



**APS**  
Training Academy

**PROPOSAL FOR**

**23-101 STEAM Science, Technology, Engineering, Arts,  
Mathematics Services**

**APS Training Academy  
105 E Galena Blvd, Suite 200  
Aurora, IL 60505**

**Email: [nicole@apstrainingacademy.org](mailto:nicole@apstrainingacademy.org)  
Cell: 630/806-9624**

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APS Training Academy  
105 E. Galena Blvd.  
Aurora, IL 60505



To whom it may concern:

We are pleased to submit our response to the 23-101 STEAM Science, Technology, Engineering, Arts, Mathematics Services request for proposal. After careful consideration of the requirements outlined in the RFP, we firmly believe that APS Training Academy (APSTA) is exceptionally well-suited to meet and exceed the expectations of this project.

Our proposal demonstrates success in several key areas needed to be considered:

#### Comprehensive Expertise

The last three years has provided APSTA with a wealth of experience in running a training academy. With a proven track record in delivering projects of similar scale and complexity, we are confident in our ability to provide every aspect of STEAM education.

#### Collaborative Approach

APSTA values collaboration and communication. We are dedicated to continuing a strong partnership with the City of Aurora's Aurora STEAM Academy and the multiple community partnerships that have trusted APSTA as their source for STEAM education. Our team is committed to actively engage with the City, providing up-to-date information on courses and student demographics.

#### Cost-Effective Solutions

APSTA recognizes the importance of budget constraints and is committed to providing cost-effective solutions without compromising the quality and integrity of the project. We have examined our operating budget for the last two years and have designed a pricing model to maximize value for the City while maintaining fiscal responsibility.

#### Strong References

APSTA has successfully collaborated with Aurora entities and we are confident that our references will attest to our commitment to the children of Aurora and the success of our community partners.

#### Innovative Solutions

APSTA has remained on the front lines of the City's STEAM education initiatives and we have learned a lot about meeting the needs of our community. We promise to provide customized solutions that align with Aurora STEAM Academy objectives. Over and over again our team has exceeded expectations through creativity and forward-thinking.

Thank you for your consideration. Please feel free to contact me and I will promptly address any questions or concerns.

A handwritten signature in black ink that reads "Nicole Astra".

Nicole Astra  
Executive Director  
[nicole@apstrainingacademy.org](mailto:nicole@apstrainingacademy.org)  
Cell: 630/806-9624

[admin@apstrainingacademy.org](mailto:admin@apstrainingacademy.org) | 105 E. Galena Boulevard Suite 200 | Aurora, IL 60505

## 2. Project Understanding

The City of Aurora is seeking a partner to execute Aurora STEAM Academy 2024 initiatives with the goal of impacting 2000+ Aurora students who may otherwise not have access to education involving hands-on STEAM learning.

APS Training Academy empowers vulnerable communities through free STEAM education. We have experienced great success in the last three years proving the demand for services in the Aurora community. Our mission aligns with the objectives set forth by the RFP.

APS Training Academy promises to provide comprehensive, hands-on, kit-based STEAM courses to grades K-8 in order to instill and nurture a passion and confidence for STEAM learning. Students who are underserved and underrepresented will be given first priority to ensure maximum impact.

Throughout this proposal we detail proof of execution in the following demonstrated abilities:

- We have a demonstrated ability to hire and train qualified, caring instructors and provide professional development.
- We have a demonstrated ability to create course schedules that offer a variety of programming to various grade bands simultaneously.
- We have a demonstrated ability to market our services, capture and analyze demographic information, and communicate effectively with parents in English and Spanish.
- We have a demonstrated ability to execute our services at multiple satellite locations and area schools.
- We have a demonstrated ability to develop curriculum tailored to various learning styles and grade bands.
- We have a demonstrated ability to source project materials necessary to execute our objectives.
- We have a demonstrated ability to reach 2000+ students within a 12 month period.

### 3. Detailed Work Plan/Deliverables

#### 3.1. Work Plan Tasks

**Kit Management:** APSTA will provide interactive projects which include a variety of STEAM concepts utilizing software, hardware, design, coding, each with curricula suitable for students within the K-8 grade band. Kits will be secured in our kit storage room, inventoried with a unique barcode which will then be assigned to the individual student receiving it. This will enable us to track a kit from the point it arrives to the point a student completes it. Sufficient Quality Assurance checks will be completed prior to a student receiving a kit to ensure safe and correct functionality.

**Student Survey:** APSTA measures student enjoyment and confidence through pre and post surveys. Surveys were created using formalized methodologies and are collated and analyzed to measure growth. These surveys have consistently shown measurable growth in self confidence and positive association with STEAM subjects. In addition, we have recently begun using a nationally-recognized computational thinking survey that will assess how students approach problem solving.

