



August 20, 2021

RE: RFP for Yoga classes (8/30/21 to 1/30/22)

Attention Interested Parties:

Center City PCS would like to engage a yoga studio to provide classes for students (PreK-8<sup>th</sup> grades) at our six (6) public charter schools located in the District of Columbia. The goal is to enter into a contract with a flexible, student-centered and well-trained yoga studio company that is able to meet all requirements identified below.

**Background on Center City PCS**

Center City Public Charter Schools, Inc. operates six public charter school campuses in the District of Columbia. Each campus serves approximately 225 PreK to 8<sup>th</sup> grade students (250 students at capacity). The school buildings are leased. Most buildings have a standard layout of 3-4 floors, where the bottom floor is finished basement space.

**Campus/Site Information**

Campus	Address	Building
Brightwood Campus	6008 Georgia Ave NW	37,000 SF building – Basement plus 3 floors
Capitol Hill Campus	1503 East Capitol St SE	40,000 SF building – Basement plus 2 floors
Congress Heights Campus	220 Highview Pl SE	27,000 SF building – Basement plus 3 floors
Petworth Campus	510 Webster St NW	31,000 SF building – Basement plus 2 floors
Shaw Campus	711 N Street NW	29,000 SF building – Basement plus 4 floors
Trinidad Campus	1217 West Virginia Ave NE	23,000 SF building – Basement plus 2 floors

**Service Contracts Requirements**

- The contract must be for 20 weeks. The contract will commence on 8/30/2021 and expire on 1/30/2022 and there should not be any penalties for cancellation on or after the expiration date. An optional one-semester renewal clause should be included.
- Yoga teachers should be available from 8:30 a.m. to 5 p.m. daily (M-F).
- Yoga teachers should be ready and willing to work with PreK to 8<sup>th</sup> grade students throughout the course of the day for 30–45-minute classes, as well as after school for 45-60 minutes.
- If the campus is closed, alternative arrangements must be made, or a credit must be issued for the missed week(s). The selected vendor will be issued a holiday schedule prior to the commencement of the contract.
- The proposal should cover the costs for and supplies (such as props, yoga mats, etc.).
- The account must be set up so that Center City receives invoices monthly. All service invoices must be submitted to the Accounts Payable department via email to [ap@centercitypcs.org](mailto:ap@centercitypcs.org).

**All Contract Requirements listed above must be met or exceeded or the contractor will not be considered for service.**

**Proposal Requirements**

- 1) Firms or individuals should provide a proposal for any individual project listed above, or a proposal to 900 2<sup>nd</sup> Street NE, Suite 221, Washington, DC 20002

[www.centercitypcs.org](http://www.centercitypcs.org)

Telephone 202.589.0202



address all projects listed above.

- 2) Firm or individual should be licensed to work in the District of Columbia.
- 3) Bidders must include at least two references, one of which should be a school.
- 4) Contractor should be willing to engage in a 10-week contract with a 10-week renewal option.
- 5) Contractor must meet all requirements identified above.
- 6) All employees scheduled to work in the schools must have completed criminal and sex offender background checks administered by the contractor.

***Proposal Process***

Firms or individuals are encouraged to contact Center City PCS to gather information about our mission, values and culture. Additionally, firms are invited to contact Center City PCS to set-up in person informational meetings, request floorplans, and/or walk through site visits.

All proposals should be addressed to:  
Nazo Burgy  
Director of Special Programs  
nburgy@centercitypcs.org

Please submit all proposals by **Friday, August 27, 0221 at 5:00 p.m.** Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you for considering this request for proposal.

Sincerely,

Nazo Burgy