

**REQUEST FOR PROPOSAL (RFP)**  
**Before and After School Program Services**  
**Oakland Avenue Charter School (OACS)**

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**Cover Page**

**Request for Proposal (RFP)**  
**Before and After School Program Services**

**Issued By:**

Oakland Avenue Charter School  
P.O. Box 949  
Oakland, FL 34760

**Contact:**

Pamela Dwyer, Principal  
Email: oacs-finance@oaklandfl.org

**RFP Release Date:** January 9, 2026

**Proposal Submission Deadline:** February 21, 2026, by 3:00 PM EST

**Anticipated Contract Start:** August 2026 (School Year 2026–2027)

**Vendor Proposal Submission Form**

**RFP Title:** Before and After School Program Services

**School:** Oakland Avenue Charter School (OACS)

**Vendor Information**

- Company Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

**Program Information**

- Proposed Start Date: \_\_\_\_\_
- Summary of Services Offered: \_\_\_\_\_  
\_\_\_\_\_
- Proposed Staffing Structure: \_\_\_\_\_  
\_\_\_\_\_

**Pricing Information**

- Family Fee Structure: \_\_\_\_\_
- Revenue-Sharing or Cost Model (if applicable): \_\_\_\_\_  
\_\_\_\_\_

### Compliance and Documentation

- Proof of Insurance Attached
- Background Screening Procedures Described
- References Included
- Program Schedule Attached
- Safety Procedures and Emergency Plan Included

### Authorized Signature

I certify that the information provided in this proposal is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## I. Introduction

Oakland Avenue Charter School (OACS) is seeking proposals from qualified organizations to provide **Before and After School Program Services** for the 2026–2027 school year. OACS is a public charter school located in Oakland, Florida, serving students in grades Pre-K through 5. The purpose of this RFP is to identify a vendor capable of offering high-quality, safe, and engaging before and after school care for OACS students on the school campus.

The selected provider will partner with OACS to support the school’s mission by offering enrichment opportunities that promote academic, social, and personal growth while ensuring student safety and alignment with OACS values.

This RFP is issued by the Oakland Avenue Charter School, a public charter school owned by the Town of Oakland, Florida. Any resulting agreement shall be between the selected vendor and the Town of Oakland, on behalf of OACS.

The initial contract term shall be for one (1) school year (2026–2027), with the option to renew for up to two (2) additional one-year terms upon mutual written agreement.

Vendors shall comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, age, national origin, disability, or marital status.

All personnel assigned to the program who will have direct contact with students shall comply with the screening and fingerprinting requirements of Sections 1012.465 and 1012.467, Florida Statutes

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## II. Scope of Services

The selected vendor will be responsible for:

1. Operating before and after school programs on the OACS campus during designated school days and hours.
2. Providing a structured, engaging, and safe environment for participating students.
3. Offering enrichment activities that complement the school's educational goals.
4. Employing qualified staff who have completed required background screenings.
5. Managing enrollment, attendance, and billing (if applicable) in coordination with school administration.
6. Maintaining appropriate staff-to-student ratios in compliance with state guidelines.
7. Adhering to all applicable federal, state, and local regulations, including safety, health, and licensing requirements.
8. Communicating regularly with OACS administration regarding student participation, incidents, and program updates.

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## III. Timeline

Milestone	Date
RFP Release Date	January 9, 2026
Deadline for Vendor Questions	February 3, 2026
Responses to Vendor Questions Posted	February 10, 2026
Proposal Submission Deadline	February 21, 2026, by 3:00 PM EST
Evaluation and Selection Period	February 24 – March 10, 2026
Notification of Award	March 14, 2026
Anticipated Contract Start Date	August 2026 (School Year 2026–2027)

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## IV. Proposal Submission Requirements

Proposals must include the following components:

1. **Company Profile** – Background, years in operation, and experience providing similar services.
2. **Program Description** – Daily schedule, enrichment activities, staffing model, and student supervision plan.
3. **Safety and Compliance Procedures** – Background screening process, emergency procedures, and staff training details.
4. **References** – At least three references from current or past school clients.
5. **Pricing Structure** – Clear explanation of costs, including fees for families and any revenue-sharing model, if applicable.

6. **Proof of Insurance** – Including liability and workers’ compensation coverage in the following amounts: General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate; Workers’ Compensation: Statutory limits; Automobile Liability: \$1,000,000 combined single limit. The Town of Oakland and OACS shall be listed as additional insureds.
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## V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality and comprehensiveness of the program design
  - Demonstrated experience in providing similar services
  - Staff qualifications and safety protocols
  - Alignment with OACS mission and student needs
  - Cost structure and overall value to the school community
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## VI. Submission Instructions

All proposals must be received by **3:00 PM EST on February 21, 2026**. Late submissions will not be considered.

**Submit proposals to:**

Pamela Dwyer, Principal  
Oakland Avenue Charter School  
P.O. Box 949  
Oakland, FL 34760  
Email: [oacs-finance@oaklandfl.org](mailto:oacs-finance@oaklandfl.org)

Questions regarding this RFP may be submitted in writing to the above email by **February 3, 2026**. Responses to all submitted questions will be posted publicly by **February 10, 2026**.

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## II. Terms and Conditions

- OACS reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposal process.
- Submission of a proposal indicates acceptance of all conditions and requirements listed in this RFP.
- The selected vendor will be required to enter into a formal agreement with OACS before services begin.
- The selected vendor shall be responsible for the acts and omissions of its employees, agents, and subcontractors. OACS reserves the right to immediately terminate the agreement for cause or terminate for convenience with 30 days' written notice.
- The selected vendor shall be required to sign the Town of Oakland's Standard Form Addendum, a copy of which is attached hereto.

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