



OPEN DATE: Monday, November 25, 2024

AND TIME: 9:00 A.M. PST

LOCATION:  
CACTUS PARK ELEMENTARY  
3115 LAS VEGAS BLVD. N.  
LAS VEGAS, NV 89115

# REQUEST FOR PROPOSALS

## REQUEST FOR PROPOSAL (RFP) FOR CHARTER MANAGEMENT ORGANIZATION (CMO) OR EDUCATION MANAGEMENT ORGANIZATION (EMO)

Advertised Date: Monday, November 25, 2024

**REQUESTER:**

pilotED Schools of Nevada, Inc

**ADDRESS:**

3115 LAS VEGAS BLVD. N.  
LAS VEGAS, NV 89115

**PROCUREMENT CONTACTS:**

Julia Qi  
Board Chair  
julia.qi98@gmail.com

**AND**

Karli Casto  
Founding Principal  
kcasto@pilotednevada.org

## I. INTRODUCTION & PURPOSE

Cactus Park Elementary, proudly operated by pilotED Schools of Nevada, Inc., seeks to engage a dynamic and effective Charter Management Organization (CMO) or Education Management Organization (EMO) through this Request for Proposals (RFP). Our school is deeply committed to delivering exceptional educational outcomes and providing a nurturing environment conducive to academic and personal success for all students.

This RFP is issued in pursuit of a partnership with a management organization that possesses a robust track record of educational leadership and operational excellence. The selected organization will be responsible for reinforcing and elevating our school's standards of educational quality, ensuring our students benefit from innovative, evidence-based instructional strategies, and comprehensive support services.

The objective of this RFP is not only to secure management services but also to collaborate with a partner that aligns with our mission to inspire and prepare every student for success in college and beyond. We are looking to replace our previous partnership and aspire to forge a new relationship that brings fresh perspectives to our operational strategies and educational initiatives. This partnership will play a pivotal role in shaping the future trajectory of Cactus Park Elementary by enhancing our capabilities in student enrollment, compliance, board governance, financial management, and overall educational excellence.

We invite proposals that demonstrate a deep understanding of the challenges and opportunities within the Nevada educational landscape, particularly those experienced by charter schools. The successful bidder will provide strategic guidance and practical solutions to ensure Cactus Park Elementary not only meets but exceeds the expectations of our students, parents, staff, and community stakeholders. This is an opportunity for a visionary organization to contribute significantly to the transformation and ongoing success of a vibrant learning community.

---

## II. SCHOOL BACKGROUND

Cactus Park Elementary, led and founded by Founding Principal Karli Casto, is a vibrant K-5 elementary school that has quickly become a cornerstone of educational excellence in the intersecting communities of Las Vegas and North Las Vegas. Strategically situated at a bustling, high-visibility corner, the school is uniquely positioned to serve as a gateway to learning, drawing from and contributing to the richness of its diverse surroundings.

Since its establishment in 2022, Cactus Park Elementary has dedicated itself to providing innovative and high-quality educational experiences, tailored to meet the needs of a diverse student body. Our school proudly serves a high number of English Language Learners (ELL) and students eligible for Free or Reduced Lunch (FRL), highlighting our commitment to inclusivity and equal educational opportunities for all children.

With a stabilized annual enrollment exceeding 345 students, Cactus Park Elementary not only offers a robust academic program but also creates a supportive community where students from various backgrounds can thrive. Our curriculum is designed to foster intellectual growth, creativity, and the critical thinking skills necessary for the evolving demands of the 21st century.

The role of the selected Charter Management Organization (CMO) or Education Management Organization (EMO) will be crucial in enhancing our educational offerings and operational procedures. This partnership will support our mission to continuously improve and adapt, ensuring that our educational practices not only respond to the needs of our students but also set them on a path to lifelong success. The CMO or EMO will help us build on our strong foundation while navigating the complexities of managing a dynamic educational institution at the heart of two intersecting urban communities.

---

### III. SCOPE OF SERVICES

The CMO/EMO will provide the following services:

- Strategic and tactical support to improve and maintain the performance of a Nevada charter school. This may include one or more of the following areas (Team, Instruction & Curriculum, Business & Operations, Governance, Community).

---

### IV. PROPOSAL REQUIREMENTS

To ensure a comprehensive evaluation of potential partners, each proposal submitted must thoroughly address the following requirements:

- 1. Organization Overview and History:**
  - Provide a detailed account of your organization, including its founding, mission, and core values.
  - Highlight your history and experience in managing educational institutions, with specific examples of previous engagements, the scope of responsibilities, and the outcomes achieved.
  - Describe your organizational structure and how it facilitates effective management and accountability in educational settings.
- 2. Detailed Description of Services and Implementation Strategies:**
  - Outline the full range of services your organization proposes to provide to Cactus Park Elementary.
  - Include specific implementation strategies for each service area, such as enrollment management, compliance, financial oversight, academic programming, and additional supports like school culture and leadership development.