**Data Collection, Analysis, and Reporting:** In the domain of data management and analysis, APSTA's operational workflow involves several key stages. Essential details such as attendance records, course duration, instructor information, and student comments for each course are recorded in the system. Additionally, this data is aligned with demographic information collected during the application phase.

A systematic analysis is conducted to reveal the overall demographic profile of students who have completed courses successfully. This methodical approach extracts valuable insights and presents a comprehensive snapshot of the characteristics and experiences of the student population.

**Staffing:** APSTA currently has a team of 23 full time and part time staff who are cross-trained in multiple STEAM projects and classroom management. Instructors are chosen based on pre-existing experience working with students and/or competency within the fields of STEAM. As our program grows, APSTA will continue to hire, train, and develop qualified individuals including background checks, course-specific training, crisis management, emergency response, mandated reporter training, and classroom management.

**Course Creation:** APSTA will create a regular schedule of weekly courses through curriculum development and kit procurement. We have currently provided over 30 different courses to our students consisting of a mixture of APS original programming as well as kits and courses sourced from reputable STEAM providers.

**Marketing:** APSTA will take a comprehensive approach to marketing our services to have the broadest impact on our community. Social media, Email, and Text marketing will regularly be executed to fill courses and inform the public of upcoming events and opportunities. Collateral material will also be distributed to various community partners and a professionally-designed website will remain up-to-date.

**Online Portal:** APSTA will manage an online portal for student applications including an approval flow that prioritizes students with the greatest need. The portal uses an automated notification and reminder system after a student has been approved.

**Communication:** APSTA is in direct contact with families prior to attending a course so they know what to expect at our facility. After a course is complete, parents are invited to fill out a survey about their experience. Families also have access to our staff through phone and email.

**Course Execution:** APSTA will conduct in-person classes at APS Tower in Winter, Spring, and Fall, and camps in Summer. We intend to continue school district partnerships resulting in off-site programming throughout the year (currently 18 area schools). We intend to continue programming at various satellite campuses as needed as well.

**Logistics:** APSTA has staff dedicated to the support of our programming including kit inventory and tracking, graphic design, website maintenance, classroom set-up and turnover, device maintenance and usage, software updates, quality assurance, student appreciation, volunteer procurement, etc.

### 3.2. Aurora STEAM Academy Deliverables

Work Plan Tasks will be executed in order to achieve the following objectives:

- Serve a minimum of 2000 total students through Aurora Steam Academy courses.
- Serve a minimum of 75% lower socioeconomic families (Below the Area Median Income).
- Serve a minimum of 75% ethnic minority students.
- See an increase or sustainment of ENJOYMENT in the field of STEAM in the majority of students as evidenced through a pre and post student survey.
- See an increase or sustainment of CONFIDENCE in the field of STEAM in the majority of students as evidenced through a pre and post student survey.
- See an increase or sustainment of ABILITY in the field of STEAM in the majority of students as evidenced through a pre and post student survey.
- Deliverable Due Dates:
  - Q1: 300 Students Served
  - Q2: 600 Students Served
  - Q3: 800 Students Served
  - Q4: 300 Students Served

### 3.3. Personnel Project Hours

Please see the table below for a breakdown of the tasks, individuals, and time that are directly involved in fulfilling one complete course and subsequently achieving our numerical, demographic, and growth deliverables. In order to execute programming for 2000 students we estimate needing to complete a minimum of 120 courses. Staff schedules will vary throughout the year. Please see section 4.2 for a complete list of qualified personnel that will be assigned to instruct.

Tasks Involved in Executing Objectives	Individual Assigned	Average Task Duration Per Course
Course Marketing	Melissa Sosa Program Director	1 hour
Application Review	Zorayda Zapata Site Coordinator	2 hour
Parent Communication	Zorayda Zapata Site Coordinator	1 hour
Preparing Classroom Materials	Zorayda Zapata Site Coordinator	1 hour
Classroom Setup	Instructor/s	1 hour, 30 mins
Instructional Time (inc. Lesson Preparation and Administering Pre & Post Student Surveys)	Instructor/s	10 hours
Classroom Cleanup	Instructor/s	1 hour, 30 mins
Administering, Analyzing, & Reporting Parent Surveys, Analyzing & Reporting Student Surveys	Zorayda Zapata Site Coordinator	2 hour
<b>Total Hours Per Course</b>		<b>20 hours</b>

### 3.4. Value Added Services

As part of APSTA's commitment to the community, APS Training Academy will continue to offer free courses outside of the Aurora Steam Academy. These courses will cost approximately \$125,000 at the expense of APSTA.

