

REQUEST FOR PROPOSAL

Diversity, Equity and Inclusion

District Partnership

March 2023

Prepared by:

UPPER ARLINGTON CITY SCHOOLS

Contact:

**Kathleen Jenney, EdD
Interim Superintendent
superintendent@uaschools.org**

INTRODUCTION:

The Upper Arlington Schools 2019-2024 Strategic Plan draws attention to our long-running philosophy of educating the whole child. The Board of Education continues its commitment to ensuring our schools are places where all students are welcomed, respected, celebrated and supported while receiving the highest quality education. Diversity, equity and inclusion (DEI) are essential elements of student and staff well-being. The Board prioritizes continued support of our students in academics, the arts and student life activities while pursuing equitable practices that cultivate the diverse gifts, talents, interests and identities of every child as they learn how to serve, lead and succeed. This balanced approach is integral to the development of well-rounded and higher-achieving students.

Upper Arlington Schools Board of Education, administration and staff are committed to teaching and leading with diversity, inclusiveness, empathy, compassion and civility for the approximately 6,200 students we serve — including approximately 300 in our preschool program, 2,900 in grades K-5, 1,400 in grades 6-8 and 1,900 in grades 9-12. We are actively working to examine our policies and practices to ensure that all facets of our school culture truly reflect the district's mission, vision and values.

The district seeks to strengthen its efforts through a partnership with a provider that builds on the expertise already offered by the staff and community. This partnership will enable the district to benchmark current progress and integrate further diversity, equity and inclusion research-based strategies that have a meaningful and lasting impact.

The third component of the strategic plan identifies the importance of continuous improvement. While the district has made inroads with the overall inclusiveness of the school district, the continuous improvement process enables the district to continually plan, review data, progress-monitor clear goals and adjust based on those outcomes. This partnership will further enable the district to review key processes that may need to be adjusted to ensure access to all services for the students and staff.

Proposals will be accepted until March 31, 2023. Each entity submitting a proposal (hereinafter "Provider") shall do so at its own expense. One copy of the proposal shall be prepared and submitted in an envelope clearly marked "RFP 2023 Diversity, Equity and Inclusion Partnership Proposal" to Upper Arlington Schools, attention Kathleen Jenney, 1619 Zollinger Road, Upper Arlington, Ohio 43221. In addition, please email an electronic copy to kjenney@uaschools.org. A proposal received after **4:00 p.m. on March 31, 2023,** may be disqualified.

Questions regarding this RFP should be submitted via email to Kathy Jenney at kjenney@uaschools.org. A pre-proposal meeting will be conducted on **March 21, 2023, at 10:00 am via Zoom** for any interested organizations.

SCOPE:

This diversity, equity and inclusion (DEI) partnership will enable the district to further respond to students and staff proactively in a manner that supports all stakeholders and continues to identify strategies that support a culture of well-being and a sense of belonging in the district. Proposals should address the following goals:

- Developing and implementing a comprehensive strategy of acknowledging, understanding, respecting, and accepting diverse beliefs, ethnicities, cultures, and lifestyles are a critical underpinning of a successful education in today's global society.
- Support the design, development and execution of short-term and long-term programming to benefit the entire student population and is reflective of the Profile of an Engaged Learner

- Analyze district data and assist in developing measurable and meaningful outcomes that support the advancement of the district's commitment to increase cultural awareness.
- Provide strategic leadership in developing policies, practices and programs that promote cultural awareness, equity and inclusion.
- Collaborate with faculty and appropriate administrators to provide research-based training in culturally relevant equity pedagogy and the creation of a culturally responsive organizational culture.
- Support the internal leadership structure that has responsibility for carrying out all aspects of diversity, equity and inclusion work.
- Support community outreach activities, including developing and planning events aligned with the district's strategic focus on well-being.

THE PROPOSAL (RFP) SHOULD INCLUDE THE FOLLOWING COMPONENTS:

- Agency background and qualifications as a research-based organization
- Proposed strategies and services to be provided
- Timeline for implementation
- Staffing support, including a structure for a single point of contact for the coordination of services
 - Can be shown as full-time equivalents
 - Resumes or qualifications of staff
- Proposed length of the contract
- Itemized budget

THE PROVIDER FURTHER ACKNOWLEDGES:

The Provider becomes an extension of the district by virtue of having access to students and staff during the school day and having space allocated in Upper Arlington City School District buildings. The district will expect a regular cadence of updates, reviews and recommended revisions to the partnership activities and agreements.

