

Notice of Request for Proposals

College and Career Readiness Services RFP No. 411

Notice is hereby given that Options for Youth San Juan Charter School (hereinafter referred to as “**OFY-SJ**”) is requesting proposals for a provider of College and Career Readiness Services (hereinafter referred to as “**Proposer[s]**”) to assist with OFY-SJ’s operation of its charter school programs in Sacramento, California.

Proposers should not construe from this notice that OFY-SJ intends to enter into a contract with the Proposer unless, in the opinion of OFY-SJ, it is in the best interest of OFY-SJ to do so. OFY-SJ reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at
OFY-SJ’s website at <https://ofy-sj.org/notices/rfp/>

To request the RFP documents by e-mail or postal mail, please contact:

Melissa Nelson, Assistant Principal of Instructional Operations
mnelson@ofy.org

OFY-SJ will record and provide answers on a rolling basis to any questions or requests for clarifying information about the RFP received during the question and answer period.

OFY-SJ will hold **Optional Tours** of OFY-SJ facilities by appointment
no later than Wednesday, May 6, 2020

Location: 1508 Howe Ave, Ste. 100 Sacramento, CA 95825

All potential Proposers are encouraged to schedule an appointment before submitting a proposal.

OFY-SJ will offer **Optional Demo Days** by appointment
no later than Wednesday, May 6, 2020

Location: 1508 Howe Ave, Ste. 100, Sacramento, CA 95825

Proposers must submit written proposals via email:

“Proposal – College and Career Readiness Services [RFP No. 411]”

Addressed to:
Melissa Nelson
mnelson@ofy.org

OFY-SJ will accept all proposals received on or before Friday, May 15, 2020. OFY-SJ will not accept proposals that are received after the deadline.

OFY-SJ reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. OFY-SJ will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of OFY-SJ. Following the review and analysis of all responsive proposals, OFY-SJ staff will make a recommendation to the OFY-SJ Board of Directors at a duly noticed board meeting.

**REQUEST FOR PROPOSAL
for
COLLEGE AND CAREER READINESS SERVICES**

**RFP No.
College and Career Readiness Services**

by

OPTIONS FOR YOUTH– SAN JUAN

ADDRESS ALL PROPOSALS TO:

Melissa Nelson
mnelson@ofy.org

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of College and Career Readiness Services (collectively referred to herein as “Service Provider”) that will provide Options for Youth San Juan Charter School (hereinafter referred to as “OFY-SJ”) with assistance in the operation of its California public charter school located in Sacramento, California. The Service Provider will provide services to OFY-SJ as described in RFP Exhibit 1, Scope of Work.

Through this RFP, OFY-SJ seeks to promote maximum open and free competition consistent with applicable federal and state laws and standards. Outlined below are examples of basic competitive bidding standards OFY-SJ will use in the issuance of this RFP:

- OFY-SJ is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- OFY-SJ released this RFP to benefit OFY-SJ and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by OFY-SJ of the Proposer who meets OFY-SJ’s requirements, as determined by OFY-SJ when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Service Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. OFY-SJ will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibit, and OFY-SJ responses to questions before submitting a proposal.
- Ask appropriate questions or request clarification before the deadline in the RFP.
- Submit all required responses by the required deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify OFY-SJ of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify OFY-SJ of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Background Information

OFY-SJ proudly serves more than 1045 students and their families at its 4 sites. OFY-SJ is a year-round public charter school that serves 7th grade to 12th grade students, who range in age from 12 to 22 years old.

At OFY-SJ our mission is to create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality. Our students enroll with us to meet various unique needs. Some students enroll to accelerate their progress toward their high school diploma so that they are able to graduate sooner than they might in traditional school. Others are falling behind in a traditional setting and are seeking academic recovery. Additionally, some students attend OFY-SJ to eliminate some of the stressors associated with larger class sizes, increased student population and intimidating social demands of traditional high school settings. Our school offers both independent study courses and small group instruction. Independent study provides students with the space to work at their own pace and develop a heightened sense of accountability. Our small group instruction courses offer a classroom setting with fewer students than a traditional school, in order to maximize support for access to rigorous common core content. In our blended model of independent study and small group instruction students are encouraged to take ownership of their education while still receiving the one on one support they need to successfully progress toward earning a high school diploma.