- Serve at least an additional 500 learners outside of the objectives set forth in the RFP
- Courses will include:
  - CAD & 3D Printing
  - Introduction to Industrial Robotics
  - Digital Literacy and more

These courses can be accessed free of charge through the online portal.

## 4. Background and Experience (Company and Personnel)

### 4.1. Company

The mission of APSTA is to empower vulnerable members of the Aurora community by providing free STEAM educational opportunities. Our shared vision is to promote education equity by providing high-quality supplemental and experiential learning to spark interest in STEAM-related careers, with the long-term goal of a more diverse STEAM-based workforce. Together we can ensure the children in Aurora have every opportunity to thrive, creating a brighter future for us all.

#### 4.1.1. Year-to-Year Growth Metrics (Last 3 Years)

Metric	2021	2022	2023 (as of Oct 31 2023)	Total (as of Oct 31 2023)
Learners Served	822	2295	2481	5598
New Courses Offered	4	11	15	30
Percentage who are underserved (below the Area Median Income (AMI))	91% (748 learners)	93% (2,134 learners)	93% (2,307 learners)	92% (5,150 learners)
Percentage who are underrepresented (Ethnic Minorities)	89% (732 learners)	91% (2,088 learners)	91% (2,258 learners)	90% (5,038 learners)

#### 4.1.2. Existing Partnerships

Entity	Type of partnership
Aurora STEAM Academy	Municipal Partnership
Aurora Youth Services	Municipal Partnership
Cities in Schools	Approved Afterschool Vendor
School District 129	Approved Afterschool Vendor
School District 131	Approved Afterschool Vendor
School District 204	Approved Afterschool Vendor
Fox Valley Park District	Approved Vendor
Main Baptist Church	Community Satellite Location
Sacred Heart Parish	Community Satellite Location
Urban Youth Ministries	Community Satellite Location
ALIVE Aurora Teen Center	Community Satellite Location
NAACP	Teen Volunteer Training, Adult Professional Development
Universal Technical Institute	FTC Robotics Competition Co-Host
IMSA	Intern Network/Instructor Hiring Advocate & Potential Satellite Location
Judson University	Computational Thinking Survey Co-Author & Potential Satellite Location
Boys and Girls Club	Approved Afterschool Vendor
Kane County Workforce Development	Approved Job Readiness Vendor

#### 4.1.3. Infrastructure

APSTA has access to 12,000sq/ft of multipurpose learning space consisting of 10 classrooms, 1 large, open hall space, a makerspace, a competitive robotics area, and an industrial robotics lab. This space is located in the heart of downtown with ample parking and access to public transportation.

Each classroom can accommodate 12-16 students and is fully equipped with teaching supplies, AV equipment, and a device for each student (laptop, chromebook, ipad).

The Makerspace is equipped with 6 large-format 3D printers, tools, and cutting machines for creating printed materials such as stickers and tshirts.

The Robotics Lab is equipped with 2 state-of-the-art FANUC industrial robotic arms as well as 10 high-speed laptops with the latest version of Roboguide, a 3D robotic arm simulator. 3 portable fields are used by competitive robotics teams. These teams also have access to a full array of tools and materials to complete competitive builds.

Additional space is dedicated to managing inventory, and storing components and project kits. Each kit is assigned a barcode so that it can be tracked to the specific student that receives it.

#### 4.1.4. Student Database

As a result of our detailed online registration form we currently have a digital record of every student who has attended a course at APSTA. This includes a record of every course that a particular student has taken (some of our students having now completed 13 courses and counting). In addition, student demographic and residency data allows us to prioritize serving students that have the greatest need within Aurora. Collecting contact information not only allows us to keep in touch with families and invite students to return to continue their STEAM learning journey, it informs our team where satellite locations would best serve the community.

60% of the 1200 learners served between June and August of 2023 were new to APSTA. APSTA is actively diversifying programming so both new and returning families stay engaged in a continuation of skills.

