

CITY OF BAKER SCHOOL SYSTEM

REQUEST FOR APPLICATIONS (RFA) – APPLICATION PACKET

Cooperative Endeavor Agreement (CEA) Professional Services Contractor

Federal Programs • Compliance • Accountability • Special Education • Early Childhood

SECTION 1 — APPLICANT INFORMATION

Applicant/Organization Name: _____

Primary Contact Person: _____

Title/Role: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

SECTION 2 — COVER LETTER

Attach a formal cover letter addressed to:

City of Baker School System

Office of Federal Programs

Attn: Dr. Kartina J. Roberts, Director

Email: kroberts@bakerschools.org

Your cover letter must include:

- Summary of interest in the Cooperative Endeavor Agreement
- Overview of relevant experience
- Statement of capacity to meet CBSS timelines and deliverables
- Signature of authorized representative

SECTION 3 — QUALIFICATIONS & EXPERIENCE

Provide the following:

A. Resume

Attach a resume (individual contractor) showing qualifications and experience

B. Relevant Experience

Describe experience in the following areas:

- IDEA Compliance
- SPED/IEP/IAP Monitoring
- EdLink Reporting
- eSER Validation
- eGMS Grant Management
- Risk management and Type III partnership oversight
- Policy and procedure implementation

C. Evidence of Expertise

Attach documentation demonstrating proficiency with:

- EdLink
- eSER/SER
- eGMS
- IDEA/ESSA/EDGAR compliance
- Louisiana accountability systems

SECTION 4 — DESCRIPTION OF SERVICES

Provide a detailed narrative describing how you will fulfill the Scope of Work:

A. Compliance & Monitoring

Explain your approach to monitoring IDEA, SPED, IEP, IAP, and related grants.

B. Data & Reporting

Describe your process for ensuring accurate, timely federal/state submissions.

C. Grant Management

Outline your method for secondary review and oversight in eGMS.

D. Governance & Risk Management

Explain how you will support Type III partnerships and district policy implementation.

E. School Support

Describe how you will provide technical assistance to CBSS schools.

SECTION 5 — PROPOSED FEE STRUCTURE

Provide a clear fee proposal:

- Hourly rate: _____
- Monthly retainer: _____
- Project-based fee (if applicable): _____
- Additional costs or reimbursables: _____

Attach a detailed cost breakdown for a minimum six month contract, maximum 12 month contract not to exceed \$25,000.

SECTION 6 — REFERENCES

Provide **three professional references** familiar with similar work.

Reference 1

Name: _____

Organization: _____

Phone: _____

Email: _____

Relationship: _____

Reference 2

Name: _____

Organization: _____

Phone: _____

Email: _____

Relationship: _____

Reference 3

Name: _____

Organization: _____

Phone: _____

Email: _____

Relationship: _____

SECTION 7 — REQUIRED DOCUMENTS

Attach the following:

- W-9
- Any additional compliance documents

SECTION 8 — CERTIFICATION & SIGNATURE

I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that submission of this application does not guarantee award of a Cooperative Endeavor Agreement.

Applicant/Authorized Representative Name: _____

Signature: _____

Date: _____

SECTION 9 — SUBMISSION INSTRUCTIONS

Submit the complete packet (**MAXIMUM EIGHT (8) PAGES**)

by: **5:00 P.M. Thursday, July 30, 2026**

Electronically to:

City of Baker School System

Office of Federal Programs

Attn : Dr. Kartina J. Roberts, Director

Email : kroberts@bakerschools.org