

REQUEST FOR PROPOSAL

UPO GENERAL EQUIVALENCY DIPLOMA (GED) PROGRAM

RFP #2021-02

Request for Proposal (RFP) Cover Page

Solicitation Issue Date: Friday, March 26, 2021			
Solicitation Closing Date: Monday, April 26, 2021		Proposal Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit agency in the District of Columbia, founded in 1962 and is exempt from any state or federal taxes.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown, if applicable.			
Responses must be received on or before Monday, April 26, 2021 , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
Electronic responses: Please submit your Proposal to procurement@upo.org , referencing “UPO General Equivalency Diploma (GED) Program RFP #2021-02” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org referencing “UPO General Equivalency Diploma (GED) Program RFP #2021-02” in the subject line. All questions received will be answered within three (3) business days and the Q&A will be posted on the UPO website. Questions/information must be emailed no later than Monday, April 12, 2021 .			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

As a recipient of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, the United Planning Organization (UPO) is announcing a Request for Proposals (RFP) from qualified and competent Community Based Organizations (CBOs) providing General Equivalency Diploma (GED) preparation services to provide assistance to income eligible DC residents towards earning their GED Certification.

II. CONTRACT PERIOD AND RENEWALS

The term of any contract resulting from this RFP will be from May 17, 2021 (or from the date the agreement is executed) to September 30, 2022.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest
- Comprehensive youth services with scholarships for DC residents
- Homeless transportation services
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing community based tax preparation services
- Housing Counseling services that help alleviate predatory lending
- Job placement and career development services

IV. SCOPE OF SERVICES

The UPO GED Program is a performance based program designed to improve the lives of a minimum of 240 low-income adults from DC Wards with emphasis on Wards 1, 5, 6, 7, and 8. UPO expects CBOs that are selected, to provide preparation assistance for income eligible DC residents towards earning their GED.

Selected CBOs shall provide a GED preparation curriculum that will enable each participant to acquire the competence necessary to successfully obtain the GED certification. The maximum funding available for each selected CBO is \$700,000. The CBO shall facilitate the program from May 17, 2021 (or from the

effective date of the agreement) to September 30, 2022 and shall provide GED tutoring and preparation assistance to DC residents ages eighteen (18) and above.

Selected CBOs shall recruit a minimum of 60 participants, with a minimum of 30 participants completed the GED program. Selected CBO should have the capacity to support participants through the entirety of the program. Participating CBO shall select adults who are assessed at the ninth (9th) grade competency levels in English and Mathematics. Testing must be done using the Comprehensive Adult Student Assessment System (CASAS) or a like instrument approved by UPO.

Participating CBO program design will include 30 hours per week for students who successfully complete enrollment requirements for entry into the program. Actual classroom time **must** be no fewer than three days a week, four hours per class day. Grade level progression is considered an outcome in this program and the CBO must assess and record progression for each student who is enrolled in the program. After successfully passing the GED examination, UPO will extend vocational skills training and employment opportunities to graduates of the CBO's GED program. Assistance in post-secondary education enrollment opportunities will also be offered by UPO.

Participating CBO shall have the capacity to provide all services in Spanish, including but not limited to, recruiting, enrollment, class instruction, materials and full implementation of program through the student completing the course of study.

Participating CBO shall adhere to all reporting requirements, timelines and other programmatic implementation guidelines as set forth by UPO.

V. MINIMUM QUALIFICATION REQUIREMENTS FOR CBOs

Following are the minimum qualification requirements for CBOs submitting their proposal in response to this solicitation:

- Teaching facilities must be located in the District of Columbia or the CBO may offer a synchronous online or other hybrid/blended GED preparation curriculum that allows the instructor and all enrolled students to interact online simultaneously, meeting the student instruction requirement of 30 hours per week.
- CBO may only recruit eligible students who are low-income residents of the District of Columbia over the age of 18.
- Eligible CBOs must possess a current DC Business License.
- Eligible CBO must have operated a GED Preparation Program for at least 3 years with DC OSSE certified GED Instructors.
- Eligible CBO must have the capability to electronically report student outcomes; and meet any other monitoring or reporting requirements as requested by UPO.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFP. Proposal must be submitted electronically to UPO at procurement@upo.org . No other distribution of the proposals shall be made by the proposer.

NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.

2. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP so that UPO may properly evaluate proposer's capabilities to provide the required service. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5" X 11" paper size in 12 point font minimum type. Proposals should not be double-sided. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 120 days from the proposal opening date. Prices should be submitted exclusive of all federal, state, and local taxes.
5. All documentation submitted with the proposal should be contained in a single volume.
6. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.

B. Special Requirements

All pages of the proposal should be numbered and should be addressed in the in the following order:

1. Letter of Transmittal, signed by an authorized representative of the proposer.
2. Table of Contents, cross-referencing the contents of the proposal.
3. Completed, signed and dated Cover Page of this RFP.
4. A detailed proposal explaining demonstrating having operated a GED Preparation Program for at least 3 years with DC OSSE certified GED Instructors.
5. Proposal shall also demonstrate capabilities along with the statement that the proposers understand UPO's requirements.
6. Proposal shall include a detailed program plan and budget demonstrating how the total amount (not exceeding \$700,000 will be expended. Include a completed GED Performance Pay Worksheet. Template and example provided in different tabs.
7. Completed and signed Vendor Identification Form. Blank form is included as an attachment to this RFP (Appendix A).
8. A copy of the current business license to operate in the District of Columbia.
9. A copy of the Current certificate of liability insurance evidencing coverage of the minimum required in this RFP.
10. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.

11. Any other information which the proposer desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as “Additional Material”.
12. List of employees and their positions who will be supporting the program. Include employee plan to demonstrate capacity in order to support 60 students from recruitment to completion of GED.

Proposals that are not organized in this manner risk elimination from consideration, if the evaluators are unable to find where the RFP requirements are specifically addressed.

VII. EVALUATION CRITERIA

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of quotes received in accordance with criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
2. UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all respondents. Further, UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of UPO. Proposals shall be rejected if they: 1) are received after closing date and time, 2) are not properly sealed, 3) contain alterations not initialed by an authorized official, 4) are not meeting specifications, 5) are not meeting the general terms and conditions.
3. Proposals will be evaluated on the following criteria:
 - a. Adherence to RFP: The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
 - b. Minimum Qualification Requirements: How far the proposer meets the required minimum qualifications.
 - c. Experience: The proposer's past experience and performance on comparable engagements.

VIII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a service requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.

4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.
8. **Informal Communications:** From the date of receipt of this RFP by each contractor until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
10. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.

12. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
13. Payments Terms: Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
14. Indemnification: Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
 - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
 - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
 - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.
16. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be provided on UPO website <http://www.upo.org/work-with-us/#rfp>.
17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Proposers are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received

late, and placed unopened in the bid file. Proposers must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.

20. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:
 - a. Certification that it nor its principles are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
 - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
22. By submitting a proposal, the proposer represents that:
 - a. The proposer has read and understands the RFP and submits the response in accordance therewith.
 - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - c. The proposer has all the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of understanding of any part of the RFP.

**Appendix A
Vendor Identification Form**

Company Name:	-----		
Doing Business As (DBA):	-----		
Company Federal ID:	-----		
Address:	-----		
Remit To Address:	-----		
Telephone:	-----		
Fax:	-----		
Email:	-----		
Web address:	-----		
Main Contact:	-----		
Person responsible for response (if different):	-----		
Print Name	Title	Authorized Signature	Date

For a fillable Vendor Identification form, please click the following link:

[VID Form-Updated 2019-Fillable.pdf](#)