## 4.2. Personnel

### 4.2.1. Leadership Team

**Harish Ananthapadmanabhan - Founder and Board President**

BS in Computer Science

MS in Computer Science

APS Data Technologies, Founder and Managing Director

providing cutting-edge solutions in the areas of Data Analytics, Business Intelligence, Machine Learning and Artificial Intelligence

APS Training Academy, Founder and Board President

successfully impacting more than 5,600 learners by providing free STEAM training to the underserved community

JH Real Estate Partners, Co-Founder

redeveloping mixed-use/commercial properties in Aurora

**Kelsey Cozens - Operations Manager**

BA in Applied Theology in Intercultural Contexts

Endiro Coffee, General Manager, 2 years

JH Real Estate Partners, Operations Manager, 3 years

APS Data Technologies, Project Manager, 1 year

Cross-trained to instruct courses

Google Workspace certified

TQUK Level 5 TEFL Certified

**Nicole Chesley - Executive Director**

BA in Communications/Theater Arts

Aurora Christian Schools, Director of Admissions & Advancement; 5 years

Paramount Arts Center, various marketing and customer service roles; 19 years

Prisco Community Center, theater arts staff, volunteer, Parent Advisory Board Member; 10 years

Judson University, Admissions Personnel, 2 years

Cross-trained to instruct courses

**Melissa Sosa - Program Director**

BA in Elementary Education

School District 131, 4 years

Family Focus, Site Coordinator, 4 years

Aurora Youth Services, Summer Camp Coordinator, 2 years

Cross-trained to instruct courses



**Andrew Cozens - Head Instructor**

BA in Applied Theology in Intercultural Contexts  
Compass Church, Youth Pastor, 3 years  
School District 131, Special Ed Teacher's Aide, 2 years  
APS Training Academy, Head Instructor; 3 years  
Cross-trained to instruct all courses  
Google Workspace certified

**Subbu Bhadury - Robotics Lead**

BA Biology Secondary Education Candidate  
APS Training Academy Head of Robotics; 1 year  
FANUC Curriculum Development  
Roboguide Software Engineer  
Cross-trained to instruct courses

**Zorayda Zapata - Site Coordinator**

Artist and Independent Business Owner; 4 years  
Parent Council of Kane County Health Department  
Delegate of Community Organizing and Family Issues  
Trained in Restorative Justice Practices  
NAMI-Certified (National Alliance on Mental Illnesses)  
Certified in Youth Mental Health First Aid  
Cross-trained to instruct courses

#### 4.2.2. Instructors

Each instructor engages in ongoing professional development for classroom management, crisis response, and course-specific training.

Name	Experience	Status
Jane Langan	Bachelor of Arts in Elementary Education ESL Endorsement 1 Year as a 2nd Grade Teacher in District 131 2 Years teaching with APS Training Academy	Full Time
Maren Fouts	Bachelor of Science in Electrical and Computer Engineering Master of Science in Electrical and Computer Engineering 9 Years as a Computer Engineer with US Army Research Laboratory 7 months teaching with APS Training Academy	Full Time
Gabriella Salgado	Bachelor of Science in Sociology 2 Years working District 129 3 months teaching with APS Training Academy	Part Time
Joey Cerventes	BS in Mechanical Engineering Candidate 1 Year teaching with APS Training Academy	Part Time
Emma Obremski	BS Communication Sciences and Disorders Candidate 2 Years teaching with APS Training Academy	Part Time
Sarah Kantola	BA in English Education 2 Years teaching with APS Training Academy	Part Time
Nour Azhar	BS in Biology Candidate 2 Years teaching with APS Training Academy	Part Time
Evan Sanchez	Student at Waubonsee Community College 3 Years teaching with APS Training Academy	Part Time
Chinara Caldwell	Student at IMSA 2 Years teaching with APS Training Academy	Part Time
Ahad Barkat	Student at Waubonsee Valley High School 1 Year teaching with APS Training Academy	Part Time
Jasmin Ikromova	Student at Metea Valley High School 6 months teaching with APS Training Academy	Part Time
Ravi Shah	Student at Metea Valley High School 2 Years teaching with APS Training Academy	Part Time

Name	Experience	Status
Rahil Shah	Student at Metea Valley High School 2 Years teaching with APS Training Academy	Part Time
Rohan Aleti	Student at Metea Valley High School 1 Year teaching with APS Training Academy	Part Time
Alanna Ping	BS in Mechanical Engineering Candidate 3 Years teaching with APS Training Academy	Part Time
Angela Ping	Student at Naperville North High School 1 Year teaching with APS Training Academy	Part Time
Tadhg Engel-Jones	Student in HomeSchool 6 months teaching with APS Training Academy	Part Time

## 6. References

Karen Harkness  
Director of Programs  
Cities In Schools Aurora 2000, Inc.  
444 W. Galena BLVD Suite 202  
Aurora, IL 60506  
kharkness@citiesinschools.org  
Office: 630-692-9524  
Cell: 630-742-0775

Dr. David Ballard  
Executive Director of Secondary Teaching  
& Learning  
School District 131  
310 Seminary Ave  
Aurora, IL 60505  
dballard@d131.org  
Office: 630-299-7208  
Cell: 331-588-4052

