



**OPTIONS FOR YOUTH-SAN JUAN, INC.
REQUEST FOR QUOTE
BOARD RELATIONS SERVICES**

POSTED: MARCH 29, 2022

DUE DATE: APRIL 8, 2022

To whom it may concern,

Options For Youth-San Juan, Inc. ("OFY-SJ") is requesting quotes for Board Relations Services.

OFY-SJ is a year-round public charter school serving approximately 900 students at four sites in Sacramento County, many of whom have not been successful or satisfied with their experience in traditional schools. The network of Options for Youth public charter schools has provided such programs since 1997. OFY-SJ is seeking services to assist in our charter school operations, and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFY-SJ's website.

A copy of the proposed scope of work is attached. Interested vendors are not required to submit a quote covering the entire scope of work. OFY-SJ will accept quotes covering all or any portion of the services. Please ensure your quote clearly indicates which services are included in the quote. OFY-SJ reserves the right to negotiate the final terms and conditions of the contract, including the scope of work.

If you would like to submit supporting documentation with your quote (e.g., customer references, statement of qualifications, company history, alternative fee structures, etc.), please feel free to do so. All quotes should be placed on your company's letterhead and include a bid or price estimate. Please submit your quote by the due date above to:

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

OFY-SJ staff will review all quotes and make a recommendation to the Board of Directors. It is anticipated that OFY-SJ will award the contract on or around May 2022, and the term of any resulting contract is anticipated to begin on July 1, 2022.

If you have any questions, or if you'd like to schedule an optional tour of our school facilities, please contact Melissa Nelson using the contact information above. We very much look forward to reviewing your quote.

Sincerely,
Options For Youth – San Juan, Inc.

SCOPE OF WORK

- I. Board Relations
 - A. Acts as a liaison between board members and school staff related to board meetings and meeting materials
 - B. Attend all board meetings and provide administrative support as requested by the board members or school staff
 - C. Responsible for generating agendas, compiling and creating board package materials for each meeting, and ensuring the board package materials are timely received by board members and school staff
 - D. Organize and maintain corporate documents and records and provide copies to school staff upon request
 - E. Maintain the yearly regular board meeting calendar, assist with scheduling any necessary special board meetings, and help coordinate the attendance of board members and support staff
 - F. Assist in reviewing, evaluating, and preparing various documents as needed for conformation and consistency
 - G. Coordinate travel arrangements, itineraries, meetings, and events for the board members and support staff, as needed
 - H. Work with various departments to pull legal, financial, and other documents for meetings
 - I. Follow up on board action and questions
 - J. Obtain any necessary signatures on documents approved at board meetings