and data lines at the providers expense and responsibility.
* Establish prior approval from the Principal to use District or school equipment and/or supplies as part of the selected providers Alignment Agreement.

B. Rainier View Elementary - Desired Qualifications of Provider

1. Student Enrichment Opportunities

The provider's staff are welcome to participate in professional development opportunities within Rainier View Elementary staff on Early Release Wednesdays. We are seeking a provider who can offer a wide variety of activities and choices, but under a set routine that will recruit our families such as:

* Coding options
* Incorporating STEMS
* Frequent, positive individual interaction with adults
* Games with simple rules
* Quiet areas as well as noisy areas
* Outside experiences
* Imaginative play opportunities
* Some clear responsibilities like clean-up
* Projects that apply school day lessons about the family and community
* Opportunities to read aloud, silently, and to talk about books and ideas
* Matching, ordering, and sorting activities
* Opportunities to apply arithmetic problems in real-world ways
* Opportunities to ask questions about science and technology and think about how they can find the answer
* Exposure to professionals and experts from various fields, such as scientists and engineers
* Small experiments with everyday products
* Nature walks and talks
* Opportunities to work with a variety of materials for projects
* Physical activities that do not emphasize competition
* Music, dance, and drama opportunities
* Opportunities to try experiences from diverse cultures
* Chess

2. Personnel Policies and Procedures

Provider’s policies and procedures should align with the school’s mission, vision, goals, and the Rainier View Way.

3. Approach

We would like our provider to align with our approach of the Rainier View Way. Expect partnership and alignment to our policies.

## 5.2 Facilities Information

“Exclusive use” means the space, such as a portable, is reserved for use by the program all day, before, during and after school hours. This is generally 7AM-6PM Monday thru Friday. The space is not used for other purposes during the school day.

“Non-exclusive use” space, also referred to as “shared space”, is reserved for use by the provider during specific hours, such as afterschool time. The space is used for other purposes during the school day. Non-exclusive use spaces are often a gymnasium, cafeteria, library or play court. Child care supplies and materials must be properly stored during non-program hours and may not be left out during the school day.

Rainier View Elementary has identified spaces for the operation and administration of a licensed child care program for school-age youth as follows:

I. Exclusive use of Portable # P1 & P2 for planning and child care:

* Operations/admin area
* Materials storage
* Staff meetings and training
* Child care activities

II. Non-exclusive use:

* Lunchroom/library
* Gymnasium
* Covered Play court
* Student and adult restrooms

III. Access to:

* Sink and area for minimal food prep
* Short-term parking for use by families to sign children in and out

IV. Use of:

* Display board or case centrally located at the front of the school by the main entrance
* Mailbox in main office - Rainier View can provide an office space bin if needed for the provider for official mail purposes, payments, and any other financial or inner office needs.
* Message history

Additional facilities available by prior arrangement with the Principal.

## 5.3 General Information

The capacity for your program is determined by the Department of Early Learning at the time of licensing and may vary since licensing and fire code requirements are constantly updated by the State of Washington. The District makes no guarantees on licensed capacity.

**Please note: The selected Provider accepts the space in “AS-IS” condition. It is the responsibility of the selected Provider to get the space licensed including any improvements necessary to meet state codes and regulations**.

The provider will be responsible for all costs incurred due to necessary changes and/or repairs necessary to meet current State of Washington Department of Early Learning licensing and State fire code requirements. The selected provider will be expected to maintain the space in licensed condition and shall not allow it to fall into disrepair to the state of which it cannot be licensed for child care use.

**Note:** Final licensing requirements are determined by Department of Early Learning (DEL) after a new program provider has prepared the space and before beginning operation.

Any change to the space must be pre-approved per District Facilities procedures and meet District specifications. All changes, modifications and/or repairs must have prior approval of Seattle Public Schools administration prior to commencing work. All repairs are subject to the Districts’ Self Help program, which can be found on the District’s Facilities Website under “Self Help” at:<http://www.seattleschools.org/district/departments/facility_operations/self_help_project/>

**Please note that the District will select the successful provider based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.**

# 6.0 SELECTION PROCESS

## 6.1 Method of Selection

1. The District will review all proposals and select a provider that is most qualified and best fit for the school based upon the best interests of the District, all factors considered. The District reserves the right to conduct interviews with the top providers, if deemed necessary.
2. Facilitated by the District Central Office, the school will conduct its own Selection Process with the assistance of the City of Seattle Department of Education and Early Learning (DEEL) Child Care Assistance Program, and the District Early Learning Director of Early Learning. Selection Team members may include:
   * + The school principal;
     + Parent representatives (including school-age child care consumers);
     + Instructional staff representative(s);
     + Other family-based representatives (i.e., family support worker, bilingual staff, and counselor);
     + Community partner agency staff.

City of Seattle role in the selection process:

* + - Distributing child care applications to the Seattle provider community;
    - Co-facilitating with the District, in the School Selection Team process (outlined above);
    - Co-coaching the selection team on quality guidelines/best practices for early learning and after school programs and tips on “what to look for” during site visits to child care programs;
    - Providing reference information on applicant agencies if the applicant is an existing DEEL-contracted provider;
    - DEEL Child Care Assistance Program quality guidelines given to selection team as well as provider applicants.

1. The District intends to select a single provider based upon the best interests of the District, all factors considered. Among the factors to be considered are the following:

| **EVALUATION CRITERIA** | **POINTS** |
| --- | --- |
| Qualifications |  |
| Collaboration with School, Community, and Family | 30 |
| Personnel Policies and Procedures | 20 |
| Financial and Organizational Stability | 10 |
| Provider’s approach | 30 |
| Interview and References (may include parent and principal references, along with compliance reports from the City of Seattle and the Department of Early Learning) – SHORTLISTED FIRMS ONLY | 35 |
| Site Visit – SHORTLISTED FIRMS ONLY | 65 |
| Fit for school – stated goals, mission/vision statement; demonstrated agility; discipline – SHORTLISTED FIRMS ONLY | 10 |
|  | **200** |

**Please note**: if your organization is unable to be licensed or certified, your organization will not be considered further in this process.

