

Request for Proposals (RFP)
21st Century Community Learning Centers (21st CCLC) LOOP Program
Grand Rapids Public Schools

Introduction

Grand Rapids Public Schools (GRPS) is seeking proposals from qualified service providers to offer a variety of enrichment services for our 21st Century Community Learning Centers (21st CCLC) LOOP programs: Burton Elementary School (K-5), Campus Elementary School (K-5), and Harrison Park Academy (K-8). The LOOP programs aim to provide high-quality, afterschool and summer learning opportunities that support and offer enriching experiences for our students. Each program is required to enroll and service a minimum of 30+ scholars.

Project Overview

Title: 21st CCLC LOOP Programs Service Provider

Issuing Organization: Grand Rapids Public Schools (GRPS)

RFP Release Date: Wednesday, August 20, 2025

Proposal Due Date: Wednesday, September 3, 2025, 2:00 P.M. EST

Any RFPs received after the due date and time will NOT be considered. Incomplete RFPs will not be accepted and will not be returned for revisions. The proposal must be signed by an authorized official to bind the VENDOR to the proposal provision.

Estimated Notification of Award: Monday, October 13, 2025

**District reserves the right to evaluate or reject any or all bids.*

**In the event that the District anticipates a funding shortage and cannot fulfill the remainder of this contract, the District shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding.*

Selected providers will be required to enter into a formal agreement with GRPS. Upon award VENDOR is expected to sign the Grand Rapids Public Schools Memorandum of Understanding. (attached)

Program Start Date: To Be Determined

Contact Person: Diane Liggins, Director of Purchasing, Email: LigginsS@grps.org

Questions should be submitted to Diane Liggins

Format and Procedures for Delivery of Proposals

The proposal shall consist of:

1. Cover letter
2. Organizational profile
3. Service proposal
4. Staffing plan
5. Budget
6. Evaluation plan
7. Familial Relationship
8. Debarment and Suspension Certification
9. Iran Business Relationship Affidavit

One (1) original and (2) copies of the proposal must be received on or before 2:00 P.M. EST on Wednesday, September 3, 2025, to the address listed below:

Grand Rapids Public Schools
Franklin Campus
1331 Martin Luther King Jr. ST SE
Grand Rapids, Michigan 49506
Attn: Diane Liggins, Director of Purchasing

Scope of Services

GRPS is looking for providers to deliver services in the following areas:

- Enrichment Activities:
 - STEM (Science, Technology, Engineering, and Math) programs
 - Arts and crafts, music, dance, and theater
 - Sports and physical fitness programs
 - Other enrichment activities involving cooking, finances, outdoor learning, and other activities
- Social and Emotional Learning (SEL):
 - SEL curriculum implementation
 - Counseling and mentoring
 - Leadership and character development programs
- Career and College Readiness:
 - Career exploration workshops
 - College preparatory programs
 - Job shadowing and internships
- Family Engagement:
 - Workshops and seminars for parents
 - Family literacy programs
 - Family fun and learning nights
 - Parent/guardian involvement in the planning and implementation process, as well as on advisory

boards

Provider Requirements

Prospective providers must meet the following requirements:

- Experience:
 - Demonstrated experience in delivering high-quality educational and enrichment services.
 - Experience working with diverse student populations in urban settings.
- Staff Qualifications:
 - Qualified and trained staff with relevant credentials and experience.
 - Background checks and clearances for all staff working with students.
- Program Design:
 - Evidence-based and/or best practice program models.
 - Clear and measurable objectives and outcomes.
- Compliance:
 - Ability to comply with all federal, state, and local regulations related to 21st CCLC programs.
 - Insurance and liability coverage as required by GRPS.

Proposal Submission Requirements

Proposals **must not exceed 10 pages** and should include the following information:

1. Cover Letter:
 - a. A brief introduction to the provider and summary of the proposal.
2. Organization Profile:
 - a. Description of the organization, including mission, vision, and relevant experience.
3. Service Proposal:
 - a. Detailed description of the services to be provided. What special dynamics will you bring to the sites you are interested in? Why do you want to serve the sites you are interested in?
 - b. Plan for student recruitment and retainment
 - c. Describe plans for a school year program and a 6-week summer program. The regular school year program must operate a minimum of 32 weeks, at least four days per week, and 3 hours per day before and/or after school.
 - d. Alignment with the needs and objectives of the 21st CCLC LOOP programs.
4. Staffing Plan:
 - a. Qualifications and experience of key staff.
 - b. Staffing ratios and supervision plan.
 - c. Staffing plan needed for each site included in the RFP
5. Budget:
 - a. Detailed budget including all costs associated with service delivery.
 - b. Justification for the proposed budget.
6. Evaluation Plan:
 - a. Methods for assessing program effectiveness and student outcomes.
 - b. Reporting and documentation procedures.

GRPS Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Quality of Services:
 - a. Alignment with 21st CCLC LOOP program goals.
 - b. Evidence-based practices and innovation.
2. Experience and Qualifications:
 - a. Relevant experience and success in similar projects.
 - b. Qualifications and expertise of staff.
3. Cost-Effectiveness:
 - a. Reasonableness of the proposed budget.
 - b. Cost-effectiveness of the services offered.
4. Organizational Capacity:
 - a. Ability to deliver and manage the proposed services.
 - b. Adequate infrastructure and support.
5. Impact and Sustainability:
 - a. Potential impact on student outcomes.
 - b. Sustainability of the program beyond the funding period.