

Request for Proposals  
**Multiple Services**  
April 2021



Kingsman Academy Public Charter School is seeking competitive proposals for a Professional Employer Organization.

Proposals **are due no later than 5:00 PM on Monday, April 26, 2021.**

The last day for questions is Wednesday, **April 21, 2021.** No phone calls, please.

### **School Overview**

Kingsman Academy is an open-enrollment public charter school that serves approximately 250 students in grades 6 through 12 in a project-based academic program that emphasizes a therapeutic approach to personalized learning. Kingsman Academy welcomes all students, especially those who are over-aged and under-credited, who have attendance problems, or who have behavioral or emotional challenges.

Additional information on the school is available at [www.kingsmanacademy.org](http://www.kingsmanacademy.org).

### **Timeline**

Responses must be received by 5:00 pm on Monday, **April 26, 2021.** Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
Professional Employer Organization	<b>April 27, 2021</b>	<b>May 17, 2021</b>
Cloud Based Video Management System	<b>April 27, 2021</b>	<b>May 17, 2021</b>

This schedule reflects anticipated dates but may be modified by Kingsman Academy at any time in its sole discretion.

### **Contact Information**

All communication regarding this RFP shall be delivered via e-mail only (no telephone calls) to [rfp@kingsmanacademy.org](mailto:rfp@kingsmanacademy.org). Please include your point of contact's email to get answers to questions, updates, etc.

### **Site Visits, Walkthroughs, and Presentations**

Request appointments for site visits, walkthroughs, and presentations by email to [rfp@kingsmanacademy.org](mailto:rfp@kingsmanacademy.org). Presentations and site visits will be at the discretion of the school.

## Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½” x 11”.

To submit a response to the RFP:

1. Complete the Submission Form available at <https://kingsmanacademy.sharefile.com/share/workflows/67736168-96f2-4d02-9e14-ffea6ddb3bbd>  
  
and
2. Upload the response (in PDF format only, 100GB limit) via ShareFile at <https://kingsmanacademy.sharefile.com/r-rb443ae06fd2488da>

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Submission of response in manners other than through the upload link provided above.
- Inquiries/questions regarding this RFP or RFP that are directed to any other Kingsman Academy representative, vendor, agent, or email address other than [rfp@kingsmanacademy.org](mailto:rfp@kingsmanacademy.org).

## Scope of Work

Kingsman Academy is requesting proposals for the following services:

Service	Description & Requirements
Human Resource Support/Ownership	<p><i>Description:</i> Serve as a Professional Employer Organization (PEO) for Kingsman Academy. Provide human resources support, payroll processing, benefits and information systems.</p> <p><i>Ongoing Human Resources Support:</i></p> <ul style="list-style-type: none"><li>• Professional Employer Organization to assist with day-to-day human resources administration</li><li>• Support in the areas of employee relations, recruitment and retention, onboarding, offboarding, termination, and performance management.</li><li>• Employment verification requests and unemployment claims</li><li>• Compliance with state and federal employment regulations</li><li>• Healthcare reform compliance</li></ul>

- Charter school employment law
- EEOC services
- Unemployment claims administration
- Drug-free policies
- Discrimination/harassment claims assistance
- Drafting employment forms and related documents
- Employee background checks
- Electronic employee file maintenance
- HR, interviewing, training
- Employee development
- Live and virtual training courses
- Job description development
- Wage/salary surveys
- Recruiting process review
- Interviewing and selection training
- Drug-free policies and/or administration
- FICA, FUTA, SUTA
- FLSA exempt, nonexempt classification education

Retirement Services

- 401(k) plan
- Payroll integration

Performance Management:

- HR, interviewing, training
- Performance appraisals
- Compensation tool
- Compensation trends
- Manager/Supervisor training
- Reward and recognition program assistance
- Supervisor coaching
- Climate surveys

Training and Development

- Identify performance improvement opportunities
- Staff development
- Online training platform

Payroll:

- Administration of payroll, leave, and time off accrual.
- Payroll processing
- Garnishment and deduction administration
- PTO accrual and leave tracking
- Payroll review
- Withholdings and deductions setup
- Employment eligibility verification