Simon Rodriguez, Jr.  
Youth Services Manager  
City of Aurora  
44 E. Downer Place  
Aurora, IL 60505  
rodriguezs@aurora.il.us  
Office: 630-256-3402  
Cell: 630-291-0080

Robin Sterkel  
Program Manager  
Urban Youth Ministry  
215 E. New York Street  
Aurora, IL 60505  
rsterkel@waysidecross.org  
Cell: 630.723.3418

Ady Rubio  
Drop-In Supervisor  
Alive Center  
78 S. LaSalle Street  
Aurora, IL 60505  
ady@alivecenter.org  
Cell: 630/397-8295

November 2, 2023

**Board of Directors**

**Chairman of the Board**  
 Faith LaShure  
 Waubonsie Community College

**Past Chairman of the Board**  
 Scott McCleary  
 U.S. General Services  
 Administration

**Secretary**  
 Joan Boldan

**Dr. Jeff Craig**  
 West Aurora School District 129

**Chief Keith Cross**  
 Aurora Police Department

**Patricia Dal Santo**  
 Kane County Regional Office of  
 Education

**Marshall Darwish**  
 Olive Garden

**Richard Irvin, Mayor**  
 City of Aurora

**Dr. Andalib Khelghati**  
 Oswego School District 308

**Jackie Klaesner**  
 KCT Credit Union

**Dr. Jennifer Norrell**  
 East Aurora School District 131

**Jim Pilmer**  
 Fox Valley Park District

**Dr. Adrian Talley**  
 Indian Prairie School District 204

**Jackie Volkert**  
 Old Second National Bank

**Craig Welter**  
 Cordogan Clark & Associates

**Executive Director**  
 Theresa Shoemaker

To Whom It May Concern,

I am writing in support of APS Training Academy in Aurora, Illinois. Cities In Schools has partnered with APS for the past three years, and we thank APS for making Robotics and Technology fun for our after-school and summer programs.

Our after-school and summer programs are part of the 21st Century Community Learning Centers programs serving at-risk students (particularly students in high-poverty areas performing low in academics and those who attend low-performing schools.) The goal of our program is to provide academic enrichment, youth development, career awareness, and related educational development activities for students.

APS Training Academy has provided the foundational principles of electrical theory and coding and robotics assembly at the elementary-middle school level from kindergarten – to eighth grade and the foundational principles of drone assembly, coding, and flying in the middle school grades sixth – to eighth.

One of the classes taught students to build their own Smart Lamp, including installing electronics and using programming to express motion. Students learned about the properties of light and sound and how music is composed. Students reported feeling more confident regarding their skills regardless of experience, gender, grade, etc.

Learning robotics engages students in critical thinking skills needed in school and the workforce and builds confidence to navigate complex problems effectively. Collaboration is also a key to STEAM learning. Students share ideas, problem-solve, work as a team to build curiosity and creativity and learn important academic skills such as writing and reading.

The staff at APS are always encouraging students to build their confidence regarding skill levels. They are dedicated and supportive and provide an inclusive environment, so all students can thrive and feel comfortable to ask questions and make mistakes. Their goal is to spark an interest in children to explore STEAM opportunities now and in the future and also instill within them the confidence to pursue STEAM-related opportunities they might not otherwise choose to do.

We definitely want to continue our valued partnership to provide and expand the most incredible STEAM opportunities to our youth in Aurora through hands-on experiences and shaping the skills of the next generation.

Sincerely,



Karen Harkness  
 Director of Programs



# WAYSIDE CROSS MINISTRIES

*Commitment • Compassion • Collaboration • Community • Christ-likeness*

November 2, 2023

To Whom It May Concern,

My name is Robin Sterkel and I am the program manager for Urban Youth Ministry, a division of Wayside Ministries in Aurora. Our summer day camp, after school programs and baseball leagues are offered to children 5 to 17 years of age and are free to all participants. They are offered to children in our community that would otherwise not be able to afford programs that include meals, tutoring, physical activity, social emotional learning, academic enrichment and Bible lessons.

I am writing this reference letter at the request of Nicole Astra, the Executive Director for the APS Training Academy. I have known Nicole for several years as a member of the Aurora Community serving in many areas that serve children.

APS partnered with UYM to provide STEAM courses to our summer camp kids this past July. In order to serve all of our kids at the same time, APS set up learning labs at our campsite. Not only did they provide the STEAM kits, but they also brought in computers and electrical equipment. The staff was well prepared for the classes, and they engaged with our kids in a way that made the learning experience fun and rewarding. Shortly after the program with APS, our kids were asking when they would be coming back. We are looking forward to APS returning again in the summer of 2024.

