

REQUEST FOR PROPOSALS (“RFP”)

For: Education Service Provider Services

This RFP is Being Issued by:

Wallace Stegner Public Schools

175 S Main Street STE 1050, SLC, UT, 84111
8014569570

SECTION I

SELECTION SCHEDULE

Notice of RFP: 4/27/2026 to 5/11/2026 published on Wallace Stegner Academy’s website at WSACHARTER.ORG.

Submission of Proposal (Deadline): 5/11/2026 to Adam Gerlach at agerlach@wsacharter.org. Proposals must be submitted in compliance with **Section IV** of this RFP.

Submission of Proposals: Proposals will be accepted until 4:00 PM on 5/11/2026. All proposals shall be directed to Adam Gerlach at agerlach@wsacharter.org.

Proposal Opening: Proposals will be opened publicly at 4:00 PM on 5/11/2026 at Wallace Stegner Academy Central Office

Review of Submitted Proposals: Begins on 5/11/2026

Tentative Contract Award Date: 5/13/2026

Offeror to Begin Service: 7/1/2026

Duration of Contract: 1 year with the option of renewal up to 5 years.

SECTION II

INTRODUCTION

A. Wallace Stegner Public Schools (the “School”) is requesting proposals for a public charter school Education Service Provider (“ESP”).

B. BACKGROUND OF THE SCHOOL.

Wallace Stegner Academy (WSA) is a public charter school network located in Utah, founded with the mission of developing students into thoughtful, capable, and self-governing individuals prepared for college, career, and civic life. The organization is grounded in the belief that all students can achieve at high levels when provided with a structured, knowledge-rich academic program and a culture of high expectations.

WSA currently operates five campuses serving approximately 3,300 students across grades K–11. As a growing network, WSA has demonstrated the ability to replicate a consistent and high-quality educational model while maintaining strong academic outcomes and organizational coherence across multiple sites.

The WSA academic model reflects a classical, liberal arts approach to education, emphasizing literacy, numeracy, and deep content knowledge. Core instruction focuses on reading, writing, history, mathematics, and science, delivered through explicit, teacher-led instruction and a carefully sequenced, knowledge-rich curriculum.

Key features of the WSA model include:

- A strong emphasis on explicit instruction and mastery-based learning
- A structured and orderly school environment that promotes consistency and student responsibility
- Frequent assessment cycles and data-driven instructional decision-making
- Intentional character development, including habits such as perseverance, grit, and social intelligence

WSA serves a diverse student population and is committed to ensuring equitable access to a high-quality education for all students, including those who are economically disadvantaged, English learners, and students with disabilities. The school implements systematic progress monitoring and targeted interventions to ensure all students meet rigorous academic expectations.

As a public charter school network, WSA operates with autonomy in exchange for accountability to its authorizer and the state of Utah. The organization is governed by an independent board and complies with all applicable federal and state laws, as well as established policies related to finance, operations, student services, and data governance.

WSA is seeking an Educational Service Provider (ESP) to support select operational and/or academic functions while preserving the integrity of its instructional model, mission, and school

culture. The selected provider will be expected to align with WSA's commitment to academic excellence, operational discipline, and continuous improvement, and to support the organization's continued growth and scalability.