The proposal should include information on how continuity of services is ensured during times when the Provider staff are unavailable due to fluctuation in personnel supports identified as part of the submittal.

DISTRICT SUPPORTS FOR THE PROVIDER:

The district is passionately committed to addressing the DEI needs of students and, as such, is committed to developing an effective high-level partnership with the Provider. The district will work diligently to remove any barriers to services and ensure that the following will be provided:

- Access to documents and staff as indicated necessary and agreed upon in the selected proposal
- Space to work in small groups and individually, as dictated by the nature of the work
- Ongoing communication regarding the process and progress of the partnership will be nurtured through regularly scheduled meetings with representative district staff and committees
- Aggregate data from district or building-level assessments
- Continuation of current leadership structures, including the commitment of resources for administrative support, district and building leadership teams, and community leadership through the Equity Advisory Board.

A final budget and service agreement will be determined in collaboration with the chosen provider. RFP submissions should provide estimated ranges of proposed services.

ADDITIONAL INFORMATION:

The Provider and the Upper Arlington City School District understand that the Provider will be subject to 20 USC 1232g (FERPA)/R.C. 3319.321's rules and regulations. The Provider will at all times comply with all laws, regulations, rules, and professional standards applicable to the services being provided. Both parties agree that the confidentiality of student information is of the utmost importance and that any student information received by either party shall be kept confidential.

The Provider will provide professional liability coverage and all other required insurance coverage for their services under this agreement. The liability coverage applies solely to actions of the Provider as an employee of the Provider within the scope of their employment. A certificate of liability will be provided to the district naming the Upper Arlington City School District as an additional insured.

The Provider shall obtain Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background checks for any employees that will be working in the Upper Arlington City School District with students. These checks shall satisfy the requirements in R.C. 3319.39, R.C. 3319.392, and all other applicable state laws. Provider shall not assign any employee to perform duties pursuant to this Agreement who has a disqualifying offense under these statutes and/or R.C. 3319.31. The Provider shall pay the costs of obtaining background checks, and it shall, upon request, provide the district with proof that it has complied with this requirement.

As part of the RFP process, responding Agencies may also be asked to provide tours of their facilities (if requested) or be asked to make a presentation to a small committee.

In no event shall the select Provider and/or its employees be considered employees of the Upper Arlington City School District. The Provider shall be responsible for and shall pay for any wages, benefits, charges, fees and/or taxes, including social security taxes, health care charges/taxes, workers' compensation taxes, unemployment taxes, STRS/SERS contributions, and/or any other governmental charges or taxes required to be paid on behalf of Provider's service providers, employees, agents, subcontractors, or assigns performing any work or providing any services to the Upper Arlington City School District.

The Board of Education encourages women-owned, minority, and small businesses, and EDGE vendors to respond to the RFP. The Provider shall furnish appropriate information about its effort to include women-owned, minority, small business, and EDGE vendors in its proposal, including the identities of such enterprises and the dollar amount supplied under the contract. Additionally, Provider shall describe the firm's history of performance with goals of diversity and inclusion.

The Provider agrees that if it is awarded a contract that in the hiring of employees for performance of work under the contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, color, religion, sex, age, disability or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin, or ancestry, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Provider further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of the work under the contract on account of race, color, religion, sex, age, disability or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin or ancestry.

The Provider represents that it is familiar with all applicable ethics and conflict of interest law requirements, including without limitation Sections 102.03 and 2921.42 of the Ohio Revised Code, and certifies that it is in compliance with such requirements. Additionally, the Provider has reviewed all of the engagements and pending engagements of the Provider and no potential exists for any conflict of

interest or unfair advantage. Except with the District's prior knowledge and written consent, Provider will not engage in any activity or accept any employment, interest, or contribution that would reasonably appear to compromise the Provider's professional judgment with respect to the partnership.

The Upper Arlington City School District reserves the right to reject any or all offers; reserves the right to waive any irregularities or informalities in proposals; to accept or reject any one or more items of a proposal; and shall have no liability whatsoever to any Provider whose proposal is not accepted. The Provider further reserves the right to select Agencies based on criteria that include certifications, references and industry experience. Acceptance of a proposal shall not constitute an agreement between the Provider and the school district unless the proposal has been reduced to writing and executed by both the Provider and the Upper Arlington City School District Board of Education.

Proposals should be sent to the attention:

Dr. Kathleen Jenney
Superintendent
Upper Arlington City Schools
1619 Zollinger Road
Upper Arlington, Ohio 43221
superintendent@uaschools.org