



# Request for Proposal

In-House Family Services

RFP Number: 25JUL2014\_Family

**Date Issued:** July 25, 2014

**Due Date:** August 4, 2014

**Procurement Contact:**

Jamie Glavin

Procurement Manager

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313/263-9837

## EDUCATION ACHIEVEMENT AUTHORITY of Michigan

**About the Education Achievement Authority:** The Education Achievement Authority (“EAA”) is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

**Equal Opportunity:** It is the public policy of the EAA, at all levels of procurement, to promote equal opportunity in employment and contracting opportunities. Additionally, the EAA endeavors to promote and encourage the participation of Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) and small and other disadvantaged business entities, as defined by the Small Business Administration. The EAA, therefore, is committed to pursue such avenues in its employment and contracting activities, which will further the goals of this policy. Similarly, demonstrated commitment consistent with the goals of this policy, by those with whom the EAA of Michigan does business, is highly desirable by EAA of Michigan.

# **IN-HOUSE FAMILY SERVICES**

## **Request for Proposal**

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## Request for Proposals

### I. Overview

The EAA is based in Detroit, Michigan. For the current school year, the EAA will have an enrollment of approximately 6,200 students in grades PK-12 in the twelve (12) schools identified in this RFP (each a "Facility" and collectively the "Facilities"). These Facilities include six (6) high school buildings (grades 9-12) and six (6) elementary/middle school buildings (grades PK-8). The purpose of this RFP is to identify a proven Proposer(s) able to offer the professional services listed below. It is expected that these services will lead to significant gains in student achievement.

It is the expectation that Proposers will also make strong connections with students' parents to provide them the support necessary to assist their child(ren) in overcoming challenges. By authorizing high quality firms and communicating the available services these firms offer, the EAA supports school leaders in their allocation of funds to supplemental art, dance and music services. The authorization allows for increased transparency of available services and for tracking the impact associated with the use of authorized firms. Use of these authorized firms that align to, support, and go beyond EAA provided resources and services will be at the discretion of individual networks and/or schools.

### II. Outline of Work

#### **Purpose:**

The purpose of this RFP is to identify a proven Proposer(s) able to offer the services listed below.

As part of its operations, the EAA wishes to establish partnerships between service agencies, corporations, foundations and the community with schools to effectively address the vital resources and services that students need to succeed in obtaining an education. Through this service, partnerships are built, bringing comprehensive resources and services such as after-school programs, food, clothing, school supplies, parent involvement activities, ESL programs, and health and dental care onto the school campus to support children in low-income areas.

The EAA may select one or more experienced and qualified Proposer(s) to proceed with the negotiation process from those submitting Proposals. The process will include the review and evaluation of methods and procedures used to provide effective services within the scope of this RFP. Past experience will also be judged through the references of each Proposer. Experience with other educational entities shall be included in the Proposer's qualifications.

## **Scope and Activities**

### **Important Note:**

The EAA is looking for services for both the District at large and individual schools. Please advise whether you are bidding a la carte services, all inclusive services or both. Also, please note if the services offered differ between student grades or between high school and PK-8 locations.

### **Engagement:**

- Describe how your Program staff will coordinate communication and reporting efforts with the individual schools.
- Describe the frequency and type of communication which will occur.
- Provide copies of proposed documentation when a student is referred to your program and what documentation you would provide to the school upon completion of each student's program.
- What other information would you provide on a regular basis and how often would you provide it?
- What contact would you have with a student that has participated/completed your program?
- What reporting on engagement would be provided?

### **Process for Delivering Services:**

- What is your standard day, when would students be expected to arrive and when would the day end?
- What are the various components to your program in which all students are required to participate? Describe these components.
- What are the various components to your program which are optional to students? Describe these components.
- What are the typical steps for intake of a new student?
- Describe the typical day a student would experience?

### **Program Description:**

- Would you use full or part time (if any) site coordinators to offer direct and brokered student support services and to serve as liaison to the school administrators, partner organizations and volunteers?
- Describe how you would provide timely and consistent communication regarding problems or issues in the effective delivery of services.
- What opportunities would you provide for the school to access services for students, teachers and families through existing community resources and sustainable partnerships?
- Conduct a needs assessment to create outcomes for the partnership.
- Measure progress on agreed upon outcomes.
- Gather data for outcome measurement and goal planning.

- Design and monitor the program plan for the year.
- Promote all partners on marketing materials.