Sincerely,

Robin Sterkel  
Program Manager  
Urban Youth Ministry, a division of Wayside Cross Ministries  
Office 630.723.3418  
rsterkel@waysidecross.org

Adilene Rubio  
Alive Aurora Manager  
Alive Center for Teens  
78 S. LaSalle St.  
Aurora, IL 60504  
ady@alivecenter.org  
630-397-8295  
November 7, 2023



To Whom It May Concern:

I am thrilled to offer a letter of recommendation for the remarkable work of APS Training Academy following our collaborative experience during the summer of 2023. This collaboration, which took place at the Alive Center for Teens in Aurora, was an example of the positive impact that non-profit organizations can have on their community.

APS Training Academy provided an engaging two-day STEAM Camp to the teen center, Alive Aurora, in the summer of 2023. This camp catered to students from 5th to 12th grade, and the program was made accessible at no cost to our Alive Center teens. This collaboration was made all the more impactful because we are non-profit neighbors serving the Aurora community, making us natural partners.

The camp project, guided by the dedicated young leads from APS Training Academy, was to create a "Smart Plant Pot." The youth dived into electronics and programming to create this one-of-a-kind plant monitoring system. This system included an animated light display adapted to soil and light conditions and a real plant they got to take home after the camp concluded. APS Training Academy inspired an appreciation for science and technology and nurtured the love of learning among the students who participated.

The camp was also thoughtfully structured, concluding with a 30-minute free-time session, allowing the teens to explore and enjoy the Alive Aurora drop-in teen space. This created a well-rounded experience for the students, incorporating STEAM learning and access to other free teen resources in their community. Since then, some youth who participated in the two-day STEAM Camp are now Alive Center regulars.

During the collaboration, APS Training Academy demonstrated outstanding professionalism, communication, and flexibility throughout our partnership. They actively promoted the STEAM camp to their students and ours and received significant community engagement. They were easy to work with, and scheduling was a smooth process, they even brought their team and supplies to our teen center.

As we reflect on this experience, we are excited to confirm our intention to continue partnering with APS in the future. The impact of our collaboration is clear, and we look forward to more opportunities to bring our non-profits together for the betterment of our Aurora community.

In summary, I wholeheartedly recommend APS Training Academy. They share our passion for empowering youth, offering exceptional services and driving positive student outcomes. We are grateful for the enriching activities they have brought to our non-profit teen center and look forward to what future collaborations hold.

Sincerely,

A handwritten signature in black ink that reads "Adilene Rubio". The signature is fluid and cursive, with a large, stylized "A" at the beginning.

Adilene Rubio

## PROPOSER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of RFP papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all other equal employment requirements contained in Public Act 87-1257 (effective July 1, 1993) 775 ILCS 5/2-105 (A).
- D. I/We are in compliance with the most current "Prevailing Rate" of wages for laborers, mechanics and other workers as required by the State of Illinois Department of Labor.
- E. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- F. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- G. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME APS Training Academy

ADDRESS 105 E. Galena Blvd #200

CITY/STATE/ZIP CODE Aurora, IL 600505

NAME OF CORPORATE/COMPANY OFFICIAL Nicole Astra  
PLEASE TYPE OR PRINT CLEARLY

TITLE Executive Director

AUTHORIZED OFFICIAL SIGNATURE Nicole Astra

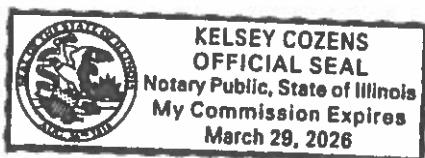
DATE Nov 10, 2023

Subscribed and Sworn to

Before me this 10th day  
of November, 2023

Kelsey Cozens

Notary Public



STATE OF ILLINOIS      )  
                            )      ss.  
County of Kane           )

### **PROPOSER'S TAX CERTIFICATION**

(PROPOSER'S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from bidding with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this 10<sup>th</sup> day of November, 2023.

By Nicole Astra  
(Signature of Proposer's Executing Officer)

Nicole Astra  
(Print name of Proposer's Executing Officer)

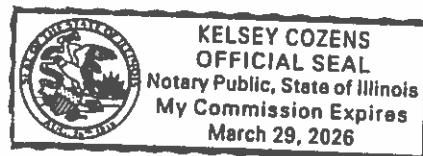
Executive Director  
(Title)

#### ATTEST/WITNESS:

By Kelsey Cozens  
Title Ops Manager

Subscribed and sworn to before me this  
10<sup>th</sup> day of November, 2023.