Learning Center Locations

Options for Youth-Howe Center
1508 Howe Ave. Ste. 100
Sacramento, CA 95825

Options for Youth-Carmichael Center
5825 Windmill Way
Carmichael, CA 95608

Options for Youth-Arden Center
2125 Fulton Ave. Ste. 100
Sacramento, CA 95825

Options for Youth- Orangevale Center
9470 Madison Ave.
Orangevale, CA 95662

**Schedule of Events
for
RFP No. 411**

- Release of RFP Wednesday, April 15, 2020
- Optional Tour By Appointment No later than Wednesday, May 6, 2020
- Optional Demo By Appointment No later than Wednesday, May 6, 2020
- Proposer Question Submission Deadline Friday, May 8, 2020
- OFY-SJ Provides Answers Tuesday, May 12, 2020
- Deadline for Submission of Proposal Friday, May 15, 2020
- Proposals Evaluated May 18-22, 2020
- Notice of Anticipated Award Date On or around May 29, 2020
- Board Meeting – Contract Approval On or about June 19, 2020

OFY-SJ will make every effort to adhere to the schedule. However, OFY-SJ's management reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at <https://ofy-sj.org/notices/rfp/>.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy OFY-SJ's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of some or all of the services described within this RFP.
3. OFY-SJ may reject a proposal if the proposal is conditional or incomplete, deemed non responsive, or if it contains any alterations of form or other irregularities of any kind. OFY-SJ may reject any or all proposals or waive any immaterial deviation in a proposal. OFY-SJ's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge OFY-SJ for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to OFY-SJ, signed by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page 2 of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. OFY-SJ may modify the RFP prior to the date given for submission of proposals by posting an addendum on <https://ofy-sj.org/notices/rfp/>. OFY-SJ will notify Proposers so they can obtain any addenda from OFY-SJ's Website, or request it by email, postal mail, or fax.
8. OFY-SJ reserves the right to reject all proposals for any reason and at OFY-SJ's discretion. OFY-SJ is not required to award a contract.
9. Any proposals and resulting contract(s) will be public documents reviewed by the OFY-SJ Board of Directors at a public meeting. Proposers understand that such documents will not be kept confidential.
10. OFY-SJ will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause OFY-SJ to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, OFY-SJ will not consider any of the participants of such collusion in this or future solicitations.
11. OFY-SJ will not consider a joint proposal submitted by two or more entities.
12. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

13. All proposals shall include the forms provided as attachments to this RFP, but proposals may also include an alternative fee proposal form that better suits the type of services and pricing structure. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
14. OFY-SJ shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened late proposals to the respective Proposers. The digital copy must be received no later than 5pm on the date set forth above, and the hard copy must be received or postmarked on or before the date set forth above.
15. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
16. Proposers may submit their questions regarding the information presented in this RFP to Melissa Nelson in writing by email at mnelson@ofy.org, no later than 5pm on the date set forth above. OFY-SJ will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Proposers may not contact other OFY-SJ employees directly to ask questions.
17. OFY-SJ representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
18. OFY-SJ reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided OFY-SJ considers such negotiation to be in its best interest. OFY-SJ may award the full contract to any one Proposer, or may choose to split up the contract between multiple Proposers if in OFY-SJ's best interest.
19. Interested Proposers may inspect OFY-SJ's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Optional Tour.
20. Proposers must submit at least one copy of the proposal in digital format via email.
 - a. The proposal must contain the signature of the individual(s) authorized to bind the Proposer contractually. If multiple copies are submitted, one copy must be labeled "Master Copy."
 - b. The Proposer must ensure the proposal is complete and inclusive of all materials, including any required signatures.

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement.
8.	Fee Proposal

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. OFY-SJ may reject the proposal if the Proposer fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (*e.g.*, corporation, partnership, etc.)
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to OFY-SJ
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including the availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary; marking the proposal as proprietary does not mean that OFY-SJ can keep it confidential, as OFY-SJ must comply with the California Public Records Act)

- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. **Table of Contents**

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

3. **Attachments Checklist**

The Proposer shall include all documents identified in the Attachments Checklist (Attachment B). OFY-SJ may reject proposals that do not include the proper required attachments.

4. **Minimum Qualifications**

OFY-SJ will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment C).

