



March 15, 2019

TO: Potential Vendors

RE: REQUEST FOR PROPOSAL
Afterschool Services
The Museum School of Avondale Estates

To Whom It May Concern:

The Museum School of Avondale Estates is seeking qualified vendors to provide proposals for afterschool services for the 2019 - 2020 school year. During the 2019-2020 school year, The Museum School will serve approximately 590 students, Kindergarten – 8th grade. Typically, the afterschool vendor serves 75-100 students daily.

The mission of The Museum School of Avondale Estates is to inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The Museum School offers the accessibility of a public school with the organizational and curricular innovation of a museum school model. Beginning at the neighborhood level, students develop a strong sense of community, independence, responsibility, and respect for the impact of their decisions and actions on others. These skills will inspire them with the confidence to identify and manage problems at the local and global level.

The proposal should include, but not be limited to, the following components:

- Detailed program description, including alignment with the school's mission and philosophy, curriculum information, and vision/mission of program
- Sample daily schedule
- Fee structure for participants (including payment options and policies) and details on percentage to be donated to The Museum School
- Staffing structure, including recruiting, sample job posting, and hiring practices including staff qualifications, background checks, and attrition rate
- Camp/Care options for school breaks (including summer break) and professional learning days
- Description of process for recruiting, hiring, and managing outside vendors for specialized classes and activities
- Disciplinary policies
- Policies for campus safety and security
- Sample snack menus
- References

Proposals are due on **April 1 at 5:00 pm EDT** and should be submitted electronically to the email address below. All questions must be submitted to the same email address.

Attn: Katherine Kelbaugh
The Museum School of Avondale Estates
923 Forrest Boulevard
Decatur, GA 30030
404.289.0320
Katherine.kelbaugh@themuseumschool.org

The time process for vendor selection shall be as follows:

RFP Issued	3.15.19
Response Due	4.1.19
Notification to top three vendors selected for interviews	4.22.19
Interviews Conducted	4.22.19 - 5.3.19
Vendor Selection	5.21.19

The Vendor will be selected based upon the vendor's capabilities, fee structure, program compatibility and ability to meet the school's unique needs. We look forward to your response.

Sincerely,



The Museum School of Avondale Estates