- C. **DISCLAIMER & ACKNOWLEDGEMENT.** Authorization to continue operating the School as a Utah public charter school is expressly contingent on the School's charter not being terminated by the Utah State Board of Education. The School reserves the right to cancel any and all ESP service agreements executed pursuant to this RFP in the event the school's charter is terminated for any reason. All offerors must agree to cancellation of said agreements and to hold the School, its directors, officers, employees, and agents harmless for any loss of potential profits and costs/expenses incurred in the event the school's charter is terminated for any reason. Submission of an ESP proposal in response to this RFP shall be deemed an acknowledgment and consent by the offeror to the cancellation provisions contained in this paragraph.
- D. **TERM OF CONTRACT.** In the interest of maintaining continuity of services, the School will award a contract for Educational Service Provider (ESP) services for an initial term of one (1) year, beginning July 1, 2026. Subject to satisfactory performance and at the discretion of the School, the contract may be renewed annually for up to four (4) additional one-year terms, for a total term not to exceed five (5) years. The contract entered into by the School's Board of Directors for ESP services shall be in writing and shall incorporate the above-mentioned "Disclaimer & Acknowledgment."
- E. **AWARD OF CONTRACT.** The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to the School, taking into consideration the price and the evaluation factors set forth in this RFP. No other factors or criteria will be used in the evaluation, and please note that due to recent changes to the Utah Procurement Code, cost is evaluated independently from the substantive evaluation factors. The final determination shall be in writing and shall be determined at the sole discretion of SCHOOL's Board of Directors. The contract file will contain the basis on which the award is made. SCHOOL can reject any and all proposals, and it can waive any informality or technicality in any proposal received if SCHOOL's Board of Directors determines it would serve the best interests of SCHOOL. SCHOOL will open proposals publicly, identifying only the names of the offerors. Following the award decision, all proposals become public information.

SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with **Section IV** of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein, and the offeror can supply the described services for the fee contained in their submitted proposal.
- D. Proposals will be opened publicly at the Central Offices at 4:00 PM on 5/11/2026.. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. However, a register of proposals will be prepared and shall be open for public inspection after the contract is awarded. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of and responsiveness to the solicitation requirements.
- E. If selected by the School Board of Directors, the successful offeror must be prepared to execute a written education services provider agreement containing the services, terms, and conditions outlined in the successful proposal.
- F. **It is understood that the School's issuance of this RFP does not obligate the School to accept any of the proposals submitted in response to this RFP, nor does it guarantee that the School will in fact accept any of the said proposals. To the extent permitted by law, the School's Board of Directors reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of the School. No agreement exists on the part of the School and any offeror until a written contract is approved and executed by the School's Board of Directors and the offeror.**
- G. Proposals received by telephone, fax, mail, or any other unapproved form are not acceptable and will not be considered. Proposals must be submitted by email in accordance with Section IV.
- H. This RFP does not obligate the School to pay for any costs of any kind whatsoever that may be incurred by an offeror/respondent or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become property of the School. Further, the School shall not be liable to any offeror, person, or entity for

any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.

- I. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV

PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for Education Service Provider services for the School.

- A. **It is mandatory that each proposal contain a cover letter which includes the following:**
 1. A statement of the offeror's intent to provide the services outlined in the proposal
 2. The legal company name
 3. Complete company address
 4. Company contact person's name, phone number, and email address
 5. Company's website address
 6. The signature of the company's authorized representative, including position/title
 7. The date of submission.
- B. Proposals must address the Proposal Specifications set forth in Section V.
- C. Proposals must be emailed to Adam Gerlach at agerlach@wsachartger.org on or before 5/11/2026 at 4:00 pm. PROPOSALS MUST BE IN PDF FORMAT AND SEPARATED BY COST AND NON-COST RELATED INFORMATION. ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE CONTAINED IN A SEPARATE PDF FILE(S) AND CLEARLY IDENTIFIED AS COST INFORMATION. NO COST INFORMATION MAY BE SUBMITTED IN THE SAME PDF FILE AS THE REST OF THE PROPOSAL. The phrase "PROPOSAL FOR EDUCATION SERVICE PROVIDER SERVICES" must be included in the subject line of the email.
- D. Proposals must be signed by the offeror.

SECTION V

PROPOSAL SPECIFICATIONS

- A. The ESP will be expected to act as an independent contractor in the delivery of educational support services.