**Feedback:**

- What feedback will be provided to students daily, weekly, etc.?
- What feedback will be provided to parents or guardians of students daily, weekly, etc.?
- What feedback will be provided to schools regarding its students daily, weekly, etc.?

**Evaluation and Monitoring:**

- What is your evaluation and monitoring process?
- What are the components of each work plan?
- Are the work plans customizable per student needs?
- What performance and service metrics do you use?

**Qualifications:**

Summarize the qualifications of the Proposer. Where the project team includes subcontractors or sub-consultants, qualifications of the proposed sub-contractors or sub-consultants shall also be provided. Past working relationships on similar projects should be indicated. Provide the credentials of the individual(s) from your company that will administer the day-to-day operations of the EAA contract.

**References:**

Please provide the three (3) largest account or completed projects. Include name of customer, address, contact name, telephone numbers (including facsimile number), and email address. Please include only references within the previous thirty-six (36) months. The EAA may contact these references during the evaluation process. The EAA may utilize other references for a Proposer's capability to determine performance history, as well. Negative references, in the EAA's sole discretion, may be cause for disqualification of Proposer. If Proposer has more than three references to provide (within the past five (5) years) the following information must be included:

- contract/project name/description,
- agency/department/office for which performed,
- dates of the contract,
- owner's contract/project manager or other representative,
- proposer's role and level of involvement,
- contact person, and
- dollar value of the contract.

The EAA reserves the right to contact any and all references and to obtain, without limitation, information on the Proposer's performance on the listed jobs.

**Value-added Goods and Services:**

Proposer shall include information regarding additional discounts based on long-term projects, purchasing incentives, student tuitions, product grants, rebates, and any programs that add to the value of the goods and services to be provided.

**Customer Support Services:**

Explain your company's policy regarding quality assurance/quality control, tracking and reporting.

**Provide Success Stories:**

A success story should be in the form of a narrative — usually between one and two pages — highlighting the achievements and progress of a program/activity. Document program improvement over time and demonstrate the value of program activities. The success stories are a tool for educating the committee about the outcomes of your work and the results you are achieving.

**Appendices:**

The content of is left to the Proposer's discretion. However, the Proposer should limit materials included here to those that will be helpful to the EAA in understanding the services provided for this specific contract.

**Optional Services:**

If there are optional services that are not covered by your response please provide details.

**Timeline:**

The approximate start date of the contract potentially resulting from this RFP is September 1, 2014.

**III. Proposer Qualifications**

The EAA is seeking proposals from Proposers who:

- have the necessary capacity and infrastructure to deliver on all elements listed in Section II;
- provide standard service level agreements (SLAs); and
- agree to purchase, prior to the commencement of services, and maintain for the duration of the contract, the following insurance coverage in the minimum amounts indicated.

**Commercial General Liability Insurance:** On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$5,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Proposer's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

**Workers' Compensation including Employer's Liability Coverage:** \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.

**Motor Vehicle Liability:** If Proposer, or its employees, will use motor vehicles to satisfy its responsibilities, then Proposer must have a minimum amount of \$1,000,000 per occurrence combined single limit, including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If an insurance coverage furnished by Proposer is on a "claims made" basis, the Proposer shall continue the coverage required under the contract for a minimum period of three years after the expiration or termination of the contract.

In addition, Proposer shall include the following as Additional Insured: The Education Achievement Authority, including its elected and appointed officials, employees, and volunteers.

#### **IV. Proposal Requirements**

**Description of Service Model and Approach:** Describe your approach to developing the assessments and delivering them electronically, via computer. Please include your organization's strategies to execute the work in each of the areas described in Section II.

**Experience:** Include examples of your organization's experience serving as a Proposer of such materials to other schools and/or districts.

**Staffing Model:** Provide an overview of your staffing model and an outline of who would be working with the EAA to fulfill the responsibilities outlined in Section II and with what frequency.

**Cost Information:** Provide an overview of the costs associated with your model. Include any applicable discounts from suggested retail or publishers' listing prices, as shown in your available print and digital title catalogs.

**Minimum Submission Requirements:** Any proposal that does not meet these requirements will be deemed unacceptable and ineligible for further review and consideration.

- Meet the submission deadline.
- Submit a complete proposal by following the required format: Microsoft Office.
- Submit a sworn and notarized statement, disclosing any familial or social relationship that exists between the owner or any employee of the bidder and any staff or Board member of the Education Achievement Authority (Attachment A).

**Contract Award:** The EAA reserves the right to award contract(s) in a manner deemed to be in the best interest of the EAA.

