



**OPTIONS FOR YOUTH-SAN JUAN, INC.
REQUEST FOR QUOTE
COLLEGE READINESS SERVICES**

**POSTED: MARCH 8, 2022
DUE DATE: APRIL 1, 2022**

To whom it may concern,

Options For Youth-San Juan, Inc. ("OFY-SJ") is requesting quotes for College Readiness Program Services.

OFY-SJ is a year-round public charter schools 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

Seeking vendors to lead and facilitate a yearlong college readiness program with a group of selected high schools students.

1. Program staff should be able to :
 - a. To run various college readiness workshops throughout the year - college applications, FAFSA, resume writing, EOP applications, etc.
 - b. To meet with student cohort regularly and be available to also meet with various students based on their college needs.
 - c. To host a parent/student pre-program orientation (including make-up orientation), assist with gathering all necessary paperwork, liaison with school to ensure all logistics are met all year long.
 - d. Demonstrate that they are CPR/First Aid trained, as well as trained in all emergency protocols.
 - e. To facilitate all provided curriculum, tutor throughout the year and support with grading.
 - f. To offer assistance once students graduate and enter college
2. Work with curriculum department to ensure students receive elective course credits
 - a. Curriculum should include:
 - i. Group discussion/activities
 - ii. Solo time focusing on being open to new experiences, observations, overcoming obstacles/solutions
 - iii. College readiness/preparation skills.
3. Customized program (including specific colleges and universities tours) and available additional services to enhance the program.