	<ul style="list-style-type: none"> <li>● Employee reimbursements</li> <li>● Quarterly tax filings</li> <li>● Employee payroll assistance</li> <li>● Process W-4s, W2s and I-9s</li> <li>● Online access to W2s and payroll files</li> <li>● Prepare custom payroll reports</li> <li>● Payroll management reports</li> <li>● Time and attendance tracking</li> <li>● Reporting, paying and withholding payroll taxes</li> </ul> <p>Employer Liability Management</p> <ul style="list-style-type: none"> <li>● Reporting, paying and withholding payroll taxes</li> <li>● Workers compensation plan, policies and claims resolution</li> <li>● Liability insurance</li> <li>● Employee handbooks review</li> <li>● Termination assistance</li> <li>● Harassment and discrimination prevention training</li> <li>● Work safety training</li> <li>● Compliance with state and federal workers' compensation laws</li> <li>● OSHA compliance</li> <li>● Substance abuse prevention</li> <li>● Investigation of employee claims</li> </ul> <p>Employee Benefits:</p> <ul style="list-style-type: none"> <li>● Benefits programs including medical, dental, vision, disability, life, retirement, workers compensation, accident and voluntary benefits.</li> <li>● COBRA, HIPAA, ERISA compliance</li> <li>● Enrollment services and ongoing administration</li> <li>● Employee benefit questions and inquiries</li> <li>● Employee assistance program</li> <li>● Health Savings Account</li> </ul> <p>Information Systems:</p> <ul style="list-style-type: none"> <li>● Access to human capital management system</li> <li>● HR and employee administration</li> <li>● Online benefits enrollment and administration, leave administration, payroll, performance management, and offboarding</li> <li>● Employee self-service portal</li> <li>● Online time and attendance tracking</li> <li>● Paperless onboarding and offboarding</li> <li>● Applicant tracking</li> <li>● Online training platform</li> <li>● Mobile app</li> <li>● Analytics</li> <li>● Custom reporting options</li> </ul>
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	<p><i>Requirement:</i> Experience supporting schools required. At least one reference must be a school.</p> <p><i>Preference:</i> Preference for 2-year contract with renewal option.</p>
	<p><i>Description:</i> Kingsman Academy has one location that is in need of a replacement digital surveillance system or a completely new designed system. The goal is to cover 100% of the outdoor grounds in addition to 100% indoor coverage of the 1375 E Street location. Kingsman desires a cloud-based Video Management System for its location that can be centrally monitored with cloud-based backup and archive and state of the art efficient access points on every entry. Further, Kingsman wants the system to be extremely low maintenance and be covered under a 10-year replacement warranty for the cameras.</p> <p><i>Cloud Based Video Management System</i></p> <ul style="list-style-type: none"> <li>● Kingsman has decided that it prefers a system based on a Cloud based Video Management System. Strong preference will be given to bidders with a proven track record of installing Digital Surveillance Camera Systems.</li> <li>● System capable of supporting unlimited number of cameras with ability to add additional security cameras on demand.</li> <li>● Cameras capable of storing at least 30 days of video footage.</li> <li>● All outdoor cameras should be vandal-proof, anti-tampering, and anti-vibration compliant, support analytics, and weather-resistant.</li> <li>● IP hard-wired outdoor and indoor security cameras capable of the following: <ul style="list-style-type: none"> <li>○ Full High Definition (1080p) resolution strongly preferred</li> <li>○ IP66 rating to protect against dust and environmental elements</li> <li>○ IK10 rating for vandal resistant housing</li> <li>○ 10-year replacement warranty</li> <li>○ Infrared illumination for night visibility</li> <li>○ Capability to produce video at 25 FPS or more</li> <li>○ Image stabilizing to reduce blurring</li> <li>○ Day and Night viewing and recording capability</li> <li>○ Standard RJ45 connectivity including Power Over Ethernet (PoE) capability to receive power</li> <li>○ Motion detection either as a camera option or an option on the management Interface</li> <li>○ Capability to record audio if desired</li> <li>○ Count how many people are in the frame at any given moment</li> </ul> </li> <li>● System must operate at 300 kbps or less on average to keep bandwidth consumption low</li> <li>● Upgrade and replace current access points</li> <li>● Integrate and interface with the security system to view staff and student exit and entries in real time</li> <li>● Provide top quality resolution in 1080p ( full high definition) with a</li> </ul>

database of time stamped entries and exits

- Provide infrared and color identification on all subjects 24 hours a day, 7 days a week
- Participants should be able to receive hard ID cards with laminated school logo, staff/student ID number along with accompanying photo
- App that is android and/or IOS compatible with full customization
- Customer service support is expected 24/7 for designated administrator(s)
- Expected installation timeline
  - Preference for start of project is May of 2021
  - Expected completion time for this project is July 2021.
- Installation, wiring, and components necessary for operation of the system.
- Help determine naming and numbering conventions for cameras.
- Label the camera cable at the patch panel for each camera installed at that connection.