**Term:** The contract(s) potentially resulting from this RFP shall be in effect approximately beginning September 1, 2014 through July 31, 2015. The EAA reserves the right to extend



the contract(s), or parts thereof, for a period up to or exceeding the full original contract(s) term with mutual consent between both parties.

**Amendment or Cancellation of the RFP:** The EAA reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the EAA to do so. The EAA, at its option, may seek proposer retraction and/or clarification in any discrepancy or contradiction found during its review of proposals.

**Proposer Presentation of Supporting Evidence:** Proposers may be invited to present to the EAA, at the EAA's discretion, to provide additional evidence of experience, performance, ability, and/or financial surety that the EAA deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

**Proposer Demonstration of Proposed Services and/or Products:** At the discretion of the EAA, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided without cost to the EAA.

**Erroneous Awards:** The EAA reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of the EAA shall not constitute a breach of contract on the part of the EAA, since the contract with the initial Proposer is deemed to be void and of no effect (as if no contract ever existed between the EAA and such Proposer).

**Proposal Expenses:** Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the EAA.

**Ownership of Proposals:** All proposals shall become the sole property of the EAA and will not be returned. All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act ("FOIA"), Section 15.231 et seq. of the Michigan Compiled Laws. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in statute) are public records and every person has a right to inspect such records and receive a copy of such records.

**Ownership of Subsequent Products:** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP, shall be the sole property of the EAA unless otherwise stated in the contract.

**Oral Agreement or Arrangements:** Any alleged oral agreements or arrangements made by proposers with any EAA appointed or elected official, employee, or volunteer will be disregarded in any EAA proposal evaluation or associated award.

**Sub-contractors:** EAA must approve in writing any and all sub-contractors utilized by the successful Proposer prior to any such sub-contractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the EAA and that the Chancellor or his/her designee may communicate directly with any sub-contractor as the EAA deems to be necessary or appropriate. It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the sub-contractor(s). Upon request, a performance evaluation of any sub-contractor shall be provided promptly by the Proposer to the EAA. The Proposer must provide the majority of services described in the specifications.

**E-Mail Clarifications:** The EAA intends to communicate with Proposers via e-mail (e.g., RFP clarifications and addenda). References in this RFP to "written" form of communications include e-mail.

**Additional Requests for Clarification:** Prospective Proposers may request that the EAA clarify information contained in this RFP. All such requests must be made in writing via email. The EAA will attempt to provide a written response to all written Requests for Clarification within five (5) business days after the receipt of such request. The EAA will not respond to any Request for Clarification received within three days of the due date of responses. The response to any Request for Clarification will be posted to the EAA's website, and notification of such posting will be provided to all parties that filed an Intent to Respond with the EAA by the deadline set. Requests for Clarification and inquiries must be made via e-mail. All Requests for Clarification must be directed to Jamie Glavin at [jglavin@eaaofmichigan.org](mailto:jglavin@eaaofmichigan.org) (Subject Line should be the title of this RFP). No response will be made to any oral questions. All questions and answers will be posted on the EAA's website. It is each Proposer's responsibility to check the EAA's website prior to the RFP Due Date to ensure that it has received all of the information, including, but not limited to, all Addenda to this RFP.

**Restrictions on Communication:** From the issue date of this RFP until a Proposer is selected and the selection announced, a prospective Proposer shall not communicate about the subject of this RFP or a Proposer's Proposal with the EAA, its Board of Directors, or any individual member, administrators, faculty, staff, students, or employees, except for the Pre-Proposal Conference/Facility Walk-through, additional Requests For Clarification as described above, or as otherwise required by applicable law.

**Addenda to the RFP:** If it becomes necessary to revise any part of this RFP, notice of the revision will be e-mailed in the form of an addendum to all parties that submitted an Intent to Respond to the EAA. All addenda will be issued through the EAA's website, and all addenda shall become a part of this RFP. In order to avoid any miscommunication, Each Proposer must, in its Proposal, acknowledge all addenda which it has received. However, the failure of a Proposer to receive, or acknowledge receipt of, any addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.

**RFP Information Controlling:** The EAA intends that all Proposers shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Proposer, shall be effective unless confirmed by written communication contained in an addendum to this RFP, a Request for Clarification or other written response thereto, or in the Proposal.

