



**Notice of Request for Quotes
RFQ 009535
Comprehensive Needs Assessment (CNA) services**

**Posted: August 04, 2026
Due Date: August 11, 2026**

Notice is hereby given that Option For Youth - Duarte, Inc. (hereinafter referred to as "OFY-Duarte") is requesting proposals for a provider of Comprehensive Needs Assessment Services (hereinafter referred to as "Proposer[s]") to assist with OFY-Duarte's operation of its charter school programs in Los Angeles County, California. OFY-Duarte is a year-round WIOA-aligned blended learning public charter school serving approximately 3,355 students in 6 regions/18 school sites and an Online Program throughout the greater Los Angeles County area. OFY-Duarte's mission is stated as follows: "Our schools create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality."

A copy of the proposed Scope of Work is attached below. This Request for Quote is also available on OFY-Duarte's website: <https://ofy-d.org/notices/rfp/>. OFY-Duarte reserves the right to negotiate final terms and conditions of contract including the Scope of Work. All quotes should be submitted on company letterhead and include a bid or estimate of cost for the services being offered. Supporting documentation such as customer references, statements of qualifications, company history, alternative fee schedules, etc. is welcome. Please submit proposals by the due date above to:

Alison Mullins
Assistant Principal Instructional Operations
amullins@ofy-d.org

OFY-Duarte reserves the right to reject any or all quotes, and to waive any errors or corrections in a quote or in the proposal process. OFY-Duarte will award the contract based on a review and analysis of the proposals that determines which quote best meets the needs of OFY-Duarte. Following the review and analysis of all responsive quotes, OFY-Duarte staff will make a recommendation to the OFY-Duarte Board of Directors at a duly noticed board meeting.



Scope of Work

Develop and conduct a structured, data-driven process designed to identify strengths, challenges, and root causes across the school's systems, so that evidence-based improvement plans can be developed.

1. Planning and Preparation

- A. **Define objectives and scope:** Align the CNA with established school mission, goals, Every Student Succeeds Act (ESSA) requirements, and improvement priorities
- B. **Select data sources:** Identify quantitative (e.g., test scores, attendance, graduation rates) and qualitative (e.g., surveys, interviews, focus groups) data.
- C. **Conduct Focus Groups** with Educational Partners: Students, teachers, administrators and educational partners gather data, apply established protocols and report
- D. **Collaboratively develop timelines and deliverables** with school leadership

2. Data Collection

- A. **Quantitative data gathering:** Develop and administer standardized surveys to measure leadership, instructional quality, curriculum alignment, and operational conditions
- B. **Qualitative data collection:** Design and conduct interviews, focus groups, and classroom observations to explore context-specific issues.
- C. **Review existing data:** Analyze district, state, and school performance data, policies, and improvement plans.

3. Data Organization and Analysis

Code and organize quantitative and qualitative data in accordance with established data protocols.

- A. **Quantitative analysis:** Use established statistical tools to identify trends, correlations and opportunities for growth
- B. **Qualitative analysis:** Thematic coding to identify recurring issues and themes.
- C. **Root Cause analysis:** Identify systemic opportunities, challenges and barriers to student success
- D. **Cross-data analysis:** Examine quantitative findings with qualitative insights to uncover root causes.

4. Interpretation and Reporting

- A. **Synthesize findings:** Present documented strengths, challenges, and systemic factors affecting student learning outcomes.
- B. **Identify priority areas for improvement:** Provide actionable insights and recommendations for school improvement with alignment to school goals and improvement plans.