- Explain how these services will be customized to meet the specific needs and challenges of Cactus Park Elementary.
3. **Profiles and Qualifications of Key Personnel:**
    - Provide biographies and professional profiles of the key personnel who will be assigned to Cactus Park Elementary, including their educational backgrounds, relevant experience, and specific roles within your organization.
    - Detail the qualifications and expertise these individuals bring to their roles, particularly in areas critical to the success of our school.
  4. **Evidence of Previous Success in Similar Roles:**
    - Submit case studies or examples of previous successful partnerships with educational institutions, particularly those in Nevada or similar environments serving similar student populations.
    - Highlight measurable improvements in academic outcomes, operational efficiencies, and stakeholder satisfaction that your management has facilitated.
    - Include references or testimonials from past or current clients that can attest to your organization's effectiveness and professionalism.
  5. **Compliance with NRS 333.340 and Related Statutes:**
    - Demonstrate your understanding and ability to comply with NRS 333.340, including your approach to ensuring the lowest responsible bid that meets all legal and operational requirements.
    - Provide an analysis of total cost of ownership for your services, considering all factors such as maintenance, repair histories, warranties, and replacement costs as outlined in the statutes.
    - Explain how you will adhere to additional bidding preferences and any applicable inverse preferences, ensuring transparency and fairness in procurement.
  6. **Onboarding Process with the New CMO/EMO:**
    - Describe the onboarding process that will be implemented to ensure a smooth transition from the current management to your organization.
    - Include a timeline with key milestones, staff training sessions, initial assessments, and any immediate actions to be taken upon contract award.
    - Detail how you will engage with existing school personnel, students, and the wider community to maintain continuity and build trust during the transition period.
  7. **Long-term Integration and Support:**
    - Outline your strategies for long-term integration into the school's culture and operations.
    - Discuss how you will provide ongoing support and development to the school, ensuring sustainability and continual improvement of services.

Proposals must be clear, well-documented, and comprehensive, demonstrating a keen understanding of the needs of Cactus Park Elementary and an ability to meet those needs effectively. Each proposal will be evaluated based on its depth, relevance, innovation, and alignment with our school's goals and the regulatory landscape of Nevada.

---

## V. EVALUATION CRITERIA

Proposals submitted in response to this RFP will be rigorously evaluated based on a comprehensive set of criteria designed to identify the most capable and effective management organization. The selection committee will use a point-based system to assess each proposal against the following criteria:

1. **Administrative Compliance (10 points):** Proposals must meet all administrative requirements as detailed in the RFP. This includes adherence to submission instructions, completeness of the proposal, and responsiveness to all sections of the RFP.
2. **Experience and Expertise (20 points):** Demonstrated experience in managing charter schools, with a specific focus on improving educational outcomes for ELL and FRL populations. The proposal should provide detailed case studies or examples of past successes in similar roles, particularly within Nevada or comparable contexts.
3. **Organizational Capability (15 points):** Evaluation of the proposer's organizational structure, stability, and resources to effectively manage Cactus Park Elementary. This includes an assessment of the qualifications and relevant experience of key personnel designated to work with the school.
4. **Quality and Innovativeness of Services (20 points):** The quality, innovation, and adaptability of the services offered to meet the unique needs of Cactus Park Elementary. Proposals should outline clear, innovative strategies for enrollment management, compliance, financial management, and academic support.
5. **Cost (15 points):** Total cost of ownership, including all direct and indirect costs associated with the proposed services. Proposals should provide a detailed breakdown that demonstrates cost-effectiveness and value for money.
6. **Local and Community Engagement (10 points):** Strategies for engaging with the local community, process for enrollment, and integrating with the local educational landscape. This includes plans for onboarding with the new CMO/EMO and transitioning from the previous management organization.
7. **Sustainability and Long-Term Planning (10 points):** Evidence of sustainable and forward-thinking planning. Proposals should demonstrate how the organization intends to maintain and build upon service quality over the contract period.

The total maximum points available are 100. Proposals will be ranked based on the total points scored, and the selection committee will recommend awarding the contract to the highest-scoring proposer.

