

## **Request for Proposal (RFP)**

### **Site Rentals for Student Testing**

**RFP Issue Date:** July 10, 2026

**Proposal Due Date:** July 20, 2026

#### **1. Introduction**

The Heron Institute, a nonprofit organization dedicated to advancing student success through innovative education, advocacy, and philanthropy, is seeking proposals from qualified vendors to provide site rental services for student testing. These sites will be used to administer standardized tests and other assessments throughout the academic year.

#### **2. Purpose**

This RFP aims to solicit proposals from vendors who can provide suitable, secure, and accessible testing locations for our students. We are looking for partners who can offer flexible scheduling, reliable facilities, and excellent customer service.

#### **3. Scope of Services**

The selected vendor(s) will be responsible for providing the following services:

- **Secure and Suitable Testing Sites/Spaces:**

- Provide quiet, well-lit, and distraction-free testing rooms.
- Ensure adequate spacing between test-takers.
- Provide comfortable seating and writing surfaces.
- Ample off street parking
- Site needs are located in Index A
- Site access 8 AM until 6 PM

- **Technology and Infrastructure:**

- Strong wireless signal via Verizon and/or AT&T.
- Ensure sufficient electrical outlets for laptops and other devices.
- Have contingency plans for power outages.

- **Logistics and Staffing:**

- On-site staff to provide site access
- Offer flexible scheduling to accommodate our testing dates.
- Receive and store secure materials several days prior to test dates
- Optional: Assist with the setup and breakdown of testing materials.

- **Security and Confidentiality:**

- Maintain the security and confidentiality of testing materials and student data.
- Implement procedures to prevent unauthorized access to testing areas. ○

Comply with all applicable privacy laws and regulations (e.g., FERPA).

- **Accessibility:**

- Locations need to be ADA compliant.
- Locations need to be geographically accessible to students throughout the state.

- **Room Setup**

- Tables and chairs to be provided and arranged to accommodate individual site requirements with classroom seating layout
- 6' - 8' rectangular (2 chairs) or 6'-8' round tables (2 chairs) - ~3 feet between chairs
- Mixture of room sizes:
  - Large (accommodate 20-25 persons)
  - Small (accommodate 10-15 persons)
  - Individual (accommodates 1-2 persons)

#### **4. Estimated Testing Dates**

The following are the estimated testing dates for the upcoming academic year 2026-2027. Please note that these dates may be subject to change, and additional dates may be added. Test dates will be confirmed a minimum of 90 days prior to space rental.

- KRA- September 19, 2026 - September 24, 2026
- CogAt/IA- October 13, 2026 - October 15, 2026
- Fall WIN- October 26, 2026 - October 29, 2026
- PSAT- October 29, 2026
- Fall EOC- December 7, 2026 - December 10, 2026
- Fall EOC M/U- January 12, 2027
- ACCESS- February 1, 2027 - February 5, 2027
- PTA- February 18, 2027
- SCALT- March 2, 2027 - March 5, 2027
- SAT- March 1, 2027 - March 2, 2027
- ACT- March 3, 2027
- Spring WIN- April 5, 2027 - April 8, 2027
- EOY Testing- April 28, 2027 - May 18, 2027

#### **5. Proposal Requirements**

Proposals must include the following information:

- **Company Profile:**

- Company name, address, and contact information
- Description of your company's experience in providing site rental or similar services
- Insurance requirements

- **Facility Information (New Vendors Only):**

- Detailed description of available testing sites, spaces, including capacity and

amenities. This can be omitted by facilities that have worked with The Heron Institute in prior school years. Submit details using form- Index A

- Photographs or floor plans of the testing areas.
- Information on technology and infrastructure (internet, power, etc.).
- Information on ADA compliance.

- **Logistics and Staff POC:**

- Proposed scheduling procedures and flexibility.
- POCs for site related communications
- Plan for setup, breakdown, and materials handling.

- **Security and Confidentiality Measures:**

- Testing materials will be secured from general public during non-testing hours ●

**Pricing:**

The target price of \$150-\$500 per room per day (based on size) is inclusive of all services outlined. The Heron Institute seeks cost-effective solutions and this target provides a benchmark for proposals. Vendors should submit a detailed pricing structure, including rental fees, staffing costs, and any other applicable charges. All interested vendors are encouraged to submit proposals with their competitive bid schedules, and proposals that offer exceptional value or alternative service configurations will be carefully considered, even if they deviate from the target price.

**Use the respective site test sheet for pricing submittal.**

- **References:**

- Contact information for at least three references from previous clients.

## **6. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the vendor.
- Suitability, safety and quality of the testing facilities. The site must be capable of providing a secure test environment that meets any confidentiality regulations.
- Strength of the logistics plan (preference will be given to vendors that can serve multiple locations)
- Reasonableness and competitiveness of pricing.
- Geographic accessibility.

## **7. Submission Instructions**

Proposals must be submitted electronically to [rcampana@sclearns.org](mailto:rcampana@sclearns.org) by July 10, 2026 for consideration in our first round of site selections. Please use the subject line "RFP: Site Rentals for Student Testing."

*\*RFP will be updated with vendors selected during the first round. Proposals for remaining sites will be received and awarded on an ongoing basis after the initial phase.*

## **8. Contact Information**

For questions or clarifications regarding this RFP, please contact:

Russell Campana, Director of Finance, [rcampana@cyberacademysc.org](mailto:rcampana@cyberacademysc.org) [803-600-1130]

## **9. Timeline**

- RFP Issue Date: July 10, 2026
- Proposal Due Date: Initial selections July 20, 2026 then ongoing
- Vendor Selection: By July 30th, 2026, then ongoing until all sites have coverage

## **10. Additional Considerations**

- Submission of a proposal does NOT commit either organization to the tentative dates/number of rooms. The proposals will be used to collect site and cost details, and to select vendors for site rentals. Once a vendor is selected, then dates and availability will be confirmed and contracts completed by both parties at the agreed rates.
- Proposals may include alternative solutions or value-added services.
- Include any vendor stipulations not itemized in this request for proposal.

## Index A

**Room Analysis Worksheet-** provide one per available room

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| Site Name and Address                                                                          |  |
| Room Name/Number                                                                               |  |
| Approximate Sq Footage                                                                         |  |
| Estimated Max Number of 6' Rectangle Tables                                                    |  |
| Number of accessible 110V grounded outlets                                                     |  |
|                                                                                                |  |
| Special notes for site or specific room- (ie access limitations, potential schedule conflicts) |  |