Based on the recommendation of the Committee, the District will enter into an agreement with a selected provider. Upon receipt of best and final proposals, the Committee will select the best proposal, all factors considered.

## 6.2 Notifications

The District will provide timely notifications to providers responding to the Request for Proposal upon selection of the recommended provider.

## 6.3 Seattle Schools Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the RFP at any time prior to approval of the recommended provider and the negotiated agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing provider. **Proposals submitted in response to this Request for Proposal shall become the property of the District and be considered public documents under applicable Washington State laws.**

The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

## 6.4 Procedures Requirements

Any provider failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

6.5 Recruitment & Enrollment

Upon selection the provider may be given any results and /or contact information for families who completed a survey or expressed interest in potential enrollment in the new program. Parent outreach and enrollment including contacting the families, is the sole responsibility of the selected provider.

6.6 Lease Information

The selected child care provider will be required to enter in a lease agreement with Seattle Public Schools. The District’s space application packet and other lease information can be downloaded from the District’s Property Management page at: <http://www.seattleschools.org/district/departments/facility_operations/property_management/buildingrentals/leasing_in_operating_schools/>

6.7 Insurance Coverage

Seattle Public Schools and the City of Seattle Department of Education and Early Learning Child Care Assistance Program require all providers to carry general liability and sex abuse/molestation insurance coverages and to name both as additional insured on the insurance policy. See District “insurance requirements” in the space on the application packet for more information.

6.8 Program Resources

The program will have access to professional development institutes, on-site training and technical assistance as described in the DEEL Child Care Assistance Program (CCAP) vendor services agreement and access to public health nursing consultation from the Seattle-King County Public Health Department.

# 7.0 SUBMITTAL REQUIREMENTS

## 7.1 General Submittal Requirements

The submittal requirements shall be as follows:

The proposing provider, joint venture or other form of association (“firm”) shall submit eight (8) hardcopies and one (1) electronic copy (via CDs or USB flash drives) of their Proposal for the project. Each copy shall be provided either loose leaf with binder clip, or bound folder, pages numbered, and tabs or colored paper for section dividers with the provider name and the Request for Proposal on the cover.

**Each proposal is to be single sided, not smaller than 12-point type. If a provider is proposing for both sites, documents must be clearly labeled for site specific responses.**

1. The cover letter, Proposal Certification Form, table of contents, and tabs do not count toward the page limits.

2. Submittals exceeding the page limits may beconsidered non-responsive**.**

## 7.2 Contents of the Proposal

1. Signed Proposal Certification Form (page 3 of the RFP). This does not count towards the page limit.
2. Table of contents (maximum 1 page).
3. Separate section: **Executive Summary**.

Provide a summary highlighting the school site you are proposing for and your program’s qualifications and special expertise to provide the services requested in the Request for Proposal.

1. Separate section: **Application Cover Sheet**.

Include your completed ATTACHMENT 2, Application Cover Sheet(s).

1. Separate section**:** **Response to Application Questions**. *Maximum 7 pages.*

Provide your responses to all the questions stated in ATTACHMENT 3, Application Questions. Please note: Some questions require sample documents to be included in this section. These document attachments do not count toward the page limit.

1. Separate section**:** **Form – A**.

Include your completed ATTACHMENT 4, Form – A.

1. Separate section**:** **DEL Budget Form**.

Include your completed ATTACHMENT 6, DEL Budget Form.

Provide a summary of your estimated budget of revenues and expenses using the attached DEL Budget Form based on a maximum enrollment of 60 school-age children ages 5 to 12 years old We estimate approximately 20 children enrolled may receive a state or city child care subsidy.

8. Separate section**:** **Approach.**

* Describe any new ideas, creative approaches, and potential opportunities that your organization believes would improve the child care service for the school and community.
* Describe your proposed use of offsite facilities, field trips and enrichment opportunities for the program.

Please also note that the District reserves the right to ask questions and seek clarifications about the Proposal, to request post-proposal modifications, and to engage in negotiations with a selected short list of providers.

# 8.0 CONTRACT AND CONTRACTING PROVISIONS

## 8.1 Standard Lease Agreement

The District’s Standard Lease Agreement is included as Attachment 1 for your reference.

The District’s Alignment Initiative Overview, Terms and Conditions document is attached.

Terms and conditions noted must be met by the program and its provider in order to qualify for the free rent.

## 8.2 Protest Procedures

* 1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.
  2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be mailed to:

JoLynn Berge

Assistant Superintendent for Business and Finance

Seattle School District No.1

MS 33-300

P.O. Box 34165

Seattle, WA 98124

Or delivered to:

JoLynn Berge

Assistant Superintendent for Business and Finance

Seattle School District No.1

MS 33-300

2445 3rd Avenue South

Seattle, WA 98134

And shall be labeled: “Protest”

* + - 1. Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District decision may be appealed to the Superintendent by written notice together with all supportive evidence, received at the address set forth in paragraph 2, not more than two (2) working days after receipt of the decision. The Superintendent’s decision shall be final and conclusive.
      2. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District’s final decision.
      3. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

**End of Request for Proposal**

ATTACHMENTS

Attachment 1 – Standard Lease Agreement

Attachment 2 – Application Cover Sheet

Attachment 3 – Application Questions

Attachment 4 – Form-A

Attachment 5 – DEL Budget Form

Attachment 6 – Community Alignment Initiative Overview, Terms and Conditions