**Finality of Decision:** Any decision made by the EAA, including the Proposer selection, shall be final.

**Reservation of Rights:** The EAA reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The EAA further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Proposer(s) submitting the best financial Proposal (low bidder). The EAA reserves the right to request additional information from any or all Proposers. The EAA reserves the right to negotiate with the Proposers concerning their Proposals. In the event Proposer's Proposal is accepted by the EAA and Proposer asserts exceptions, special considerations or conditions after acceptance, the EAA, in its sole and absolute discretion, reserves the right to reject the Proposal and award the Contract to another Proposer.

**Release of Claims:** Each Proposer, by submitting its Proposal, releases the EAA from any and all claims arising out of, and related to, this RFP process and selection of a Proposer.

**Proposer Bears Proposal Costs:** A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, otherwise responding to this RFP, and negotiating its Proposal or this RFP.

**Irrevocability of Proposals:** All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of one hundred twenty (120) calendar days following the Due Date for receipt of Proposals set forth above.

**Collusive Bidding:** The Proposer certifies that his or her Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same Services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

## **PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS**

The Due Date for receipt of Proposals is:

**August 4, 2014 at 1 p.m. EST (the "Due Date") via email to [jglavin@eaaofmichigan.org](mailto:jglavin@eaaofmichigan.org)**

**Intent to Respond:** Each Proposer who intends to submit a Proposal in response to this RFP shall submit an "Intent To Respond" via e-mail to Jamie Glavin at [jglavin@eaaofmichigan.org](mailto:jglavin@eaaofmichigan.org) (Subject Line: In-House Family Services RFP Intent to Respond), on or before **5 p.m., July**

**29, 2014.** The Intent to Respond shall include the name of the Proposer, the name of a contact person and that person's e-mail address. Failure to submit an Intent To Respond by the aforementioned deadline does not preclude a Proposer from submitting a Proposal; however, Proposers who do not submit an Intent To Respond by the aforementioned deadline will not receive notifications of Requests For Clarification and/or Addenda, and it shall be the Proposer's sole responsibility to check the EAA's website for the same.

**Late Proposals:** Each Proposer is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Due Date will not be accepted or considered. The EAA is not liable for any delivery or other delays.

**Disqualification:** Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services requested under this RFP; (ii) demonstrate the ability to accomplish the services set forth in this RFP and the Contract as described; and (iii) include all necessary information to enable the EAA to thoroughly evaluate each Proposer's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP and the Contract. Each Proposal shall also include any other information or explanations that the Proposer feels are significant with respect to the EAA making an informed decision relative to its Proposal.

**Exceptions:** Any exceptions to the terms and conditions contained in this RFP or the form of Contract attached to this RFP, or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of the RFP or form of Contract cannot be met by, or, in the Proposer's opinion, are not applicable to, the Proposer. The Proposer shall be required and expected to meet the specifications and requirements as set forth in this RFP and the form of Contract in its entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Proposer's Proposal and those exceptions, special considerations or conditions are expressly accepted by the EAA. All Pricing factors must be clearly indicated in the Proposal Forms provided as part of the Proposer's Proposal.

**Background Cover Letter:** Please include a cover letter with background information regarding the Proposer, which will serve as an introduction of the Proposer, on business letterhead.

**Background and Qualifications:** List the personnel who will be involved in carrying out the Services required under this RFP and the Contract. Describe the chain of command and reporting relationships. Include a proposed organization chart to demonstrate how the Proposer personnel will carry out the required Services.

**References:** Each Proposal must include detailed evidence that the Proposer is currently providing similar services for other PK-12 public school districts or educational institutions. The Proposer must provide this information, including contact names, addresses, phone numbers and type and scope of services provided. This should include school districts of similar size and scope as the EAA.

**Financial Reports:** Provide documentation of sufficient financial resources and capacity to provide the Services and carry out the Proposer's requirements and obligations under this RFP and the Contract. This shall include an audited financial report for the three (3) most recent fiscal years of the Proposer. If unavailable, please clearly state the reason for the unavailability and provide equivalent alternative financial documentation.

**Compliance with Laws and Regulations:** Demonstrate that the Proposer understands and will comply with all regulatory laws, codes, ordinances and requirements of any Local, State, and Federal law that apply to the requirements and obligations under this RFP and the Contract, including, but not limited to, the Michigan Revised School Code (MCL 380.1 *et seq.*), and any rules and regulations promulgated thereunder.

**Other:** Describe any other resources to be provided by the Proposer, not listed above, which would demonstrate or enhance the Proposer's ability to carry out the Services required under this RFP and the Contract.

