



3796 Frayser Raleigh Road
Memphis, TN 38128
(901) 324-4456
promiseacademy.com

June 1, 2025

Background

Promise Academy is requesting OT/PT/Speech services for registered Kindergarten through Fifth Grade students during the school year at the designated school site.

Purpose

The purpose of this RFP is to solicit bids from all interested parties who can provide the services.

Scope

Bidders must provide a detailed project quote for Enrichment After Care.

Proposal Requirements:

- **Company Information:** Name, contact details, experience, and qualifications.
- **Proposed Program Design:** Detailed description of the before and after care program, including activities, curriculum, and staffing.
- **Pricing Structure:** Clearly defined fees, including any discounts or packages.
- **Staff Qualifications and Experience:** Details on the qualifications and experience of staff members, including certifications, training, and background checks.
- **Safety and Security Measures:** Detailed description of safety and security procedures.
- **Timeline:** Proposed start date and duration of the contract.

Contractual Terms: The RFP would outline the terms of the contract, including:

- **Contract Duration:** Length of the contract.
- **Payment Schedule:** Details on how payments will be made.
- **Termination Clause:** Provisions for terminating the contract.

Additional Proposal Requirements

Optional Sections: The RFP may also include sections on:

- **References:** List of previous clients and their contact information.
- **Letters of Support:** Letters from community organizations or other relevant parties.

Start Date: On or Before August 4, 2025

Completion Date: May 22, 2026

Proposal Submission Requirements

Proposal must be received by 5pm on July 1, 2025. No proposals received after that date will be considered. Please submit your bid via email to:

Promise Academy

Attn: Kristen McGlasson

kmcglasson@promiseacademy.com.

Additional Information

Minority-owned businesses are encouraged to bid

No use of illegal or undocumented labor