



ELMORE COUNTY BOARD OF EDUCATION

100 H.H. Robison
P.O. Box 817
Wetumpka, AL 36092

Phone: 334-567-1200
Fax: 334-567-1405

Richard E. Dennis, Superintendent
Jason M. Mann, CSFO

Thursday, January 8, 2026

To Whom It May Concern:

The Elmore County 21st CCLC Program invites you to submit a bid for the contracted service. The bid may be either delivered or mailed to 100 H. H. Robison Drive Wetumpka, Alabama 36092. It is the bidder's responsibility to assure that the bid is received prior to the time of the opening day. Bid opening will occur at 10:00 a.m. CST on January 16, 2026.

Thank you for your time and efforts in preparing this bid. If you should have questions, please contact our office at (334) 567-1200 ext. 24008.

Partners in Education,

Chris Holley
Federal Programs Director
Elmore County Public Schools

Richard E. Dennis
Superintendent
Elmore County Public Schools

Invitation to BID NO. 26-002

Sealed bids will be received by Elmore County Public Schools, 100 H.H. Robison Drive, Wetumpka, Alabama 36092, **10:00 a.m. CST on January 16, 2026** and then publicly opened and read for Summer Music STEM & Production Camp.

Request for Proposal (RFP): Summer Music STEM & Production Camp

1. Introduction & Project Overview

Elmore County Public Schools is seeking a qualified vendor to provide an on-site, immersive music production and video camp for students in our 21st Century Community Learning Centers (21st CCLC) summer programs.

The goal is to engage upper elementary and middle school students (Grades 4–8) in a high-energy, project-based learning experience that combines Music, Technology, and Social-Emotional Learning (SEL).

2. Scope of Work

The selected vendor will provide a turnkey, on-site camp experience that includes:

- **Songwriting & Recording:** Professional-led workshops where students write original lyrics and record vocals.
- **STEM/STEAM Curriculum:** Instruction on the "Science of Sound," audio engineering basics, and digital music production (DAWs).
- **Music Video Production:** Filming and editing a professional-quality music video featuring the students' original work.
- **Social-Emotional Learning (SEL):** Content focusing on the psychological effects of music, healthy decision-making, and teamwork (similar to the "Psychological Effects of Music" curriculum).
- **Equipment:** Vendor must provide all necessary mobile recording studio equipment, cameras, and software.
- **Final Deliverables:** Each student should receive a digital and physical copy of their song and the completed music video.

3. Program Logistics

- **Target Audience:** Students attending 21st Century Community Learning Centers (CCLC) sites during the summer
- **Location:** On-site at participating 21st CCLC sites
- **Duration:** 1 week per participating site 4 days per week during the ECPS summer break
- **Estimated Student Count:** 130 students (Eclectic Middle 35 students, Holtville Middle 45 students, and Millbrook Middle 50 students)

4. Proposal Requirements (Cost Structure)

We will require a per-student cost. Three sites will be participating with a total of 130 students.

E-Verify Proof of Enrollment Required: All vendors submitting a proposal must provide written evidence of enrollment in the E-Verify program at the time of bid submission. E-Verify is the federal electronic employment authorization program used to verify the identity and employment eligibility of newly hired employees.

5. Vendor Qualifications

Prospective vendors must demonstrate:

1. **Experience with At-Risk Youth:** Proven track record working with 21st CCLC programs or similar Title I student populations.
2. **Professional Expertise:** Staff should include industry-professional music producers, filmmakers, or educators.
3. **Educational Alignment:** Evidence of how the program meets 21st Century Skills (Collaboration, Communication, Technology Literacy).

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- **Program Quality (35%):** Alignment with STEAM/SEL goals and quality of past video/audio samples.
- **Experience (25%):** Prior success in school-based summer environments.
- **Cost Effectiveness (30%):** Competitive per-student rate.
- **Feasibility (10%):** Ability to provide all equipment and meet the requested dates.

7. Timeline

- **RFP Release Date:** January 8, 2026
- **Proposal Submission Deadline:** January 16, 2026 @ 10 AM CST
- **Camp Dates:** June 2026

Submission Instructions:

1. **All bids are to be sealed. Envelopes containing bids should be marked on the outside "BID #26-002, TO BE OPENED 10:00 am. CST January 16, 2026"**. Bidders mailing bids should address bids to: Federal Programs, Elmore County Public Schools, 100 H. H. Robison, Wetumpka, Alabama 36092. Bids that are not properly identified will not be considered.
2. Bids will be opened in the Elementary Federal Programs Suite B, Elmore County Public Schools, 100 H. H. Robison Drive, Wetumpka, Alabama 36092. Bids may be hand carried or mailed; however, it is the responsibility of bidders to assure that bids are received not later than 10:00 a.m. CST January 16, 2026. Bids received after this time will not be considered.
3. Address all inquiries regarding the specifications to the Federal Programs Director at (334) 567-1200.
4. REJECTION OF BIDS: The Board of Education reserve the right to reject any and/or all bids or any part thereof, to waive technicalities or informalities, and to award the contract to other than the low bidder, if cause can be documented. Elmore County Board of Education may reject a bid, but not limited to the following, if:
 - a) The bidder misrepresents or conceals any material fact in the bid
 - b) The bid does not conform to the bid documents
 - c) The bid does not comply with requirements, specifications, and conditions of the bid document
 - d) It is deemed in the best interest of the Elmore County Schools

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, the bidder certifies that:

1. This bid has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid has not knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids to any other bidder, competitor or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership, company or corporation to submit or not to submit a bid.
4. The person signing this bid certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as the person signing in its behalf.

COMPANY: _____

PRINT/TYPE NAME

OF AUTHORIZED PERSON: _____ **TITLE:** _____

SIGNATURE: _____

(Officer of the Company)