

Request for Proposal for Travel Learning

11/1/22

This letter is a Request for a Proposal (RFP) by Pathways Early College Academy, a nonprofit high school, for a travel learning program provider.

Background: Pathways Early College Academy (PECA) is a nonprofit high school providing private early college high school educational programs in California and Arizona. Pathways Early College Academy is headquartered in Pasadena, CA.

Our current staff consists of 2 full-time directors based remotely who oversee operations at PECA and 1 full-time marketing coordinator.

Scope of services to be provided: This RFP is for an educational travel learning provider specializing in the area of high school travel learning opportunities. The selected independent party will:

1. Provide travel learning programs to PECA students
2. Offer travel learning opportunities that lead to college credit
3. Allow PECA to use student photos and other marketing materials in our marketing and on our website

The review team will consider all of the above listed competencies as well as any other competitive advantage that should be weighed in addition to cost analysis.

Fee Estimate Assumptions: Your fee estimate should incorporate the following assumptions:

- Preference would be for a flat per-student fee and service agreement encompassing the above stated requirements.
- Either party can cancel the service agreement.
- Any additional fees should be clearly outlined and detailed.

Proposal Contents: Proposals must include the following to be considered:

1. Description of the provider's qualifications and experience providing travel learning opportunities to high schools and/or educational service providers.
2. Description of the provider's proposed service offering addressing each scope of work area identified above in this RFP.
3. Fee schedule and proposed fee for services.

4. Primary contact person and their contact information.
5. References.

Submission and Selection: Additional information requests and submissions should be coordinated through Ella Baker via email at ella@peca.org. Proposals for the Travel Learning RFP must be submitted by Dec 1, 2022. Proposals will be reviewed and assessed based on provider knowledge and expertise in the field of travel learning, flexibility of service options, and pricing. The review will be confidential. Upon review, a recommendation will be submitted to the PECA Board of Directors along with a summary comparison of all submitted responses to the RFP for a final review and decision. Selection of the provider vendor is tentatively set for Dec 15, 2022.

We are looking forward to working with you, please do not hesitate to contact me if you have any additional questions.

Sincerely,

Ella Baker

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