



## **A TOOLBOX TO HELP START A SCHOOL ON A MILITARY INSTALLATION**



## SUGGESTED GUIDELINES TO FOLLOW

1. Decide if you want a public, magnet, charter, private, etc., and why
  - *DoD Dependent (DoDD) school is not a viable option as the trend is to transfer to the local education authorities*
  - *If a charter school is the choice, an existing one quickens the process*
  - *A private school involves significant cost*
  - *Conduct an installation-wide survey to determine the interest of a school on the installation and the preference of the base populous*
  - *Meet with the representatives of the options not selected to ensure they know why*
2. Create a “School Project Team” from Group Leadership, Planning, Civil Engineering, Judge Advocate, Contracting Office, Security Forces, and a School Liaison Officer (SLO)
3. Conduct Town Hall meetings to inform parents, solicit feedback, collect working group volunteers, etc.
4. Conduct working group meetings and open email discussions with SLO, project leadership, and interested parents to compile a list of desired qualities
5. Get approval from Air Staff (or service equivalent) to begin project
  - *Submit a plan request at this time; approval from higher Headquarters can take 2 to 4 months (Davis-Monthan’s plan was a ten-year lease with option to extend services for up to five 1-year option periods)*
  - *Appoint an installation-level point of contact who will interface with Headquarters*
  - *Determine if Headquarters will initially require a conceptual letter*
6. Identify a school location
  - *Army Corps of Engineers will provide the Fair Market Assessment to determine the charge for the lease (Note: Process can take up to 2 months; cost to Davis-Monthan was \$6,000, but this cost will vary)*
  - *Facility evaluation should be done by an Architect/Engineering*

7. Advertise/solicit schools
  - Create a marketing plan to advertise to organizations
  - Suggested methods: a press release, postcard mailings to all current schools, and advertise through state/local school associations
8. Develop a Request for Proposal (RFP) and Statement of Objectives (SOO) to release to parties using applicable state/local standards
  - Civil Engineering proposes the Lease with Exhibits
  - Selection Team develops an Operating Agreement (O/A) identifying security, keys, traffic, firearms, maintenance issues, etc.; O/A is vetted through Secretary of the Air Force (or other branch of service) legal office
  - The SOO must include that it is contingent on beddown approval; include the Fair Market Value completion date
  - Provide guidelines, regulations, approval authorities, etc. in the RFP
  - Include educational standards and selection criteria compiled from parents' surveys and project team
  - Require schools to submit technical proposal, financial capability, and lease review certification for evaluation; within the technical criteria, include instructional effectiveness, personnel, special needs, non-instructional effectiveness, and a general management plan
9. When the SOO is developed, the Contracting Office will issue it with lease and exhibits and give the schools approximately two months to respond
10. Hold an Open House at the chosen school location for parents and interested schools to tour the facility and grounds; set up several different dates to accommodate the visits
11. A pre-proposal conference is suggested to explain to the schools what is expected of them and how the package will be evaluated; this conference should be at least 30 days before their deadline to allow time to adjust their focus and research, if needed
12. The schools then submit their proposals
13. A Source Selection Evaluation Team (SSET) should include the project team leadership, area experts, and some parents
  - A Headquarters representative or outside expert grades the Financial Assessment as "pass" or "fail"
  - The Lease Certification is graded as "pass" or "fail" by Civil Engineering experts
  - The SSET will compile the data and present the Source Selection Authority or Installation Commander with a recommendation for the school that is the best value to the base
14. The selected package is submitted for approval
  - The plan approval will be submitted at this time also
  - If the lease is over 5 years, Secretary of the Air Force, Deputy Assistant Secretary for Installations (or other appropriate service secretary) (Note: If you want the school to expend money and efforts to make the best school, they will probably be more amenable if they know they will be there for more than 5 years)
  - Usually Command Headquarters will electronically send the package to higher Headquarters Public Affairs to coordinate and send to the Secretary of the Air Force (or appropriate service)
  - Approval process usually takes about 45 days at each location
15. Priority enrollment should be addressed to attempt to allow the base to have priority; every district/state will have separate laws concerning this
16. Base access for staff, teachers, and students should be addressed **up front**
17. SLO can collect pre-enrollment information from parents and forward to the school, as well as, escort the school as needed before approval
18. Applicable directives used by the Air Force were Air Force Instruction (AFI) 32-9003, *Granting Temporary Use of Air Force Real Property*, and AFI 10-503, *Beddowns*; use the appropriate directives as apply to the different services
19. Most recent policy states that once the lease is signed by the grantee, it is then sent to the applicable command for final processing
  - This is required for the 45-day Congressional notification