*Web-Based Access Portal :*

- Remote access from any internet connected device including:
- Secure web-based access to camera feeds through multiple browsers (Chrome, Safari, Firefox, Edge) on major operating systems (Windows, OS X, Chrome, Android, iOS)
- Secure app-based access to camera feeds (i.e. iOS, Android, tvOS)
- Strong preference will be given to systems that use a browser-based client that can be accessed across multiple platforms that do not require any proprietary plugins (i.e. Flash, Silverlight, Java)
- Multiple level of system administration, user access, and camera access
- Capable of naming, describing, and placement of cameras on a map for easy identification
- Ability to securely share historical video footage via multiple digital means (i.e. email, text) including capability to deliver both live and at least 30-day historical video
- Ability to grant law enforcement emergency access through an account accessible via their systems
- Audits for account usage and compliance with FERPA
- User-configurable dashboard capable of multiple camera feed configurations
- Provide SMS and/or email alerts for any suspected tampering
- Ability to identify “hot spots” in a camera’s field of view to detect motion
- Full analytics capabilities: facial, car, clothing and license recognition

*Training and Technical Support:*

- Provide training as part of this contract
- Involve designated staff in the implementation and configuration of the security systems.
- Prior to the cutover of the systems, work on the training that will be

provided.

- Schedule the training at a time beneficial to staff
- Training shall include all travel and other expenses.
- Video Security Training shall include but not limited to: A demonstration of actual user interface with the system, and directions on its general use.
- Review of live and stored video.
- Printing images.
- Sharing video.
- Configuring the cameras including frame rates, resolution etc.
- Setting passwords and levels of security. Adding user accounts.
- Adding and changing parameters on the maps.

*Service response:*

- Expected response time for reported hardware issues
- Estimated times for camera repair or replacement
- Estimated times for on-site and remote service calls
- Warranty and technical support provided with 10-year warranties on security cameras
- Cost of annual maintenance for system should be minimal.
- A list of any items that Kingsman would need to provide to make the system operational.
- List of all equipment to be installed with features and cost per item, installation cost, any licensing/maintenance fees, and total system cost.
- Show proof of an existing contractual relationship with the approved equipment manufacturer of the video system.
- Accept complete responsibility for the installation and certification, of the security system.
- Show proof that they have the certifying manufacturer's support on all these issues.
- Have a proven track record.
- The video security system shall be considered substantially complete as soon as:
  - All cameras are connected and functional.
  - The system is fully configured and recording images as required.
  - User accounts are setup
  - As-built drawings have been updated to reflect any changes in the connectivity.
  - All manufacturer literature has been turned over to the Owner.
  - Maps are setup and populated in the system.

*Requirement:* Experience supporting schools required. At least one reference must be a school. All bidders must include details of at least 3 projects similar in scope and requirements which have been completed by the vendor in the last 2

	<p>years. Names, addresses, and phone numbers of references for the 3 projects shall be included.</p> <p><i>Preference:</i> Preference for 2-year contract with renewal option.</p>
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## Response Requirements

Responses to the RFP should include, at a minimum, the following information:

- Name of the organization, contact person, telephone number, and email address.
- A brief discussion of the company, its organization, services offered, and certifications, etc. Other information may also be included to demonstrate the company’s experience and partnerships.
- Overview of the proposed service delivery model, including services excluded from the proposal.
- Qualifications of proposed staff, including experience with charter schools.
- Resumes/CVs/work histories of proposed staff.
- Information that demonstrates a history of providing successful solutions in the field matter of this RFP.
- Contact information for recent clients to serve as references.
- Cost estimate, including hourly rate or overall cost, discounts for bulk or multiple services, any necessary retainers, and estimated expenses.
- Details of any products and services not included in the proposed price.
- Requirements, if any, the company would request from Kingsman Academy to make the implementation and long-term relationship a success.

## Respondent Qualifications

Vendors who are able to provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Kingsman Academy that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;



- It and its employees who will provide services to Kingsman Academy are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

## **Background Checks**

Vendors entering into contracts with Kingsman Academy must agree to ensure all of their employees, contractors, and service providers providing direct services at Kingsman Academy Public Charter School have satisfactory background checks, which must include, but are not limited to, a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)), the School Safety Omnibus Amendment Act of 2018 (D.C. Code § 38-951.01, et seq. (2019)), and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011).

Vendors also agree to conduct and certify that they have performed due diligence for all employees, contractors, and agents that have direct interaction with children at the School as required by the School Safety Omnibus Amendment Act of 2018.

Background checks for Vendors' employees, contractors, and service providers should be satisfactory as of the first date services are provided and should be updated no less than every two years thereafter. Vendor will sign a certification of due diligence and provide evidence of satisfactory background checks upon request by Kingsman Academy.

## **Response Evaluation Criteria**

Kingsman Academy will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for provision of relevant services;

- Clarity of goals and objectives;
- Reasonableness of cost structure;
- Capacity for success;
- Potential impact;
- Interviews with senior personnel to be assigned to the school;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Kingsman Academy.

The contract will be awarded to the firm, which in Kingsman Academy's judgment, best represents the interests of Kingsman Academy. Kingsman Academy, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.