



Request for Proposals (RFP)

Notice is hereby given that the GoodLife Agency is requesting competitive proposals until October 25, 2022, at 5:00 P.M. EST, for the following professional services:

Legal Counsel and Compliance Services

Overview

The GoodLife Agency's leadership team is responsible for long-range planning for the educational delivery, support, and training for instructional and non-instructional staff of the participating districts in the grant, as well as the day-to-day administration of various state and federally-funded educational programs geared towards the performance improvement, including but not limited to the administration, of these programs.

Purpose

The purpose of the TSL grant is to assist state, local educational agencies (LEAs), and nonprofit organizations to develop, implement, improve, or expand comprehensive Performance-Based Compensation Systems (PBCS) or Human Capital Management Systems (HCMS) for teachers, principals, and other school leaders (educators) (especially for educators in high-Need Schools who raise student growth and academic achievement and close the achievement gap between high-and low-performing students). In addition, a portion of TSL funds may be used to study the effectiveness, fairness, quality, consistency, and reliability of PBCS or HCMS for educators.

Scope of Work

Scope of Work entails management/maintenance, impact, professional development, and sustainability of the Local Education Agency Partnership (LEAP) and the evidence of fidelity in the dissemination of grant information. It should be simple to make researching the site a pleasant user experience. The scope of work will include but is not limited to the following task and deliverables:

- Support the Project Director in coordinating all aspects of compliance and legal guidance for the grant.
- Assist with analyzing, interpreting, and applying Federal, State, and local government statutes, OMB Guidance, CFR, and other requirements and regulations for grant administration.
- Conduct quarterly compliance checks and work with the auditor to ensure proper grant administration.
- Review the district's vendor contracts to determine if the vendor has purview over human capital management components.

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- Advise districts of vendor responsibilities, inadequacies, and/or districts' staffing and administrative needs to fulfill obligations under the grant.
- Ongoing monitoring of the district's alignment with human capital management system grant objectives.
- Develop job descriptions, service agreements, and RFPs for needed services.
- Assist the LEAP team in developing district communications and calendars.
- Assist the LEAP team with identifying professional development resources and vendors and develop vendor contracts.
- Participate in LEAP training and coordination of training activities.
- Maintain strong communications with partner districts and school campus leadership to promote the goals of the grant.
- Monitor website activities
- Prepare reports as required for the grant.
- Manage project timeline including tracking project deliverables and managing the collection process in the Asana project management tool.
- Create work plans, monthly performance reports, and other assessments.
- Participate in our process as a legal subject matter expert.
- Provide consultative expertise to identify, research, and solve operational needs.
- Deliver communications and reporting to stakeholders that provide insight, data, and recommendations.
- Support the change management of policies and procedures by creating communication plans, communications, and any other supporting materials to encourage adoption.
- Collaborate with multiple LEAP and partner school offices and departments and external partner organizations toward alignment of project standards and reporting practices.
- Law Degree, JD, and previous experience in compliance contracting, risk, and communications management.

Fee Schedule

The proposed fee schedule should be all-inclusive and presented with costs based on an hourly basis. Applicants must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff, C) Clerical staff, and D) Consultants. All costs should be based on the projected hours of work provided. The awarded contractor will invoice monthly and be paid within 30 days of the invoice.

Award

The GoodLife Agency plans to notify and award the contract by November 1, 2022. The GoodLife Agency will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

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RFP Questions and Responses

All questions pertaining to this proposal must be submitted by October 21, 2022, at 5:00 pm in writing via email to: hello@leaptsl.com

Statement of Non-Commitment

Issuance of this RFP does not obligate The GoodLife Agency to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

Respondent Requirements

All Respondents should submit the following:

1. Individual or Firm Information:
 - a. The individual's or firm's legal name, address, and contact information.
 - b. Principal(s) of the firm.
 - c. Specific individuals that are responsible for the management of the services, including their experience and qualifications.
2. Examples of grant sources from which the applicant has successfully obtained contracts (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants).
3. Clear demonstration of applicant's knowledge and experience, with demographic data of that experience.
4. Proposed Fee Schedule.
5. A minimum of three (3) professional references from clients for whom the applicant has successfully performed similar work.
6. Proposals must be submitted by 5:00 p.m. on Tuesday, October 25, 2022, as an AdobePDF file to hello@leaptsl.com
7. The total proposal should be no longer than 10 standard letter-sized pages, in Times New Roman font, size 11.

Proposals not meeting the criteria outlined in the RFP will not be considered.