



# MARYLAND ALLIANCE OF PUBLIC CHARTER SCHOOLS

Maryland Alliance of Public Charter Schools

## **REQUEST FOR QUOTES**

Lead Reviewers and Peer Reviewers for Grant  
Applications for Maryland Charter Schools Program

Release Date: 11/29/23

### **Introduction**

The Maryland Alliance of Public Charter Schools (MAPCS) is a 501(c)3 non-profit non-partisan organization that serves as a voice for charter school communities so that we can offer support to new and existing public charter schools, and drive the discussion around innovative educational practices that lead to positive outcomes for students. On September 27, 2023, MAPCS was awarded the 2023 Charter Schools Program (CSP) grant to increase the number of high quality charter schools in Maryland over the next five years. Authorized by Title IV, Part C of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015. The Federal Charter Schools Program (CSP) provides funding to state education agencies and state entities for the purpose of increasing the number of high quality public charter schools available to students across the nation. This is accomplished by providing financial assistance for planning, start-up, and implementation of new and expanding public charter schools. To help carry out these objectives, MAPCS is offering a competitive grant opportunity to qualified charter school operators and developers for the planning and early years of implementation of new, expanded, or replicated charter schools. As part of this grant, MAPCS will be bidding out for a number of services and products.

### **NATURE OF WORK**

Grant Review – Up to 5 hours per proposal

MAPCS is soliciting reviewers to read, score, and collaborate with other reviewers to determine a consensus score for each submitted grant proposal.

Selected grant reviewers shall be responsible for the following:

1. Participate in a webinar training to review the Request for Grant Applications and scoring rubric;
2. Read and individually score each assigned grant proposal using the rubric provided by MAPCS and reviewed in training;
3. Participate in a consensus session with other reviewers; and,
4. Complete required rubric and submit to MAPCS.

### **Team Lead**

In addition to the grant review responsibilities above, a Team Lead will convene all the reviewers for a proposal or set of proposals. This meeting may be in person or via conference call. The Lead will produce a consensus score for each proposal based on the scores and input from all reviewers, and list recommended follow-up questions that the MAPCS can incorporate into interviews with grant applicants.

### **Timeline**

The following dates are for planning. Exact times may be different. Peer Reviewers will be provided with final dates at selection.

MAPCS anticipates a grant competition will be held in Spring 2024. An additional application review for one application is projected for December 2023 or January 2024. In addition, some peer reviewers may be invited to review grant applications on a rolling basis. For example, for the Spring 2024 grant competition, the projected timeline is:

1. The Webinar for Peer Reviewers will take place in April, 2024.
2. The application review period is scheduled for April and May, 2024.
3. Consensus scores and questions will be provided by the Team Lead to the MAPCS by May 10, 2024.

For the single application that we anticipate for review the timeline would be December and January for everything.

### **OFFEROR QUALIFICATIONS:**

#### **A. Essential Requirements:**

1. Knowledge of and/or direct experience in one or more the following areas:
  - a) Elementary or Secondary public education
  - b) Interventions to support educationally disadvantaged students

- c) Special Education
  - d) Nonprofit management
  - e) Parent and Community Engagement
  - f) School Climate
  - g) School finance
2. Demonstrated ability to meet deadlines and work independently;
  3. Proficient in Microsoft Word with access to working, up-to-date computer

**B. Education Requirements:**

1. Minimum of Bachelor's degree in Education, Counseling, Supervision, or related field.

**PARTIAL/MULTIPLE CONSULTANTS:**

MAPCS reserves the right to award contracts to multiple consultants for the services and materials required in this RFQ. The Bidders demonstrating the most experience reviewing grants shall be selected as Team Leads.

You must indicate on the Bid Form if you would like to be considered for a Team Lead role.

Also please indicate if you would be available for the December/January review (we need three reviewers).

**CONFLICT OF INTEREST**

No Bidder shall apply for this RFQ if they are currently employed or have been awarded a contract where it could be considered a Conflict of Interest. "In general, an official or employee may not participate in a matter if the Contractor has an interest in the matter or has a direct financial interest of which the Contractor reasonably may be expected to know ...: " For the complete General Provision Code Annotated: 5-501, please see the Annotated Code of Maryland; General Provisions, Title 5. Maryland Public Ethics Law, Subtitle 5.

Conflicts of Interest. Any potential conflict of interest must be reported to the Project Director in the event of doubt.

As a reviewer, you will have a conflict of interest if:

1. You helped prepare an application, regardless of financial interest in the success or failure of that application.
2. You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project.

3. Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees or associates of the project applying for funding.

You have a conflict of interest, but one that does not necessarily disqualify you from reviewing, if:

1. You are affiliated with an organization that plans to submit an application, but you will not benefit financially from that application.
2. Your spouse is affiliated with an organization that plans to submit an application, but he or she will not benefit financially from that application.
3. An applicant names you as a consultant in an application without your prior knowledge.
4. A situation exists that may be perceived as a conflict, such as reviewing proposals from your City or County, reviewing proposals in which a family member (other than your spouse) stands to benefit financially, reviewing proposals from an organization or individual with whom you are negotiating employment, etc.