**Litigation and Regulatory Proceedings:** List all litigation or regulatory proceedings, for the past five years. These litigation and regulatory proceedings are to be limited to contract disputes and negligence actions for: (i) school districts in which the Proposer has been a party providing any type of professional development; (ii) supplies, equipment or services of the type which are the subject of the proposed Contract; (iii) noncompliance of the Proposer's reporting or documentation requirements, supplies, equipment and services or the Proposer's working conditions and employment practices with the Occupational Safety and Health Act and other applicable state and federal requirements; or (iv) any suits whereby an employee of the Proposer was found to have mistreated pupils in any manner. It is contemplated under this RFP that workers' compensation and unemployment proceedings are not to be deemed part of this requirement.

**Training:** Fully describe, and provide evidence and scope of, Proposer's formalized in-service training and educational programs for all of its employees.

**Agreement to be Bound:** A signed letter setting forth the Proposer's agreement to be bound by the terms and conditions of this RFP.

**Pricing:** As requested in this RFP.

## V. Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the selection process.

#### Request for Proposal Responses

- **Description of Service Model and Approach:** clarity and strength of the organization's services
- **Experience:** a proven ability to satisfactorily provide the requested materials in a school setting
- **Staffing Model:** coherent staffing model explaining the organization's leadership structure and proposed plans to staff the engagement with experienced and talented professionals
- **Cost Information:** substantiation and explanation of costs associated with the work being proposed by the proposer

**Oral Interviews:** The EAA may require selected Proposers to participate in an oral interview and negotiation process to discuss their Proposal and to answer any questions the EAA may have regarding the RFP and Proposer's Proposal. In that case, the EAA will notify the Proposer's contact name as listed in its Proposal. In accordance with the RFP selection timeline, it is anticipated that interviews will be scheduled during the **week of August 4, 2014.** If selected to participate in an oral interview, the Proposer(s) should be prepared to make a presentation to a committee of the EAA, not to be more than twenty (20) minutes in length.

## VI. Instructions to Proposers

### Proposal Schedule:

#### The EAA's anticipated timeline for its selection process is:

Issuance of this RFP	July 24, 2014
Deadline for written Intent to Respond	5 p.m. — July 29, 2014
Deadline for written Requests for Clarifications	5 p.m. — July 29, 2014
<b>DUE DATE FOR PROPOSALS</b>	1 p.m. – August 4, 2014
Proposer interviews and presentations to the EAA	Week of August 4, 2014

**PLEASE NOTE:** The EAA reserves the right, in its sole and absolute discretion, to make modifications to the above selection timeline as it determines to be in its best interest. During the period from your organization's receipt of this RFP, and until a contract is awarded, your organization shall not contact any employee of the EAA for additional information, except in writing (including e-mail), directed to the Procurement Contact listed on the cover page of this document, at Education Achievement Authority of Michigan, 300 River Place, Suite 3600, Detroit, MI 48207. Your organization assumes the risk of any delay in the mail or in the handling of mail by employees of the EAA. Whether sent by mail or by means of personal delivery, your organization assumes responsibility for having your proposal deposited on time.

**Questions:** Questions for the purpose of clarifying this RFP must be submitted in writing and must be received no later than 5:00 PM Eastern on July 29, 2014. Questions must be emailed to [jglavin@eaaofmichigan.org](mailto:jglavin@eaaofmichigan.org). Answers to questions received will be posted as an Addendum to this RFP.

**Proposals:** All responses to this solicitation must be submitted as follows:

**August 4, 2014 at 1 p.m. EST (the "Due Date") via email to [jglavin@eaaofmichigan.org](mailto:jglavin@eaaofmichigan.org)**

## VII. Contractual Obligations

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The EAA will pursue negotiations with the highest scoring Proposer(s). If, for some reason, the EAA and the highest scoring Proposer(s) fail to agree to a contract, then the EAA may commence contract negotiations with other Proposers. The EAA may decide, at any time, to start the RFP process again.

**Insurance Certificates:** Provide an Insurance Certificate evidencing all insurance coverage required by the Contract.

**Services:** The Proposer shall perform all of the Services required by this RFP and the Contract.

**Personnel/Staffing Levels:** Throughout the Initial Term, and any Renewal Term(s) which is/are exercised, the Proposer shall provide all personnel (including management, supervision, related administrative personnel necessary for the provision of the Services under the Contract. The Proposer shall also recruit, background check (as required under the Contract), employ, train, compensate, and supervise all staff necessary for the Contract.