---

## VI. SUBMISSION GUIDELINES

Proposals must be submitted in both digital and hard copy formats as outlined below:

1. **Mandatory Pre-Submission Meeting:** A pre-submission meeting is required via in-person or virtual attendance to ensure your proposal is well-informed of the school's needs and mission. Such meeting will be scheduled upon initial interest being expressed.
  2. **Submission Deadline:** All proposals must be received by 5:00 PM PST on December 23, 2024. **[NEW DEADLINE EXTENDED: December 30, 2024]**
  3. **Submission Formats:**
    - **Digital Copy:** Must be emailed to the designated RFP Coordinator. The email subject line should read "Proposal for Charter Management Services - Cactus Park Elementary."
    - **Hard Copy:** One original (marked "Original") and two copies (marked "Copy") must be delivered in a sealed envelope addressed to the RFP Coordinator. The envelope should be clearly labeled with the proposal title, RFP number, and proposer's name and address.
- 

## VII. AWARD PROCESS

The award process will follow these steps:

1. **Evaluation Period:** Proposals will be evaluated immediately following the submission deadline. The selection committee may invite proposers to present their proposals or provide additional information.
  2. **Mandatory Post-Submission Meeting:** A post-submission meeting will be held by January 24, 2025, at Cactus Park Elementary. In-person or virtual attendance is required to ensure the school's board can ask proposers questions regarding their submission.
  3. **Contract Negotiations:** Following the Post-Submission Meeting, the top-ranked proposer will enter into contract negotiations. Cactus Park Elementary reserves the right to negotiate the terms of the contract to best serve the interests of the school and its students.
  4. **Contract Award:** The final award decision will be made by the governing board of Cactus Park Elementary. The successful proposer will be notified by January 31, 2025.
  5. **Right to Reject or Accept:** Cactus Park Elementary reserves the right to accept or reject any and all proposals or to cancel the RFP in part or in its entirety if it is in the best interest of the school to do so.
- 

## VIII. PROPOSER REFERENCES

To assess the capability and reliability of each proposer, we require the submission of references from at least two organizations to which the proposer has provided Charter Management Organization Services within the past five years. These references are critical to evaluating the proposer's previous performance and the quality of services rendered, which are indicative of the level of service Cactus Park Elementary can expect.

### Reference Submission Requirements:

- **Number of References Required:** At least two (2) separate references.
- **Information to Include:**
  - **Organization Name:** Full legal name of the entity provided services.
  - **Contact Information:** Name, title, phone number, and email address of the primary contact person who can provide a detailed account of the services rendered and the proposer's performance.
  - **Description of Services Provided:** A brief description of the scope of services the proposer provided, including any specific achievements or contributions that benefited the organization.
  - **Period of Service:** Exact dates or duration of service to demonstrate the timeline of engagement.

**Submission Format:** References must be submitted as part of the proposal package in a dedicated section clearly labeled "Proposer References." Each reference should be presented on a separate sheet, ensuring all required details are easy to identify and verify.

**Evaluation of References:** The selection committee will contact these references to verify the information provided and to discuss the proposer's performance, professionalism, and ability to deliver services effectively. Proposals lacking complete reference information will be considered non-responsive and may be rejected outright.

---

## IX. FEE PROPOSAL

Each proposer must submit a detailed fee proposal that outlines all costs associated with the management services to be provided. This fee proposal will be a significant factor in the evaluation process, as it will help determine the total cost of ownership and the proposer's cost-effectiveness.

### Cost Breakdown Requirements:

1. **Detailed Description of Services:** Each service provided must be listed and described, linking directly to the corresponding item in the Scope of Services.
2. **Annual Cost for Each Service:** Provide a clear, itemized list of annual costs for each service offered. This should include any one-time costs, recurring fees, and any variable costs.
3. **Explanation of Fee Structure:** Explain the basis of the fee structure (e.g., fixed fee, per student fee, percentage of budget).
4. **Inclusions and Exclusions:** Clearly define what is included in the fees, such as additional costs for special services or expenses that are not covered in the base fee.
5. **Payment Schedule:** Propose a payment schedule that aligns with the school's fiscal planning and budgeting cycle.

**Submission Format:** The fee proposal should be submitted as a separate, clearly labeled section within the proposal package. Include tables or charts to organize the fee structure and cost breakdowns for clarity.

**Evaluation of Fee Proposal:** The fee proposal will be assessed for its clarity, thoroughness, and alignment with the school's budgetary constraints and value for money. Proposers offering transparent and competitive pricing without compromising on service quality will be favorably considered.

By providing detailed references and a transparent fee proposal, proposers will enable Cactus Park Elementary to make an informed decision that ensures both financial prudence and high-quality management services.