5. **Proposal Questionnaire**

The Proposal Questionnaire (Attachment D) is intended to provide OFY-SJ with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

6. **Proposer References**

Proposers must provide two references on the Proposer References form (Attachment E). OFY-SJ reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed. Proposers are welcome to submit reference letters but all proposals must include Attachment E with at least two references listed.

7. **Authorization Agreement**

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment F) and return it with the proposal package.

8. **Fee Proposal**

The Proposer must complete the Fee Proposal (Attachment G) and return it with the proposal package. Proposers may also include an alternative fee proposal form, such as a breakdown of hourly rates, that better suits the type of services and pricing structure in the proposal, but all proposals must include Attachment G. For Career and Technical Education services and materials, pricing should be based on a semester course cost with a minimum and maximum number of students enrolled in each CTE course, if applicable. Proposers for Dual Enrollment services are encouraged to create a fee schedule based on the administrative services and per student participation.

Evaluation of Proposals

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, OFY-SJ may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause OFY-SJ to reject that proposal; however, OFY-SJ may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, OFY-SJ will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

OFY-SJ will open proposals to determine if they contain all the required information in accordance with this RFP. OFY-SJ will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Administrative Requirements: did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?	5
The degree to which the Proposer demonstrates a complete understanding of the service requirements, with an appropriate and robust plan to comply with the applicable area(s) in the Scope of Work.	20
Does the Proposer have the requisite capability and experience, as measured by performance record, years in the industry, relevant charter school experience, number of other schools served, client retention and satisfaction, and references?	15
Cost	10
TOTAL POINTS	50

OFY-SJ will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. OFY-SJ will recommend awarding the contract to the Proposer with the highest total proposal score.

Attachments

Attachment A

Optional Tours and Demo Days

OFY-SJ will hold escorted **Optional Tours** of OFY-SJ facilities by appointment only, scheduled to take place no later than Wednesday, May 6, 2020 at 1508 Howe Ave. Ste. 100 Sacramento, CA 95825. All potential Proposers are encouraged to schedule an appointment before submitting a proposal.

OFY-SJ will offer **Optional Demo Days** by appointment only scheduled to take place no later than Wednesday, May 6, 2020 at 1508 Howe Ave. Ste. 100 Sacramento, CA 95825.

To schedule a tour or demo, please contact:

Melissa Nelson, Assistant Principal of Instructional Operations

1508 Howe Ave. Ste. 100 Sacramento, CA 95825

mnelson@ofy.org

OFY-SJ requests that Proposers do not take pictures during the tour as OFY-SJ has not obtained releases from parents, students, and employees.

OFY-SJ thanks all Proposers for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment B

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to OFY-SJ. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package or digitally via email.

Section	Title
____ 1	Cover Letter
____ 2	Table of Contents
____ 3	Attachments Checklist
____ 4	Minimum Qualifications
____ 5	Proposal Questionnaire
____ 6	Proposer References
____ 7	Authorization Agreement
____ 8	Fee Proposal

Attachment C

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to OFY-SJ's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

Both the Proposer's company and its key personnel currently meet all of the following minimum qualifications:

1. The Proposer has knowledge and experience working with California charter schools.

Yes _____

No _____

2. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____

No _____

3. The Proposer is licensed to do business in the state of California.

Yes _____

No _____

Attachment D

Proposal Questionnaire

This proposal questionnaire is intended to provide OFY-SJ with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is (are); the length of time the company has been providing College and Career Readiness Services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.

Attachment E

Proposer References

List at least two references to which the Proposer has provided College and Career Readiness Services within the past five year(s). Failure to complete and return this Attachment may cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment F

Authorization Agreement

Request for Proposal for College and Career Readiness Services
RFP No. 411

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for OFY-SJ.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment G

Fee Proposal

COST BREAKDOWN

Proposer Instructions

Provide a breakdown of all costs included in the fixed price, including personnel costs.

Clearly identify all costs

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		

RFP EXHIBIT 1 SCOPE OF WORK

Proposals for the performance of all or some of the services described below may be submitted.

CAREER AND TECHNICAL EDUCATION

OFY- San Juan aims to offer Career and Technical Education (CTE) coursework in the areas of Information and Communication Technology, Building and Construction Trades, and Health Sciences, among others. A key element of the program is the integration of coursework and academic knowledge with technical and career readiness skills. The combination of academic knowledge and technical skills will be offered through rigorous coursework made relevant to students by work-based learning experiences, providing them with the practical and relevant skills they need to pursue post-secondary education or enter into their careers. The CTE programs will provide students with opportunities to gain work experience through internships, work based learning, and industry certification opportunities.