**Fingerprinting and Background Checks:** The Proposer and all of its employees and agents providing Services for the EAA shall meet the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g, in accordance with the terms and conditions set forth in the Contract.

**Hold Harmless/Indemnification:** The Proposer shall indemnify, defend and hold the EAA harmless pursuant to the terms and conditions of the Contract.

**Compliance with Laws:** The Proposer shall comply with any and all Federal, State and Local laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the Services anticipated in this RFP and the Contract. The Proposer, including all employees and agents shall perform all Services in accordance with all State licensing laws including: the Electrical Administrative Act, PA 217 of 1956, as amended; the Forbes Mechanical Providers Act, PA 192 of 1984, as amended; the State Plumbing Act, PA 733 of 2002; the Boiler Act, PA 290 of 1965, as amended; and the Elevator Safety Act, PA 227 of 1967. The Proposer, including its employees and agents, shall be responsible for knowing the EAA's policies and procedures concerning appropriate behavior of persons in its Facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies and procedures. The EAA shall use its best efforts, as reasonably requested by the Proposer, to assist the Proposer to comply with any and all applicable federal, state or local laws, rules and regulations. The Proposer, by providing its Proposal to the EAA, represents and warrants that it shall at all times be in compliance with any and all applicable federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirements applicable to providing the Services anticipated in this RFP and the Contract. The Proposer shall in the performance of such Services pursuant to this RFP, its Proposal and the Contract, fully comply with any and all applicable federal, state, or local laws, rules and regulations, and shall indemnify, defend and hold the EAA harmless from any liability from its failure to so comply. Additionally, all Services must be in compliance with OSHA/MIOSHA and the Right-to-Know laws. The Proposer shall be responsible and liable for the safety, injury and health of its personnel/employees while its personnel/employees are performing the Services for the EAA.



## VIII. RFP Rubric

<b>Proposer</b>	<b>Total Score:</b>
	_____/60

Section	1-Below	2-Partially Meets	3-Meets	4-Exceeds
Description of Service Model and Approach	Offers insufficient information regarding the organization's model and approach to delivering the services solicited through the RFP	Offers a somewhat clear explanation of the organization's services that could be strengthened by greater detail and specificity	Offers a comprehensive and well-written explanation of the organization's services solicited through the RFP	Offers an exceptionally clear, comprehensive, and compelling description of the organization's services solicited through the RFP
Experience and Track Record	Provides insufficient evidence of the organization's ability to satisfactorily provide the requested materials in a school setting	Provides some evidence to suggest the organization's ability to satisfactorily provide the requested materials in a school setting	Provides sufficient evidence to validate the organization's ability to satisfactorily provide the requested materials in a school setting	Provides more than ample evidence of the organization's ability to satisfactorily provide the requested materials in a school setting
Staffing Model	Provides insufficient information regarding the organization's leadership structure and staffing model for the engagement outlined in the RFP	Begins to describe the organization's leadership structure and staffing model for the engagement outlined in the RFP	Articulates the organization's leadership structure and proposed plans to staff the engagement with experienced and talented professionals	Fully describes the organization's leadership structure and proposed plans to staff the engagement with experienced and talented professionals
Cost Information	Fails to provide cost information and/or cost information is unclear and lacks alignment with the organization's proposed services	Provides some cost information; however, the presentation may be disorganized or lack detail and alignment to the services requested through the RFP	Provides adequate cost information, including a breakdown of the proposed services aligned to the RFP	Provides clear and sufficient cost information aligned to the proposed services, showing justifications for all costs

Section	Score	Weighting	Total Points
Description of Service Model and Approach		x5	_____/ 20
Experience and Track Record		x5	_____/ 20
Staffing Model		x3	_____/ 12
Cost Information		x2	_____/ 8
<b>Total Score:</b>			<b>_____/ 60</b>

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN**

**REQUEST FOR PROPOSALS**

**FOR**

**IN-HOUSE FAMILY SERVICES**

**ATTACHMENT**

**Attachment A** — Familial Disclosure Affidavit

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

REQUEST FOR PROPOSALS  
FOR  
**IN-HOUSE FAMILY SERVICES**

ATTACHMENT A – Familial Disclosure Affidavit

**Familial Disclosure Affidavit**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Education Achievement Authority of Michigan's (the "EAA") Request for Proposal – In-House Family Services hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Proposer, and any member of the Board of Directors of the EAA or the Chancellor of the EAA.

List any Familial Relationships:

PROPOSER:

\_\_\_\_\_

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

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 2014, by \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_