- B. The School is seeking comprehensive educational support services, also known as charter school management services, to begin on July 1, 2026 with the intent of utilizing the successful offeror's expertise in the effective planning, implementation, and delivery of its educational program. The successful offeror must have expertise and experience in applicable state and federal legislation regarding the operation of Utah charter schools. Each offeror must provide a response in their proposal, in narrative format, to each of the following management components:
 - 1. *ESP Experience, Qualifications, and Track Record* . Provide a narrative demonstrating a proven and successful track record for providing education support services to public charter schools. Preference may be given to offerors who demonstrate a successful operating history with Utah-based charter schools. Evidence of success must:
 - a. Include a list of all client charter schools, indicate the duration of your contractual relationship with each client school, and provide contact information for the charter school's current board president and principal. Note: The School reserves the right to contact the individuals listed herein. If you do not desire the School to contact any individual, please indicate it and provide an explanation.
 - b. Include a list of all management-level personnel and a description of their qualifications and experience. Also include a summary of other personnel and their qualifications and experience.
 - c. Include a list of any litigation, arbitration, fraud, or other alternative dispute resolution the ESP, or any individual or affiliate of the ESP, has had with a charter school client within the past 10 years, as well as a brief explanation of each matter to the extent such information is publicly available.
 - d. Include a list of any charter school client of the ESP that has been formally put on probation or had their charter terminated by the Utah State Charter School Board in the last 10 years. If applicable, please describe why the school was placed on probation and indicate whether such client is still on probation.

2. *Scope of Offered Services*. Provide a list and brief description of education services/management services offered in this proposal. Describe which, if any of these services relieve school staff and administration from duties they would otherwise be required to perform internally. Additionally, please provide specific responses to the following management elements:
 - a. Detail your experience, expertise, and services offered regarding charter school human resources needs. This may include advertising for teaching/administrative positions, candidate screening, interviewing, and assistance with employee licensing, employment agreements, employee evaluations, and employee termination.
 - b. Detail the services offered regarding the scheduling, record keeping, coordination, involvement, and attendance at regular and special meetings of the Board of Directors.
 - c. The School recognizes the need to properly maintain and safeguard school records. Detail the services offered regarding the maintenance of school records.
 - d. Detail the services offered regarding policy development, legal support, and compliance support.
 - e. Provide a summary of any additional services offered as part of your proposal and not listed above.
 - f. See Notes to the side.....
3. *Compensation – Cost Formula* . ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE SUBMITTED IN A SEPARATE PDF FILE(S) AND CLEARLY IDENTIFIED AS COST INFORMATION. NO COST INFORMATION MAY BE SUBMITTED WITH THE REST OF THE PROPOSAL. Provide the fee to be charged for the services contained in your proposal as outlined below.
4. *Selection and Scoring* . Selection of the Education Service Provider will be based on the responses to the above-listed management components in relation to the Evaluation Criteria set forth in the following section. The successful proposal will demonstrate a complete understanding of each of the service items, as well as a description of how the service items will be accomplished. The Evaluation Criteria contains a numerical score for each of the scored management components, and proposals will be ranked based on their score.

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. **Offeror's Experience and Qualifications (20 points):** This criterion is based on the responsiveness to the questions contained in Section V(B)(1) and (1)(a)-(b).
1. This criterion involves the overall depth and quality of the offeror's experience demonstrated by overall years of experience in management, number of client schools, length of contractual relationships, and financial stability of client schools. *(10 points)*
 2. This criterion involves the demonstrated qualifications of the offeror's personnel. *(10 points)*
- B. **Scope of Services (25 points total):** This criterion is based on the responsiveness to the questions contained in Section V(B)(2)(a)-(e).
- C. **Quality of References: (5 points):** This criterion is based on the information obtained regarding the quality of the offeror's services from the references provided. Information obtained from references that are Utah charter schools currently working with the offeror will be weighted more heavily.
- D. **RFP Proposal Specifications Compliance (10 points):** This criterion is based on how well the offeror complied with the RFP requirements and provided a detailed response to each item contained in the Proposal Specifications.

Criteria Related to Cost*

- E. **Cost (40 points):** This criterion is based on the fee proposed in Section V(B)(3) and other financial analysis (example: Section V(B)(4)) as deemed necessary in light of the proposed scope of service.

Total points available based on Evaluation Criteria: 100 points

* **NOTE:** Cost is evaluated and scored independently from the substantive evaluation factors.