CURRICULUM

Providers should offer rigorous CTE course curriculum aligned with California CTE model curriculum standards in some or all of the industry sectors, in a sequence which allows our students to transition into postsecondary education programs. The curriculum provided should be inclusive of all aspects of the associated industry pathway. The Provider is responsible for supplying comprehensive curriculum materials required for courses listed and other courses offered by the Provider. The curriculum must afford opportunities for students who are individuals with exceptional needs to participate in all programs.

COURSES

OFY- San Juan wishes to deliver instruction (see page 5 for learning center locations) that leads to industry recognized credentials, when applicable, which may include the high demand industry sectors listed below as well as any of the other fifteen CTE Industry Sectors.

- Health Sciences (Nursing)
 - Students completing this course should have gained knowledge and experience in some aspects of biotechnology; patient care; healthcare administrative tasks; operational support services; public and community health; and mental and behavioral health.
- Information and Communication Technology
 - Students completing this course should have gained knowledge and experience in some aspects of computer software; networking, internet, programming and information systems. Students will also have a better understanding of systems that support the flow of data; effective communication skills; and efficient project management.
- Building & Construction
 - Students completing this course should have gained knowledge and experience in some aspects of building and construction trades; mechanical systems; the way in which structures are built. Students should also have access to hands-on, project-based, and work-based instruction.

All courses offered should be aligned with CTE Industry Sectors that Reflect regional or local labor market demands, and focus on current or emerging high-skill, high-wage, or high-demand occupations, and is informed by the regional plan of the local Strong Workforce Program the charter and specific learning centers listed in this document.

INSTRUCTION

Any instructors provided must be experienced industry professionals and have appropriate credentials, if required. Curriculum and onsite courses should ultimately lead to a certificate, license, or other measure of

technical skill attainment in the corresponding industry, if and when applicable. Onsite instructors may also be asked to provide guidance to students in the areas of career exploration, certification completion, career counseling, and leadership development. Instructors should also be prepared to share real-world scenarios that promote practical application of inquiry and use of critical thinking skills.

DUAL ENROLLMENT SERVICES

OFY- San Juan offers students Dual/Concurrent Enrollment in which our students take classes at a community college, adult school, or regional occupational centers. Dual enrollment is an important component of the College and Career Indicator metric on the California State Dashboard. OFY-SJ is looking for a provider that will utilize creative and innovative approaches to increase dual enrollment participation and support college and career readiness outcomes.

Dual/Concurrent Enrollment facilitation may include but is not limited to:

- Creation and coordination of priority registration
- Creation and coordination of MOU's
- Creation and implementation of dual enrollment goals, tracking and procedures
- Providing instructors to serve as tutors for the implementation of dual enrollment support classes.

GRANT WRITING SERVICES

The Provider will work with school leadership to create funding strategies, research and assess funding opportunities aligned with the charter school's mission and goals to provide opportunities for students. The Provider should also master a detailed understanding of the school's initiatives, which may include instructional resources, postsecondary education and workforce opportunities, health and wellness programs, and community development goals. The Provider will manage grant applications, compliance and reporting requirements in conjunction with charter school staff, and ensure all proposals and reporting deadlines are met. The Provider is expected to establish a post-award administration process, assisting with preparation of budgets and reports to ensure post-award compliance for all grant and contract requirements. The Provider should maintain a database of potential current and past grants that is accessible by school leadership and other necessary personnel. The provider will also review proposals and budgets for accuracy, in addition to coordinating with appropriate departments to maintain compliance, assure correct budget allocations and distribution of grant funds. Additionally, the provider would work with program staff to capture data about OFY-SJ's educational needs and impact, in order to strengthen our ability to tell the story to funders.

The charter prefers a provider with five years of experience in grant writing, with demonstrated success winning grants or contracts from federal agencies, state agencies, local agencies, donors, foundations or corporations. Strong writing skills with the ability to draft complex grant content are also important to this role. Additionally, strong communication and interpersonal skills to develop and maintain working relationships with school leaders and staff across multiple departments is essential. Finally, a technical understanding of charter school operations and/or education is preferred.