The Maryland Alliance of Public Charter Schools (MAPCS) will make a final determination about whether a conflict of interest prevents the bidder from reviewing all or some of the grant applications.

### **PLACE OF WORK**

Training for grant reviewers will take place through a webinar. Reviewers will work at their home offices.

### **AWARD BASIS**

The award will be made to the prospective contractor that best meets MAPCS needs and requirements. All aspects of the evaluation criteria will be taken into consideration in awarding this contract - i.e., MAPCS uses a "best value" standard rather than a "lowest bid" standard. As this project will be funded through Federal funds, Federal procurement rules for a request for quotes and a contract are in effect.

### **GOVERNING LAW**

This contract shall be governed by and construed in accordance with the laws of Maryland, excluding its conflicts of law provisions, and any litigation with respect thereto shall be brought to the courts of Maryland. The Contractors shall comply with all applicable Federal, state and local laws and regulations.

### **INDEPENDENT CONTRACTOR**

The Contractor shall perform all services as an independent Contractor and shall at no time represent that the Contractor is an employee of MAPCS.

### **NEGOTIATION AND REJECTION**

MAPCS reserves the right the right to reject and and all proposals, to waive any informality or irregularity, to define equals, to negotiate with the best proposed offeror to address issues other than those described in the proposal, to award the contract to one other than the lower offeror, or to not make any award if it is determined to be in the best interest of MAPCS.

### **TERM OF CONTRACT**

Contract shall begin on or about December 20, 2023 and terminate on or about September 30, 2025, with an option to renew for three years.

### **CONTRACT TERMINATION**

MAPCS reserves the right to terminate a vendor's contract for just cause, without penalty. The Executive Director (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor may request reconsideration of this decision in writing at any time during the 30 day grace period.

### **SUBMISSION GUIDELINES**

The Bidder must submit the following:

1. A letter of interest.
2. A resume that demonstrates the required qualifications for the services requested.
3. The signed (using a blue ink pen) bid form (Exhibit A) to provide the service detailed in the Nature of Work.
4. The signed (using a blue ink pen) Conflict of Interest form (Exhibit B) to disclose if a situation exists that may be perceived as a conflict in reviewing grant proposals.

### **QUOTE CONDITIONS AND INFORMATION**

MAPCS is accepting Quotes immediately, and on a rolling basis. For the Spring 2024 Grant Cycle, quotes will be received by MAPCS until EOB, April 15, 2024 and reviewed on a rolling basis. Quotes must be submitted via email. Please use "RFQ-Peer Reviewer" as the subject line of the submission email. Questions regarding this request for quotes can be submitted to Stephanie Simms by email at [stephanie@mdcharters.org](mailto:stephanie@mdcharters.org).

**Contact:**

Stephanie Simms  
CSP Project Director  
1500 Union Ave, Suite 1330  
Baltimore, MD 21211  
[stephanie@mdcharters.org](mailto:stephanie@mdcharters.org)  
(410) 919.9678 ext 2

**EXHIBIT A  
BID FORM**

Note: Exhibit A bid form shall not be altered.

	DETAILED PRICE CATEGORY	# of Grant Proposals	Times	Price per Proposal	Total Price
A	A Number of Grants to Review ** (15 grants maximum over contract; 5 maximum per team member in one grant round)	_____ (Write in up-to # of grants to review)	X	\$400	
		# of Grant review Teams	Times	Price per Team Review	Total Price
B	Lead Grant Review Team * (Up to 3 over contract period)	_____ (Write in up-to # of teams)	X	\$100	
	TOTAL PRICE A+B				

Please check below if applicable:

\_\_\_\_\_ I would like to be considered as a Team Lead.

\*Lead reviewers will receive an additional \$100 for the entire review process plus \$400 for each proposal reviewed. If you checked this option, make sure you ADD \$100.00 to the total for the number of grants.

\*\* Reviewers may opt to be available for up to 15 grant reviews over the projected two-year contract period. Each review will read a maximum of 5 applications in one grant round.

**VENDOR'S NAME:** \_\_\_\_\_

**VENDOR'S ADDRESS:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**VENDOR'S FEDERAL ID or SS#** \_\_\_\_\_

**NAME OF AUTHORIZED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_



**EXHIBIT B**  
**Conflict of Interest**

As a reviewer, you will have **a conflict of interest** if:

1. You helped prepare an application, regardless of financial interest in the success or failure of that application.
2. You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project.
3. Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees or associates of the project applying for funding.

You have a conflict of interest, but one that does not necessarily disqualify you from reviewing, if:

1. You are affiliated with an organization that plans to submit an application, but you will not benefit financially from that application.
2. Your spouse is affiliated with an organization that plans to submit an application, but he or she will not benefit financially from that application.
3. An applicant names you as a consultant in an application without your prior knowledge.
4. A situation exists that may be perceived as a conflict, such as reviewing proposals from your City or County, reviewing proposals in which a family member (other than your spouse) stands to benefit financially, reviewing proposals from an organization or individual with whom you are negotiating employment, etc.

**VENDOR NAME:** \_\_\_\_\_

**Organization/applicant with which I have a relationship that may present a conflict of interest:**

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**Description of relationship with the organization/applicant that may present a conflict of interest:**

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**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_