Kelsey Cozens  
Notary Public  
(SEAL)



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 03 2019

APS TRAINING INSTITUTE INC  
2341 BROOKWOOD COURT  
AURORA, IL 60502-9378

Employer Identification Number:  
83-4284332  
DLN:  
26053542001779  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
April 3, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ If not, contact us immediately.
- ✓ *Do not discard* - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

**OFFICIAL DOCUMENT** State of Illinois - Department of Revenue **OFFICIAL DOCUMENT**

**Illinois Sales Tax Exemption Certificate**

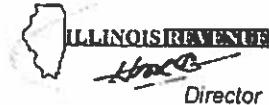


APS TRAINING INSTITUTE INC  
APS TRAINING ACADEMY  
105 E GALENA BLVD FL 4  
AURORA IL 60505-3338

**Sales Tax Exemption Certificate**

Issue date: 02/22/2022 Sales Tax Exemption E99006619  
Expiration date: 03/01/2027 Organization type: Charitable

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

  
ILLINOIS REVENUE  
Director

**OFFICIAL DOCUMENT - DO NOT DESTROY**

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPSAL 23-101  
STEAM Science, Technology, Engineering, Arts,  
Mathematics Services

REFERENCES

(Please Type)  
Municipality Cities In Schools Aurora 2000, Inc. (School Dist. 129)  
Address 444 W. Galena Blvd #202  
City, State, Zip Aurora, IL 60506  
Phone Number 630-692-9524 cell: 630-742-0775  
Contact Person Karen Harkness  
Date of Project 2022, 2023

\*\*\*\*\*  
Municipality School Dist. 131  
Address 310 Seminary Ave  
City, State, Zip Aurora, IL 60505  
Phone Number 630-299-7208 cell: 331-588-4052  
Contact Person Dr. David Ballard  
Date of Project 2022, 2023

\*\*\*\*\*  
Municipality Youth Services of Aurora  
Address 44 E. Downer Pl.  
City, State, Zip Aurora, IL 60505  
Phone Number 630-256-3402 cell: 630-291-0080  
Contact Person Simon Rodriguez, Jr.  
Date of Project Summer 2022, Summer 2023  
Proposer's Name: Nicole Astra, APS Training Academy  
Signature & Date: Nicole Astra

**CITY OF AURORA, ILLINOIS**  
**REQUEST FOR PROPSAL 23-101**  
**STEAM Science, Technology, Engineering, Arts,**  
**Mathematics Services**

**CONTACT INFORMATION**

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information:      Ph: 630-806-9624

To order service:

Name: Nicole Astra  
Ph: 630-806-9624 Fax: \_\_\_\_\_  
E-mail: nicole@apstrainingacademy.org

Billing & Invoicing question:

Name: Nicole Astra  
Ph: 630-806-9624 Fax: \_\_\_\_\_  
E-mail: nicole@apstrainingacademy.org

Questions:

Name: Nicole Astra  
Ph: 630-806-9624 Fax: \_\_\_\_\_  
E-mail: nicole@apstrainingacademy.org

Proposer's Name: Nicole Astra

Signature & Date: Nicole Astra    Nov 10, 2023

Appendix B

**City of Aurora Agreement for  
STEAM Science, Technology, Engineering, Arts,  
Mathematics Services**

THIS AGREEMENT, entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 ("Effective Date"), for the Professional Services STEAM Science, Technology, Engineering, Arts, Mathematics Services, is entered into between the **CITY OF AURORA** ("City"), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and APS Training Academy ("Proposer"), located at 105 E. Galena Blvd #200, Aurora, IL 60505

WHEREAS, the City issued a Request for Proposal ("RFP") on \_\_\_\_\_, 2023 for Professional Services STEAM Science, Technology, Engineering, Arts, Mathematics Services ; and

WHEREAS, the Proposer submitted a response to the PROPOSAL and represents that it is ready, willing and able to perform the Services specified in the PROPOSAL and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on \_\_\_\_\_, the City awarded a contract to Proposer.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Proposer's response to the PROPOSAL, to the extent it is consistent with the terms of the PROPOSAL, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal 23-101

In connection with the PROPOSAL and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the PROPOSAL and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Proposer shall perform the Services listed in the PROPOSAL, attached hereto as Exhibit 1.

3. **Term.** The contract shall be in place January 1, 2024-December 31, 2024.

4. **Compensation.**

a. **Maximum Price.** In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal form Exhibit 2.

**b. Schedule of Payment.** The City shall pay the Proposer for the Services in accordance with the amounts set forth in Appendix D. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice.

**5. Performance of Services.**

**Standard of Performance.** Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that the Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

**6. Termination.**

**Termination for Convenience.** The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with thirty (30) days notice specifying the termination date. Upon completion of services, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

**7. Miscellaneous Provisions.**

**a. Illinois Freedom of Information Act.** The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

Agreement #23-101

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

**FOR CITY OF AURORA**

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

FOR APS Training Academy  
By Nicole Asta

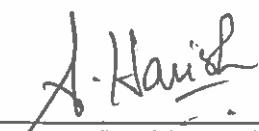
(CORPORATE SEAL)

Agreement #23-101

(If a Corporation) CORPORATE NAME APS Training Academy

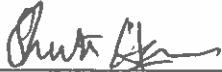
(SEAL)

By



President - Contractor

ATTEST:



Secretary

(If a Co-Partnership)

Partners doing Business under the firm

Contractor

(If an Individual)

(SEAL)

Contractor

Agreement #23-101

**CITY OF AURORA, ILLINOIS**  
**REQUEST FOR PROPSAL 23-101**  
**STEAM Science, Technology, Engineering, Arts,**  
**Mathematics Services**

**PROPOSAL FORM**

**Due Date & Time:** 12:00 p.m. CST, Wednesday, November 15, 2023

**To:** **City of Aurora**  
**Purchasing Division**  
**44 E Downer Place**  
**Aurora, Illinois 60507**

The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

**Submitted By:** APS Training Academy

- I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other PROPOSAL documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the proposal solicitation documents. The items in this Request for Proposal, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the PROPOSAL.
  - A. The Vendor shall also include with their proposal any necessary literature, samples, etc., as required within the Request for Proposal, Instruction to Proposers and specifications.
  - B. For purposes of this offer, the terms Offeror, Proposer, and Vendor are used interchangeably.
- II. In submitting this Offer, the Vendor acknowledges:
  - A. All proposal documents have been examined: Instructions to Proposer, Specifications and the following addenda:

No.\_\_\_\_\_, No.\_\_\_\_\_, No.\_\_\_\_\_, (Vendor to acknowledge addenda here.)

Proposer's Name: Nicole Astra

Signature & Date: Nicole Astra Nov 10, 2023

**CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSAL 23-101  
STEAM Science, Technology, Engineering, Arts,  
Mathematics Services**

**PROPOSAL FORM**

The undersigned acknowledges that with submission of a proposal that they have read and understand the terms and conditions of the agreement to be offered. The Proposer also acknowledges that they will comply with said provision should they be awarded the contract.

**All proposal prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07. No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.**

The City of Aurora reserves the right at any time and for any reason to cancel this Request for Proposal, to accept or reject any or all proposals or portion thereof, or accept an alternate proposal. The City reserves the right to waive any immaterial defect in any proposal, or technicality, informality or irregularity in the proposals received, and to disregard all nonconforming or conditional proposals or counter-proposals. Unless otherwise specified by the Proposer or the City, the City reserves the right to hold the best proposals for ninety (90) days from the opening date set forth above. The City may seek clarification from any proposal at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the PROPOSAL to the lowest responsible proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

**SUBMITTED BY**

COMPANY APS Training Academy

ADDRESS 105 E. Galena Blvd. # 200

CITY, STATE, ZIP Aurora, IL 60505

PREPARER'S NAME Nicole Astra  
Please Type

AUTHORIZED SIGNATURE Nicole Astra, Executive Director  
Title

EMAIL nicole@apstrainingacademy.org

PHONE # (630) 806-9624 FAX # ( ) DATE Nov 10, 2023

**CITY OF AURORA, ILLINOIS**  
**REQUEST FOR PROPOSALS 23-101**  
**STEAM Science, Technology, Engineering, Arts,**  
**Mathematics Services**

**PROPOSAL FORM**

“AFFIDAVIT: I (We) hereby certify and affirm that my (our) proposal was prepared independently on this work, that it contains no fees or amounts other than for the legitimate execution of the work as specified, and that it includes no understandings or agreements in restraint of trade.”

(If an Individual)

Signature of Proposer \_\_\_\_\_ (SEAL)

Business Address  
\_\_\_\_\_  
\_\_\_\_\_

(If a Co-partnership)

Firm name \_\_\_\_\_ (SEAL)

Signed by \_\_\_\_\_ (SEAL)

Business Address  
\_\_\_\_\_  
\_\_\_\_\_

Insert Names  
and Addresses  
of all Members  
of the Firm  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If a Corporation)

Corporate Name APS Training Academy  
 Signed by J. Hawa, President  
 Business Address 105 E. Galena Blvd #200  
Aurora, IL 60505

Insert (President) HARTSHAINANTHARADMANABHAN A. Hawa

CORPORATE SEAL Names of (Secretary) SHRUTI HARISSH

Officers (Treasurer) ROHIT NAIR

ATTEST:

Shruti Hari  
Secretary